



Internal Regulations and Master's Academic Regulations

Master's degree in Agriculture, Food and Environmental Sciences and Technologies (STAAE) (Master mention Sciences et Technologies de l'Agriculture, de l'Alimentation et de l'Environnement)

Master's degree in Agrosciences, Environment, Regions, Landscape, Forest (AETPF) (Master mention Agrosciences, Environnement, Territoires, Paysage, Forêt)

Applicable from the academic year 2024-2025

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FOREWORD

The Master's Academic Regulations define, in accordance with L'Institut Agro's regulations governing studies, the conditions that learners must meet to pursue their studies and obtain their diploma.

The Master's Academic Regulations are supplemented by **internal course regulations**: these define, in accordance with the school's internal regulations, the health and safety regulations, general and permanent regulations pertaining to discipline, as well as the nature and scale of penalties that may be applied to learners who contravene them, and the procedural safeguards applicable when a penalty is proposed. They also set out the regulations for representing learners. When elements of a course take place in the premises of another organisation, the non-disciplinary Internal Rules of Procedure of that organisation shall apply to the learner.

Scope

L'Institut Agro Dijon is accredited to award:

- The Master's degree in **Agriculture, Food and Environmental Sciences and Technologies (STAAE)**, programmes:
 - Microbiology and Physicochemistry for food and wine Processes (MP²),
 - Physiological and Psychological Food Choice Determinants (P2Food).
- The Master's degree in **Agrosciences, Environment, Regions, Landscape, Forest (AETPF)**, programmes:
 - Agroecology (Ae)
 - Management of Enterprises and Innovative Technologies for Agricultural Equipment (GETIA)

L'Institut Agro Dijon is responsible for the administrative and educational management of the Master's programmes. L'Institut Agro's study regulations apply to each of the Master's programmes.

The Master's degrees can be taken via different access routes: initial training as a student, continuing education, validation of acquired experience (VAE) or validation of higher education studies (VES).

The Internal Regulations and these academic regulations apply across all access routes.

Beyond their regulatory aspects, these regulations constitute a pact between the three communities: learners, teachers, and administrative staff. They set out the rights and responsibilities of everyone involved in the assessment process, with a view to giving learners a guarantee of equality and transparency, supporting tutors and administrative staff in the organisation of knowledge and skills assessment, and ensuring that examination board members' deliberations and decisions are respected.

They gather the legal and educational provisions governing the organisation of learner assessment together under the title "knowledge and skills assessment procedures". To that end, they use the current regulations as a basis¹, alongside decisions taken by the various L'Institut Agro Dijon entities (Teaching and Student Life Committee, Tutors' Committee, and Academic Council) or, where applicable, other official bodies of L'Institut Agro (Teaching Council, Board of Directors).

¹Education Code (in particular Articles L 613-1, L 712-3, L 712-6 et seq.)

1. INTERNAL REGULATIONS

1.1. Compliance with health and safety rules

As a general rule, learners must adopt behaviour aimed at preventing accidents and comply with the current health and safety rules at the institution. If the learner notices a fault in the security system, an accident, theft, or damage, they must immediately inform the teaching staff or the academic services department.

The parking of personal vehicles must not in any way obstruct access to the premises and should be done in designated parking areas.

The learner shall pay particular attention to complying with the instructions specified here. Non-compliance with these instructions may result in penalties.

1.1.1. FIRE SAFETY, MAJOR RISKS

Learners must comply with and implement the procedures, systems, and equipment intended for the safety of individuals and property with regard to fire safety, major risks, access control, alarms, and facility closure.

In this context, learners undertake to:

- Adhere to all instructions given through internal memorandum(s), as well as to any information provided to them on the student Intranet space, or displayed on the premises by the school's safety staff;
- Ensure free movement of users and staff in entrances, corridors, staircases, and lifts;
- If a fire is discovered, call the fire brigade by dialling 18 from an internal landline phone or 112 from a mobile phone;
- In the event of a medical emergency, call the SAMU by dialling 15;
- In the event of a report of intrusion, assault, or terrorist attack, call the police by dialling 17;
- In case of a serious and imminent danger to oneself, a user, or a staff member of the establishment, on the Dijon site alert the on-call security staff of L'Institut Agro Dijon at 1500 (direct number) from an internal office landline phone or from the freely accessible landline phones located in the halls and communal areas of the DEMETER Tower and EPICURE building. Alternatively, use the mobile phone number +33 (0)6 08 27 54 22;
- Report any event, incident, observation, or recommendation that could help to improve the health and safety policy for staff and users of the school via the occupational health and safety register (freely accessible in each building).

1.1.2. ALCOHOLIC BEVERAGES, ILLEGAL PRODUCTS, AND/OR HARMFUL SUBSTANCES

Learners may not bring, consume, and/or distribute alcoholic beverages on campus.

It is prohibited for learners to enter or stay on the premises of L'Institut Agro Dijon under the influence of substances classified as narcotics (under the Public Health Code/Road Traffic Code), as well as to bring said substances and/or illegal products onto the premises.

Learners undertake to respect the ban on smoking throughout the premises of L'Institut Agro Dijon (with reference to Articles L3512-8 and R3512-2 of the Public Health Code).

1.1.3. ACCESS, USE OF TRAINING FACILITIES, USE OF EQUIPMENT AND MATERIALS

Unless specifically authorised by the Director of L'Institut Agro Dijon or their representative, or by specific regulations, the learner may not:

- Enter or stay on L'Institut Agro Dijon premises for purposes other than those related to the course;
- Admit, have someone admit, or facilitate the admission of individuals who are not affiliated with L'Institut Agro Dijon onto its premises;
- Sell goods or services on L'Institut Agro Dijon premises.

The consumption of beverages and food outside of designated areas is prohibited, especially in classrooms and other areas reserved for teaching purposes.

A student card is issued to each learner and renewed annually. Each learner is provided with:

- an institutional email address,
- access to internal messaging,
- access to the Médiadoc documentation centre,
- access to self-service "computer" rooms.

L'Institut Agro Dijon provides learners with the necessary resources and means to successfully pursue their training projects. Learners undertake to use the educational materials provided to them in accordance with normal operating procedures and under the supervision of, or with prior authorisation from, the institution's authorised staff. This equipment must be used with electrical, mechanical or chemical protection, where appropriate, and users must be informed of this. Learners must not tamper with any electrical or temperature control systems without prior authorisation. Learners must follow all instructions and rules for using the equipment and materials provided with a view to protecting people's health. Learners may not use the equipment for personal purposes.

Special agreements may be concluded to allow access to certain Université de Bourgogne services (libraries, sports facilities, language centre).

1.1.4. COMPLIANCE WITH HEALTH RULES AND USE OF FACEMASKS

Due to the pandemic, the national health protocol may impose specific obligations (such as health passes or vaccination requirements, mask-wearing, etc.). These obligations will be communicated to the learners through signage and digital means.

1.2. Reporting accidents/illness and insurance

1.2.1. ACCIDENT OCCURRING DURING A STUDENT'S TRAINING OR OCCUPATIONAL ILLNESS

If a learner with student status is the victim of - or witnesses - an accident during an academic course, while representing the institute at fairs or forums, during an internship, or during the commute between L'Institut Agro Dijon and their residence or internship location, they must immediately inform the director of L'Institut Agro Dijon or their representative. In any case, the notification should be made within a maximum of 24 hours. The student shall send a detailed statement accompanied by all the necessary information.

The same procedure must be followed in the event of an occupational illness.

The director of L'Institut Agro Dijon or their representative shall initiate the necessary procedures for medical care and the reporting of the accident/occupational illness to the relevant insurance agency.

1.2.2. ACCIDENT OCCURRING DURING A WORK-STUDY INTERN'S ACADEMIC TRAINING OR OCCUPATIONAL ILLNESS

If a learner with work-study intern status is the victim of - or witnesses - an accident during an academic course, while representing the institute at fairs or forums, or during the commute between L'Institut Agro Dijon and their residence or workplace, they must immediately notify both the director of L'Institut Agro Dijon or their representative and their employer within a maximum of 24 hours. The same procedure must be followed in the event of an occupational illness. The appropriate procedures for medical care and reporting the accident/occupational illness to the relevant insurance agency come under the employer's responsibility. The work-study intern shall submit a detailed report accompanied by all the necessary information.

1.2.3. ACCIDENT INVOLVING A WORK-STUDY INTERN DURING A PLACEMENT AT A COMPANY OR ORGANISATION OR OCCUPATIONAL ILLNESS

In the event of an accident or occupational illness occurring to a work-study intern during their work placement at a company or organisation, whether during work activities or during the commute between their residence and the workplace, or at locations necessary for the placement, the responsibility for reporting the accident lies with the employer. The employer must carry out all the necessary procedures with the relevant social entity to which the apprentice belongs and inform L'Institut Agro Dijon promptly.

1.3. Student travel in the context of training at L'Institut Agro Dijon

Depending on the educational arrangements chosen by the tutor responsible for the course module, teaching can take place on the site of L'Institut Agro Dijon or outside, and require travel in France as well as abroad.

Trips that form part of a course programme are mandatory. Prior to travelling, learners must obtain an administrative travel authorisation, in the case of civilians, or, in the case of student civil servants, a mission order.

For trips inside mainland France, this document shall be signed by the DEVE director and the tutor in charge of the activity.

For travel outside mainland France, this authorisation shall be signed by the director.

Travel can be either collective, organised by L'Institut Agro Dijon or by another entity, or individual and managed by the learner. If the travel expenses are to be borne by the learner, the organisation and reimbursement arrangements shall be defined prior to the trip. For student civil servants, the amount and terms of the award are voted by the Board of Directors of L'Institut Agro in accordance with the regulations in force.

Learners using their personal vehicle for training purposes must have insurance coverage for such use and declare that they are authorised to travel, particularly in consideration of the points on their driving licence. They must provide a certificate of insurance and a copy of both the vehicle registration certificate and their driving licence to the department authorising the trip.

1.4. General discipline

1.4.1. TIMETABLE AND ATTENDANCE

Learners must comply with the set timetables, that are communicated in advance by L'Institut Agro Dijon. Teaching hours usually fall within the following periods, Monday to Friday: 8.00am to 10.00am, 10.15am to 12.15pm, 1.30pm to 3.30pm and 3.45pm to 5.45pm. Penalties may be imposed for non-compliance with these schedules. Learners may not be absent during training hours, unless there are exceptional circumstances². In the interest of the course or for operational

² Exemptions from attendance, as provided for by the decree of 30 July 2019, include students authorised to take a sabbatical; students who hold responsibilities on the board of an association; students engaged in military activities in the operational reserve as specified in Book II of the fourth part of the Defence Code; students undertaking a mission as part of the national civic service mentioned in Article L. 120-1 of the National Service Code or military volunteering as provided for in Article L. 121-1 of the same code; students engaged in professional activities; students elected to the governing bodies of institutions and regional university and school

requirements, L'Institut Agro Dijon reserves the right to modify the course timetables. Learners must comply with the changes made.

Punctuality is required for all training activities. Tutors have the right to refuse students access to the classroom and to mark them absent if they are late. No delay will be tolerated for any external activities (such as travel).

Generally speaking, in the event of absence, delay, or leaving before the scheduled time, all learners must immediately notify the academic services department in the student affairs section (DEVE, Direction des Études et de la Vie Étudiante), and provide the necessary justifications.

Consequences of absences

Any unexcused absence without legitimate reasons may be subject to sanctions.

The certification of a teaching unit is subject to attendance rules. This obligation is met if all absences are justified by a legitimate reason. From the first unexcused absence recorded, the grade may be adjusted to zero or the final discharge may not be granted.

In the event of repeated unjustified absences, DEVE shall send a formal notice to the learner (by registered letter with acknowledgement of receipt). If there is no response to this formal notice, the learner may be excluded by the Managing Director. In the case of students, tuition fees remain due in full. In the case of work-study interns, course fees shall be due for the modules scheduled until the date of the formal notice.

1.4.2. DRESS CODE AND BEHAVIOUR

Learners must behave in a way which is not disruptive to the order and efficient running of the school on the premises of L'Institut Agro Dijon or on any other premises where the training is provided. Mutual respect for people, their culture, and their job forms the basis of social relations within and outside the school, particularly during internships.

Appropriate attire is required during course activities. Specific dress code requirements may be established and communicated to learners to protect them from exposure to specific dangers.

In the course of their activities, learners must consider themselves responsible for upholding the image of L'Institut Agro Dijon, not only in their speech but also in their attire and involvement.

1.5. Disciplinary measures

At L'Institut Agro Dijon, disciplinary authority over users, particularly those enrolled in the school's degree courses, is exercised in the first instance by the disciplinary panel for users.

Users of L'Institut Agro Dijon fall under the jurisdiction of the disciplinary panel in the event of misconduct occurring within the school premises. The same applies if such misconduct, even if committed outside the school, cannot be dissociated from the status of user.

The disciplinary regime under this regulation applies to any user of the school who is the perpetrator of or accomplice to:

- a) misconduct or attempted misconduct committed during enrolment, during an examination or test as part of the course, or during an entrance exam in an institution mentioned in Article D. 812-1 of the Rural and Maritime Fishing Code,
- (b) an act likely to affect the order or efficient running of the school.

The disciplinary procedure is as follows:

- Proceedings are instituted before the competent disciplinary panel by the director of L'Institut Agro Dijon.
- The Chair of the disciplinary panel will write to the person facing disciplinary action, specifying the alleged misconduct and providing supporting documents. The letter informs

the person that they have the right to be accompanied by legal counsel of their choice and that they can access the case file during the investigation process.

- The investigation committee conducts the investigation using any means it deems appropriate to gather relevant information and clarify the matter. The investigation committee summons the person involved, who may be accompanied by their legal counsel, to hear their statements.

- In principle, the judgement sessions taking place during the disciplinary proceedings are open to the public. Nevertheless, the Chair of the judgement panel may, on exceptional grounds, decide that the session will take place or continue without the presence of the public should this be required to maintain public order or in respect for privacy or legally protected secrets.

- On the day scheduled for the judgement session, the person(s) involved and, if requested, their legal counsel are then given an opportunity to present their statements.

The disciplinary sanctions applicable to users provided for by Article R. 812-24-36 of the aforementioned Rural and Maritime Fishing Code are:

1° Warning;

2° Reprimand;

3° Exclusion from the institution for a maximum period of five years. This penalty may be suspended if the exclusion does not exceed two years;

4° Permanent exclusion from the institution;

5° Exclusion from any public higher education institution for a maximum period of five years;

6° Permanent exclusion from any public institution of higher education.

Any sanction imposed in the case of misconduct or attempted misconduct committed during enrolment shall result in the invalidation of the enrolment.

Any sanction imposed in the case of misconduct or attempted misconduct committed during an examination, test, or competitive exam as part of the course results in the invalidation of the corresponding assessment for the individual concerned. The individual concerned is deemed to have been present for the assessment without actually undergoing it. The disciplinary panel shall decide whether it is necessary to also declare the invalidation of the set of assessments, examination sitting, or competitive exam for the individual concerned.

Sanctions provided for in point 3 without a deferment, as well as in points 4, 5, and 6, shall also result in the inability to enrol in or undergo examinations in any public institutions offering post-baccalaureate courses.

If caught committing or attempting to commit misconduct during examinations or entrance exams, the examination board shall deliberate on the results of the candidates concerned by the allegations, under the same conditions as for any other candidate. However, no certificate of achievement or transcript of grades may be issued until the judgement panel has made its decision.

The sanction imposed in the case of misconduct or attempted misconduct, after enrolment, admission to the examination or competitive exam, or award of the degree, shall result in the invalidation of the enrolment, admission to the examination or competition, or degree.

The decision may be appealed within a period of two months from the date of notification, before the National Council for Higher Education and Agricultural, Agri-food and Veterinary Research (CNESERAAV).

2. ACADEMIC REGULATIONS

2.1. Knowledge and skills assessment procedures

2.1.1. INTRODUCTION

2.1.1.1. DEFINITION

The Knowledge and Skills Assessment Procedures (M3C in French) encompass all the general provisions applicable to the Master's programmes offered by L'Institut Agro Dijon. They set out the procedures for organising the assessment of continuing education students or trainees who are registered **for administrative and educational purposes**. The schedule of administrative registration dates is determined each year by the authorities of L'Institut Agro Dijon. Course registration is mandatory and must be completed within the deadlines set by the academic services department.

2.1.1.2. CONTENT

The M3C consist of the present regulations and the information contained in the course handbooks. The latter, drawn up for each Master's subject and programme, supplement the academic regulations and specify in particular:

- The list and content of teaching units;
- For each TU, the weighting coefficients, the allocated European credits, and the number of teaching hours per student (lectures, tutorials, practical sessions);
- Within each TU, the designation of the constituent elements along with their weighting coefficients, as well as their assessment methods, including the nature of assessment (written, practical, oral, project, thesis, etc.), coefficient assigned, and whether it is assessed through continuous assessment or a final examination.
- The conditions for carrying over the grades of unvalidated TUs and/or constituent elements from the first sitting, as well as the nature of the resit examinations if they differ from those of the first sitting;
- The rules regarding the organisation of examinations and the specific procedures for making up for missed continuous assessments due to justified absence, to give learners a second chance.

2.1.1.3. ADOPTION AND AMENDMENT

The provisions contained in these Academic Regulations are permanently applicable to the Master's programmes offered by L'Institut Agro Dijon.

The M3C contained in the course handbooks must correspond to the description presented in the accreditation application for the diploma in question, as validated by the Ministry of Education. Any amendments requested during the contractual period must be submitted to L'Institut Agro Dijon no later than the end of the first month of the teaching year. No knowledge and skills assessment procedure may be amended during the academic year, especially between two examination sittings, except in cases of exceptional circumstances (e.g., health crisis, see section 4 below).

2.1.1.4. COMMUNICATION

The Academic Regulations and course handbooks must be brought to students' attention on display boards no later than one month after the start of the academic year. These documents are also available on L'Institut Agro Dijon's website.

2.1.2. GENERAL PROVISIONS

2.1.2.1. SEMESTERISATION

Semesterisation is mandatory for all courses at Master's level.

A Master's course programme is composed of four semesters. Each TU is conducted in its entirety over one semester.

The examination board meets at the end of each semester.

2.1.2.2. VALIDATION AND EUROPEAN CREDITS (ECTS)

The TUs, semesters, and years are validated:

- By obtaining each of their constituent elements;
- And/or by compensation between teaching units in a semester, and obtaining a weighted average of at least 10 out of 20;

The validation of TUs, semesters, and years leads to the accumulation of associated credits. The same applies to the constituent elements of a TU if these carry credits.

Each of the semester's TUs receives a number of credits proportionate to the time that the learner must devote to it, personal work included.

TUs, semesters, and academic years have a European credit value, with 30 credits per semester and 60 credits per academic year.

The validation of a TU, a credited constituent element, a semester, or an academic year results in the accumulation of the corresponding European credits.

2.1.2.3. COMPENSATION

Compensation is organised based on the overall average of the grades obtained in the assessments, weighted by the coefficients, and it is carried out as follows:

- Between the constituent elements of the same TU;
- Between units in the same semester, provided that the average of **each unit is at least 8/20**.
- There is no compensation between semesters.

2.1.2.4. CAPITALISATION

The constituent elements, TUs, and semesters, that have a predetermined value in European credits, are eligible for credit accumulation. Any semester, any TU, and any capitalised component credited is acquired on a permanent basis. It cannot be retaken by the learner.

The same applies to TUs with an average between 8/20 and 10/20, which are acquired by compensation.

CAPITALISATION OF THE TU: Each TU is definitively validated and credited either by obtaining each of its constituent elements or through compensation (weighted average of the constituent elements of the course unit equal to or higher than 10 out of 20);

SEMESTER CAPITALISATION: each semester is permanently passed and capitalised, either by passing each of the units that make up the semester, or by compensating the units and obtaining an overall weighted average of at least 10 out of 20, provided that the average of each unit is at least 8/20;

CAPITALISATION OF THE YEAR: each year is completed by passing each of the two semesters that make up the year.

2.1.2.5. REPEATING A YEAR

Students may repeat their Master's degree in the first or second year, depending on the board's decision.

2.1.2.6. CLASSIFICATION ("MENTIONS") AND THRESHOLDS

A classification is awarded per degree based on the average weighted grade obtained by the learner:

- >= 12 and < 14 Pass
- >= 14 and < 16 Merit
- >= 16 Distinction

A classification is awarded based on the average of the grades obtained during the final year.

For a diploma obtained through total validation of acquired experience (total VAE), no classification is awarded.

2.1.2.7. STUDENT INTERNSHIPS³

Internships carried out by learners must be subject to a tripartite agreement, established in accordance with the applicable regulations. A learner who has not completed the minimum number of weeks of work experience stipulated in the course handbook by the time of sitting 1 of the examination will have their examination scheduled for sitting 2, provided that they have completed the required number of weeks of work experience.

2.1.3. PROVISIONS RELATING TO MASTER'S DEGREES

2.1.3.1. ACCESS TO THE DEGREE

The programme leading to the national Master's degree is a four-semester course that follows a recruitment process at its start.

Entry to Year 1 of the Master's degree (M1):

- depends on the enrolment capacity approved for each Master's subject by L'Institut Agro Dijon's Board of Directors, *with the exception of candidates with double degrees between L'Institut Agro Dijon's engineering programme and L' Institut Agro Dijon's Master's programmes, who are admitted in addition to the enrolment capacity within the limit set by the Master's course coordinators.*
- depending on the course, is subject to a review of the student's file and/or an interview and/or a written test and/or an oral test (the procedures for reviewing the student's file are approved by L'Institut Agro Dijon's Board of Directors).

The 180 credits of the bachelor's degree must be fully acquired by the student (or a national diploma conferring the equivalent of a bachelor's degree) in a subject area compatible with that of the national master's diploma: no bridging or early progression to M1 level is authorised if the bachelor's degree is not awarded in its entirety (with the exception of applications for validation of prior learning).

Similarly, there is no overlap between Year 1 and Year 2 (M2) of the Master's degree (the 60 ECTS of M1 must be fully completed to allow access to M2).

Students who have successfully completed the first year of the same master's degree at L'Institut Agro Dijon are automatically admitted to the second year of the national master's degree.

Access to the second year of the Master's degree is no longer automatic in the event of a break in studies outside the sabbatical programme and on condition that a constant link is maintained throughout the sabbatical period, as defined by the "sabbatical educational manager".

Students are assigned to a standard programme within the subject area by the field of study coordinator, after consultation with the relevant programme coordinators.

Any student whose application has not been examined for entry to Year 1 of the Master's degree at L'Institut Agro Dijon or who wishes to change subject area will have their application examined for entry to Year 2 of the Master's degree. The terms and conditions of this enrolment are determined by the Master's selection committees. This is especially the case for candidates with double diplomas between L'Institut Agro Dijon's engineering programme and L'Institut Agro Dijon's Master's programmes.

³ Refer to Law No. 2014-788 of 10 July 2014, intended to enhance internships and provide a support framework for them, while improving the status of interns

2.1.3.2. AWARDING THE DEGREE

The "Maîtrise" is an intermediate degree in the Master's course. It bears the title of the specific specialisation to which it belongs. It is completed and awarded by passing each of the M1 semesters. The grade for the "Maîtrise" is the grade obtained in M1. The degree certificate is issued at the student's request.

The final Master's degree is awarded after completion of M1 or its equivalent and each M2 semester, with an overall average of at least 10 out of 20.

Compensation does not apply between years M1 and M2.

The Master's course includes language teaching aimed at achieving proficiency in at least one foreign language, in accordance with the Common European Framework of Reference for Languages. Language teaching is preferably provided over the two years of the Master's degree. This language learning is awarded ECTS⁴ credits.

2.2. Assessment

2.2.1. ASSESSMENT PROCEDURES

2.2.1.1. ORGANISATION OF ASSESSMENT

The assessment of knowledge and skills can consist of continuous assessment and/or final assessment (examination).

1° When the TU is entirely assessed through continuous assessment, the assessment should take place at relevant intervals and take on various forms.

The M3C are organised so as to ensure that, if necessary, the learner is given a second chance, which is provided for in the arrangements for continuous assessment.

2° When the TU is not entirely assessed via continuous assessment, two assessment opportunities must be organised: a first sitting and a resit sitting. No additional sittings can be added. The initial sitting takes place at the end of each semester or at the end of each unit, as specified in the course handbook. The resit must be held within a minimum of fourteen days after the results are published. Failure to comply with this obligation may **result** in the cancellation of the resit sitting. Where appropriate, the course handbook may specify how the resit sitting is to be undertaken.

When a learner has specific constraints, particularly when they fall under a special study regime, they have the right to alternative assessment.

2.2.1.2. ABSENCE FROM ASSESSMENTS

Any absence from an assessment must be justified to the academic services department (see 2.1.2.10).

For a final exam, whatever the reason for absence (authorised or non-authorised), the learner is declared to have failed the exam. If the student fails the exam, the semester average will not be calculated and the semester, and therefore the year, will not be validated. Consequently, the learner will not be able to complete the semester presentation for which they missed the examinations. They will be able to sit the second sitting.

For continuous assessment, in the event of **unauthorised absence or "non-submission"**, the **mark ZERO** is awarded on the date of the board assessing the semester in question,

For continuous assessment, in the event of an authorised absence, the tutor responsible for the assessment may propose a catch-up assessment, which may have a different procedure to the initial assessment, if this proves necessary.

⁴ see Article 16 of the Decree of 22 January 2014 setting the national framework for courses leading to the award of national Bachelor's (undergraduate) degrees, vocational degrees (one-year diploma courses), and Master's degrees

The examination board has the discretionary authority to assess any exceptional or individual circumstances.

2.2.1.3. CARRYING OVER OF GRADES BETWEEN THE TWO PRESENTATIONS

A learner who is not successful in the first sitting still has the validated components of the course carried over: all the validated grades obtained in the constituent elements and TUs.

In the resit session, for each of the TUs that have not been completed, the learner repeats the elements for which they did not obtain an average of 10/20. The grades of the successfully completed semesters or TUs in the first sitting are automatically carried over and used in the calculation of the resit sitting.

The marks and results of the resit cancel and replace those of the first sitting, except for continuous assessment marks, which may be retained from one sitting to the next.

2.2.2. ORGANISATION OF ASSESSMENTS

See examination regulations or examination guidelines in appendix

2.3. Operation of examination boards

2.3.1. COMPOSITION AND DESIGNATION

The composition of the examination board stipulates that at least half of its members shall be appointed from among the teaching staff, lecturers, or researchers involved in the course, from which the Chair of the Examination Board is chosen. The board of examiners can also include specialists who have contributed to the teaching or who have been chosen for their expertise on the recommendation of the teaching staff.

The different boards are appointed by the Director of L'Institut Agro Dijon.

The composition of the examination board shall be public. It shall be communicated to students by means of a "paper" display at least 15 days before the exams⁵.

2.3.2. CHAIR OF THE BOARD'S RESPONSIBILITIES

The Chair of the Examination Board is responsible for the consistency and efficiency of the entire process, from validating teaching units to awarding the degree.

The Chair is responsible for writing the report. The Chair summons the members of the examination board, specifying the date(s) and venue(s) at which the task is to be carried out. When the tutor in charge of an exam is unable to be present at the examination venue and take part in the invigilation, the Chair of the Examination Board shall appoint a replacement.

2.3.3. BOARD REGULATIONS

The examination board shall convene in a non-public session. The quorum is set at half of the membership invited plus one.

The examination board shall deliberate **independently** based on the overall results obtained by the candidates, and the awarding of the degree shall be pronounced after the examination board's deliberation. The deliberation report shall be drawn up under the responsibility of the Chair of the Examination Board, who shall sign it.

Deliberations shall be resolved by a majority of votes by the members present. The Chair's vote shall be decisive. The examination board shall not be obliged to give reasons for its decisions⁶. Provided that all candidates are treated equally, the board shall have the authority to harmonise the marks proposed by the markers. It shall be able to award points.

⁵Circular of 1 March 2000 on the organisation of examinations in public higher education institutions

⁶Council of State 22 June 1992 *De Lortigue*

APPENDIX: EXAMINATION REGULATIONS, KNOWN AS THE EXAMINATION GUIDELINES

Foreword: this document relates solely to the organisation of exams at the end of the semester (continuous assessment during the course is not covered) and supplements the academic regulations.

1. ORGANISATION OF IN-PERSON AND ONLINE EXAMINATIONS

By exam, we mean the individual written or oral assessments carried out within a set time limit at the end of the semester (final assessment).

1.1. Notification of learners

Notification of mid-term or final examinations and all notifications of results are posted on notice boards designated for this purpose, when learners are present on the school site, or electronically. They are also automatically sent to learners by email.

The notices state the date and start time of the test, the examination procedures and indicate that learners must be present before the start of the test.

The time between the posting or sending of the notification and the examination may not be less than two weeks before the beginning of the examination period.

It is the student's responsibility to make all appropriate arrangements to attend the examinations.

1.2. Exam Papers

Each tutor is responsible for the questions in their field.

They must indicate the documents or materials permitted, the format of the examination papers and the length of the examination.

In the case of an in-person written examination, the tutor:

- Must proofread the test paper and sign the "ready for press" sheet, if applicable,
- Indicate on the test paper any electronic, computer or multimedia equipment that may or may not be used,
- Ensure that the question paper is passed on, either directly or via the Registrar's Office.

1.3. Anonymity of papers

In-person written examinations are administered in such a way as to guarantee the anonymity of written papers, except for students on international exchange programmes, who may identify themselves if they so wish.

Online examination arrangements do not guarantee anonymity.

1.4. Duration of examinations

In-person examinations may not exceed six hours per day. There must be a minimum break of one hour for lunch. There must be a 15-minute break between two papers.

For online examinations, the same rules apply, but account will be taken of the planning of asynchronous work.

1.5. Special circumstances

For learners with disabilities, or those who present a medical certificate, statutory measures to ensure that their examinations are accessible will apply, in accordance with the ministerial circular of 6 February 2023 on adaptations and adjustments to examination and selection tests for candidates with disabilities or disabling health conditions.

In general, the tutors responsible for an examination and the invigilators (in the case of in-person examinations) are advised of any special examination arrangements available to certain learners (additional third-party composition time and/or any other special arrangements for disabled students; paper dictionary authorised, composition in English, for example, for foreign students, etc.).

2. IN-PERSON EXAMINATIONS

2.1.Examination conditions

Learners must arrive 10 minutes before the start of the examination and consult the seating plan.

Learners must be seated in the space allocated to them by the school; Only the person in charge of the examination may authorise a change of place. Learners must deposit their belongings when they enter the room and keep only the equipment required for the exam.

All learners must be in possession of a valid student card for the current year and be able to prove their identity.

Learners must be in good administrative standing to take part in examinations.

During the examination, learners must switch off all mobile phones and all means of communication with the outside world and with anyone else. It is strictly forbidden to exchange material or information with anyone or to use unauthorised equipment.

All learners must remain silent from the time the papers are handed out until the last paper is handed in.

2.1.1. Invigilation of examination rooms

Except where there are only a small number of candidates (i.e. a group of less than 30 candidates), each examination room must have at least two invigilators, one of whom must be designated as the room supervisor (this will be noted on the examination report). Where there are more than 100 candidates, at least three invigilators must be present. Where an examination is held simultaneously in several rooms, care must be taken to ensure that the same information is communicated to all.

If the invigilator is alone in the examination room (group of less than 30), they must have access to a means of communication in the examination room that allows them to contact a resource person outside the room. The tutors in the subject area being assessed will have responsibility for invigilating the examination papers as a matter of priority. The examination must be invigilated by the person responsible for the test; if necessary, they may be replaced by a colleague from their department. In all cases, a tutor in the subject being assessed must be present in at least one of the rooms or must be immediately contactable throughout the test.

The invigilators must be present in the examination room before the start of the test:

- They must ensure that the room has been properly prepared (numbered seats, composition materials, drafts and papers, etc.); a list of learners registered for the exam, drawn up by the school, is given to the invigilator in charge of the room. This list includes an identification number for each exam candidate. It may be posted at the entrance to the examination room;
- They must check the identity of learners either as they come into the examination room or once they are seated, by walking through the rows and cross-referencing the roll list with the student cards;
- At any time during the test, they may ask candidates whose ears or necks are not visible to uncover them briefly in order to check that they do not have auditory communication devices.

2.1.2. Learner access to examination rooms

Access to the examination room is forbidden to any learner who arrives after the envelope(s) containing the test papers has (have) been opened, and this is noted on the examination report.

EXCEPTIONS: However, the invigilator in charge of the room may, in exceptional circumstances, allow a late learner to sit the test, provided that the delay does not exceed 1/4 of the time allowed for the test. No additional time will be given to the latecomer. The late arrival will be recorded in the examination report along with the circumstances.

No candidate is permitted to leave the room either temporarily or permanently before 1/3 of the time allowed for the test has elapsed. All candidates are required to hand in a paper, even if it is blank.

Candidates who ask to leave the room temporarily will only be allowed to do so one at a time. They must submit their answer sheet to the invigilator who will return it to them upon their return.

2.1.2. Drawing up the examination report

At the end of the exam, invigilators must:

- Fill in the examination report (template appended), indicating in particular the number of students present, present but not registered, absent, the number of papers handed in, and any observations or incidents noted during the examination;
- Give the person in charge of the test the examination report, completed and signed by the invigilators, the roll and attendance list, the examination answer sheets and a copy of the examination question paper.

2.2. Approval of results

2.2.1. Submission and processing of exam answer sheets and marks

Each marker must send the still sealed examination papers to the Registrar's office within the time limit stipulated in the study regulations, so that the deliberations can be organised.

The chair of the examination board is responsible for checking the marks on the report and organising the board's deliberations.

2.2.2. Reporting results and appeals

Marks for examinations may be communicated to learners during the year or semester as long as they are reminded that the marks are not final and are subject to change until the board, which has sole authority to decide on the results, has deliberated.

2.2.3. Access to and retention of exam answer sheets

After the board has convened, learners have the right, at their request and within a period of one year, to inspect their examination papers and, if necessary, to have an interview with the course coordinator. The Academic Council, acting on a recommendation from the Teaching and Student Life Committee, decides on the arrangements for communication and interviews, which are implemented by the training teams and may include support.

The original examination paper remains the property of the administration and cannot be returned to the learner.

Papers are kept for one year by the relevant school departments and then destroyed, after a sample has been taken in accordance with the current archiving rules.

2.3. Academic misconduct

2.3.1. Measures to prevent academic misconduct

Active and continuous invigilation, responding with firmness if necessary, constitutes an effective means of deterrence.

Learners are made aware of the following restrictions. It is strictly forbidden to:

- Communicate with other learners or with the outside world,
- Use or even hold unauthorised documents or equipment during the test, or use any unauthorised electronic and/or online communication device (e.g. mobile phone, digital tablet, laptop, connected objects, email, digital diary, electronic translator, etc.).

Unless otherwise indicated on the test paper, no equipment and/or documents are permitted.

Any academic misconduct (or attempted academic misconduct) in an examination paper may result in the relevant paper being declared void, or the whole session being declared inadmissible for the person involved. This academic misconduct (or attempted academic misconduct) may result in **penalties leading to the disqualification of the corresponding paper, or even the disqualification of the set of papers in the examination session.**

Plagiarism and falsification of a document also constitute academic misconduct.

In order to prevent academic misconduct or attempted academic misconduct, candidates may be asked to uncover their heads and their ears to ensure that there are no recording or communication devices. At the time of the check, the candidate may ask for the check to be carried out discreetly. Candidates' ears do not have to remain uncovered for the whole duration of the test. Should candidates refuse, this will be noted in the report.

2.3.2. Procedure in the event of academic misconduct

BY THE INVIGILATORS:

In the event of academic misconduct (committed or attempted), the invigilator in charge of the room must:

- Take all necessary measures to put an end to the academic misconduct without interrupting the student's progress in the examination (except in the specific cases described below),
- Confiscate any document(s) or material(s) that may subsequently be used as evidence,
- Write up an official report (an accurate and detailed report) countersigned by the other invigilator(s) and by the perpetrator(s) of the offence(s). In the event of refusal to countersign, this will be noted on the report - template appended,
- Bring the misconduct to the attention of the person in charge of the test, the course coordinator and the Director of Teaching and Student Life before notifying the Director, who will refer the matter to the disciplinary panel if the facts are proven.

Special case: in the event of impersonation or disturbances affecting the conduct of the examination, expulsion from the examination room may be ordered by the Director or their representative.

BY THE EXAMINATION BOARD:

In most cases, where a learner is not excluded from the examination room, their paper will be treated in the same way as those of other learners and the board will consider their results under the same conditions as for any other learner. However, no certificate of achievement or transcript of marks may be issued until the disciplinary panel has reached a decision.

2.3.3. Investigating academic misconduct and penalties

Investigation of academic misconduct

The investigation of academic misconduct is the responsibility of the Disciplinary Panel of the Internal Academic Council, to which the Director refers the matter in writing. All the necessary documents (report, examination papers/scripts, extracts from the regulations, etc.), in particular a detailed report of the facts, will have been sent to the disciplinary panel beforehand.

Penalties

Article 1.5 "Disciplinary measures" of the internal regulations sets out the disciplinary sanctions to which a student may be subject as part of the disciplinary procedure.

3. ONLINE EXAMINATIONS

3.1. Examination conditions

It must be possible for learners to be reached (by videoconference, virtual classroom, email or telephone) for the duration of the examination.

Written examinations cannot be taken on smartphones or touch-screen tablets. Oral examinations may be permitted on a touch-sensitive tablet.

3.2. Various examination arrangements and procedures

3.2.1. Oral examination

This form of assessment can be carried out using a videoconferencing or virtual classroom tool and, more rarely, if the exam cannot be postponed and the bandwidth is too low, by telephone.

An invitation will be sent to learners stating the date, time and duration of the exam, the instructions (topic given in advance or on the day of the test with limited preparation time, assessment criteria, authorised resources, etc.).

Any learner who arrives later than the scheduled start time will not be allowed access to the examination and this will be noted in the examination report.

However, the tutor in charge of the examination may, when the late arrival at the examination is due to a case of force majeure, at their discretion, authorise a latecomer to sit the examination. No additional time will be given to the latecomer. The late arrival will be recorded in the examination report along with the circumstances.

3.2.2. Synchronous written examination

This assessment method can be implemented using the "test" function available in HelianTICE, using "composition" type questions.

An invitation will be sent to learners giving the date, time and duration of the exam and the instructions (types of question, permitted resources, assessment criteria, access link, etc.).

During the examination, the tutor in charge of the examination must remain available (virtual classroom or chat) throughout the examination, to answer students' questions and resolve any problems.

Failure to attempt the exam at the time set by the tutor will result in a mark of "0", which will be noted in the exam report.

3.2.3. Asynchronous written examination

This assessment method can be implemented using the "devoir" ("homework") function available in HélianTICE.

An invitation will be sent to students giving the date and time the assignment is due and the instructions (permitted resources, assessment criteria, submission link, etc.).

The tutor responsible for the exam must remain contactable right up until the deadline (for example, via a forum in HélianTICE).

Failure to hand in the assignment by the date and time set by the tutor will result in a mark of "0" and will be noted in the examination report.

3.2.4. Synchronous test

This type of assessment can be carried out using the "test" activity available in HélianTICE, using questions such as MCQs, true/false, gap-fill and numerical answers.

An invitation will be sent to students giving the date, time and duration of the test, together with instructions (types of question, authorised resources, assessment criteria, access link, etc.).

When the exam is actually taken, the tutor in charge of the exam must remain contactable (virtual classroom or chat) for the duration of the test.

Failure to attempt the exam at the scheduled time will result in a mark of "0" and will be noted on the exam report.

3.3. Mock examination

In order to ensure that synchronous assessments are carried out under the best possible conditions, a mock examination will be offered to learners before the tests. The purpose of this mock session is to check the technical equipment available at the student's home (computer equipment, connection, speed, webcam, microphone) and to identify any problems.

3.4. Drawing up the examination report

At the end of the examination, the invigilators must complete the examination report (template appended), which must state in particular the number of students present, present but not registered, absent, where applicable, the number of papers or assignments handed in, the number of tests taken, and any observations or incidents noted during the examination.

3.5. Digital and/or technical issues

For learners whose computer equipment (computer, tablet, telephone, internet access) is inadequate or who are located in a network not-spot and are therefore unable to complete the distance assessments under satisfactory conditions, alternative measures must be available.

Any incident of a technical or digital nature must be reported by the learner at the time of the test or afterwards and recorded in the examination and incident report (template appended).

3.6. Academic misconduct

3.6.1. Measures to prevent academic misconduct

Learners are informed of the following rules:

- An individual test must be taken alone,
- The work must be completed by the individual learner and not by another person (monitoring procedures may be implemented) and without the aid of Artificial Intelligence,
- It is strictly forbidden to use or even have unauthorised documents or materials during the test,
- Plagiarism and falsification of documents also constitute academic misconduct,

- Any academic misconduct (or attempted academic misconduct) in an examination paper may result in the relevant paper being declared void, or in the whole session being declared inadmissible for the person involved. It may be subject to a penalty ranging from cancellation of the test to a permanent ban on registering for and taking any examination leading to a qualification or diploma awarded by a public higher education institution.

Unless otherwise indicated on the test paper no equipment and/or documents are permitted.

3.6.2. Procedure in the event of academic misconduct

BY THE TUTOR RESPONSIBLE FOR THE EXAMINATION:

To ensure that learners do not plagiarise their assignments, teachers can check written work via Compilatio, the plagiarism detection software integrated into HélianTICE (or via their personal Compilatio account).

If academic misconduct is suspected, the tutor may call in the student involved for an oral interview, which will enable the tutor to check whether the student is in fact the author of the work submitted for the examination.

Should academic misconduct be detected, the tutor must write up an official report (an accurate and detailed report) and bring the matter to the attention of the Chair of the Examination Board and the Director of Teaching and Student Life, who may refer the matter to the disciplinary panel of the Academic Council.

BY THE BOARD OF EXAMINERS:

In most cases, the learner's assignment will be treated in the same way as that of any other learner and the Board of Examiners will consider their results in the same way as for any other learner. However, no certificate of achievement or transcript of marks may be issued until the disciplinary panel has reached a decision.

3.6.3. Investigating academic misconduct and penalties

Investigating academic misconduct

The disciplinary panel of the Academic Council, to which the Director has written, has **sole** responsibility for investigating academic misconduct. All the relevant documents (report, examination papers/scripts, extracts from the regulations, etc.), in particular a detailed report of the facts, will have been sent to the disciplinary panel beforehand.

Penalties

Article 1.5 "Disciplinary measures" of the internal rules sets out the disciplinary sanctions to which a learner may be subject as part of the disciplinary procedure.

3.7. Approval and results

3.7.1. Submission and processing of marks

Each marker sends the marks to the Registrar's office by the deadline stipulated in the academic regulations for the preparation of the deliberations.

The chair of the examination board is responsible for checking the marks on the report and organising the board's deliberations.

3.7.2. Reporting results and appeals

Marks for examinations may be communicated to learners during the year or semester as long as they are reminded that the marks are not final and are subject to change until the board, which has sole authority to decide on the results, has deliberated.

Any appeal against the results or request for grade correction after the results have been announced must be submitted in writing to the Chair of the Examination Board within a maximum period of two months following the announcement of the results. The tutor of the subject involved must be kept informed of the ongoing procedure.

If necessary, the Board must be reconvened by its Chair to rule solely on the appealed outcome. Any resulting change to the decision is subject to the administrative withdrawal procedure.

Appendix to the Examinations Guidelines: Example of an Examination and Incident Report

EXAMINATION AND INCIDENT REPORT

"In the event of detected or attempted academic misconduct in examinations or entrance examinations, the invigilator in charge of the examination will take all necessary measures to stop the misconduct or attempted misconduct without disrupting the candidates' performance in the examination. They will confiscate any documents or materials that may subsequently be used as evidence. They will write up a report countersigned by the other invigilators and by the person(s) involved in the misconduct or attempted misconduct. However, in the event of impersonation or disturbances affecting the conduct of the tests, expulsion from the examination room may be ordered by the Director General or Director of the establishment or by the Head of the Competitive Examinations Department. "(Art.R.812-24-19 of the Rural and Maritime Fishing Code).

EXAMINATION PROCEDURE

I, the undersigned, **exam invigilator/room invigilator**

Surname

First name:

Role:

Person responsible / invigilator for the module examination:

.....

Qualification:

Session:

Held on:

from: to:

Assessment type (if in-person, indicate room, if online, indicate method):

.....

Chair of the board:.....

certifies that the above-mentioned test took place.

Number of learners enrolled: Number of enrolled learners present:

Number of non-enrolled learners present:

Learners absent (*Surname, first name*):

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Surname and first name - Tutor responsible for the examination / room (delete as appropriate)	Signature
For in-person examinations Surname and first name - Role (of invigilators present)	

INCIDENT DURING THE EXAMINATION

(to be completed if applicable)

This incident report relates to:

Surname
First name:
Born on:
in:
National Student Identifier (INE):
Qualification:
Address:
.....

As required by article R.812-24-19 of the French Rural and Maritime Fishing Code, a written record of the incident is hereby drawn up.

I the undersigned:

Surname
First name:
Role:

have witnessed the incident described below *(give a clear, precise and objective account of the events that occurred during the test, if possible in chronological order)*⁷:

Date: Time incident began:

Room:

Description of the incident:

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Documents confiscated *(if applicable, list and attach them to this report)*: ☐ YES ☐ NO

-
-

Done in , **on**

Signature of the person who wrote the report	Learner's signature - Surname First name <i>(if student refuses to sign, this will be noted in the report)</i>

Invigilators or other tutors involved in the examination and who witnessed the incident⁸:

Surname - First name - Role	Signature

⁷ Preferably use a ballpoint pen - Avoid the use of corrector (e.g. liquid white) - If required, continue writing the description of the incident on the back of page 3 of this report.

⁸ Witnesses may draw up a supplementary incident report.