

Regulations for Academic Study

L'Institut Agro Dijon
L'Institut Agro Montpellier
L'Institut Agro Rennes-Angers

Applicable as of the academic year 2025/2026

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Foreword

These Regulations fall within the regulatory framework defined by the following texts:

- Decree No.2019-1459 of 26 December 2019 relating to the Institut national d'enseignement supérieur pour l'agriculture, l'alimentation et l'environnement (National Institute of Higher Education for Agriculture, Food and the Environment), Article 23 in particular
- Decree No.2021-1723 of 20 December 2021 on the integration of the Institut national supérieur agronomiques, de l'alimentation et de l'environnement (AgroSup Dijon) (National Higher Institute for Agriculture, Food and the Environment) into the Institut national d'enseignement supérieur pour l'agriculture, l'alimentation et l'environnement (National Institute of Higher Education for Agriculture, Food and the Environment) and amending various provisions relating thereto
- Rural and Maritime Fishing Code, Book VIII: Agricultural education, vocational training and development, agronomic research, and in particular Articles L. 812-1, R. 812-33 and R. 812-36, R. 812-30-1 et seq., R. 812-24-1 et seq.
- Education Code, Articles L 613-1 in particular
- Labour Code, Articles L 6221-1 to L 6227-2, L6325-5 to L6325-24, L 6314-1
- Annual decree establishing the list of accredited schools authorised to award a graduate engineering degree
- Decree of 22 January 2014 on the national framework for courses leading to the award of national certifications in Bachelor's (undergraduate degrees), professional licence (one-year diploma course) and Master's degrees
- In view of the Decree of 25 April 2002 relating to the national Master's degree,
- Decree of 6 December 2019 reforming the professional licence (one-year diploma course)
- Decree of 2 September 2021 on the organisation of studies with a view to obtaining the National Oenologist Degree
- Decree No.2020-687 of 4 June 2020 on the general regulations for the Brevet de technicien supérieur agricole (Higher Agricultural Technician Certificate)
- Decree of 26 July 2022 concerning distance learning for the preparation of the Brevet de technicien supérieur agricole (Higher Agricultural Technician Certificate) under the authority of the Minister of Agriculture
- Decree of 15 July 2013 concerning distance learning for the preparation of the final year of the vocational baccalaureate under the authority of the Minister of Agriculture
- Decree of 23 September 2021 concerning the examinations for the technological baccalaureate in Agricultural Sciences and Life Technologies (STAV), prepared in agricultural education establishments as the 2022
- Internal Rules of Procedure for Master Spécialisé® (MS) (Specialised Master's) degrees approved by the Bureau de la Conférence des Grandes Écoles, on 21 September 2021
- L'Institut Agro Internal Rules of Procedure.

L'Institut Agro, an Établissement public à caractère scientifique, culturel et professionnel (EPSCP) (Public institution with scientific, cultural, and professional characteristics), imparts training in the fields of agronomy, agro-ecology, food, agri-food, horticulture, landscape, forestry, sustainable management of natural resources and territories, environment, and life sciences. It also awards the following degrees through its schools:

- PhD,
- Engineering degree,
- National Master's Degree,
- Diplôme national d'œnologie (DNO) (National Oenologist Degree),
- Professional licence (one-year diploma course),
- Brevets de Technicien Supérieur Agricole (Higher Agricultural Technician Diplomas),
- Technological and vocational baccalaureate.

It also awards certificates or degrees specific to each school (Specialised Study Diplomas, Master spécialisé® (MS) (Specialised Master's Degree) from the Conference of Grandes Ecoles, etc.) validating a level 6 or 7 qualification.

These qualifications are accessible through various pathways: initial training (as a student or apprentice), continuing education (as a vocational training intern or on a professional training contract), Validation of Acquired Experience (VAE), or Recognition of Prior Higher Education studies (RPES) (VES in French).

These regulations apply to all training provided by the three schools of L'Institut Agro (excepting the PhD¹, BTSA and technological and vocational baccalaureates for articles 1.14 to 1.14²):

- L'Institut Agro Dijon,
- L'Institut Agro Montpellier,
- L'Institut Agro Rennes-Angers.

Their purpose is to establish the general framework for educational courses, common to all three schools, and to set out the conditions that must be met by learners³ to progress in their studies and obtain certificates or degrees from L'Institut Agro, in compliance with the regulatory requirements of each degree.

1.1 Article 1: General organisation of courses

The courses offered are accredited by the relevant bodies, that come under the supervision of the Ministry of Higher Education and Research and the Ministry of Agriculture. These courses may be organised in partnership or co-accreditation with other institutions (schools, universities, etc.).

Changes in the general organisation of the courses are reviewed by the school-specific bodies before being submitted to L'Institut Agro's Conseil des Enseignants (CE) (Teachers' Council) and the Conseil d'administration (CA) (Board of Directors).

1.2 Article 2: Recruitment - Admissions

Each course has its own recruitment process. The recruitment procedures are determined by ministerial decree and/or specified in the specific Regulations for Academic Study for each course. They are made known to the candidates through the school's website, the competition service's website, or other appropriate means.

1.3 Article 3: Registration procedures

1.3.1 Tuition fees or training fees/educational costs

In order to be duly enrolled, at the beginning of each academic year, learners must pay the Student and Campus Life Contribution (CVEC) and the enrolment fees (tuition fees for learners in initial training under student status or training fees/educational costs for learners under continuing education intern status) for which they are liable. The same fees apply to students repeating the year.

Student status is corroborated by an original certificate of enrolment and a student card issued at the beginning of the academic year.

The amount of the enrolment fees to be paid by learners and the terms of these fees are set by ministerial decree and/or by L'Institut Agro's Board of Directors, on an annual basis.

The amount of tuition fees that apply to public higher education institutions and to institutions under the Ministry of Agriculture's authority is determined by ministerial decree or set by the appropriate L'Institut Agro authority. This amount is made known at the time the fees are due to be paid.

Learners who have paid tuition fees at another French or foreign institution may be exempt from paying fees, under reciprocity agreements or partnership agreements.

Learners granted the status of social criteria scholars for the academic year are exempt from paying tuition fees and the CVEC, upon presenting a scholarship certificate issued by the Regional Centre for University and School Publications (CROUS) of the institution at which they are enrolled.

¹Decree of 26 August 2022, amending the decree of 25 May 2016, which sets the national framework for training and the procedures leading to the award of the national doctoral degree.

²This exclusion is justified by the specific status of distance learning in agricultural education, articles 1.4 to 1.14 of this regulation do not apply to learners of the Distance Learning Department (Direction de l'Enseignement à Distance).

³The generic term "learner(s)" refers to students in initial or continuing education, apprentices, trainees in vocational training or on professional training contracts, participants in MS courses, and engineering students under civil servant status.

Students in apprenticeships and engineering students with trainee civil servant status are also exempted from enrolment fees.

Learners who have not paid the tuition fees due, at the time of registration, shall not be considered as duly enrolled, and therefore cannot be summoned to examinations. Full payment of enrolment fees is a prerequisite for awarding a degree, and for awarding all or some of the European credits that must be validated for the attainment of the degree. Any sanction imposed in the case of fraud or attempted fraud committed during enrolment shall result in the invalidation of the enrolment.

1.3.2 Payment terms for tuition fees

Tuition fees are paid directly to L'Institut Agro by the learner, at the time of registration, unless otherwise specified (as provided for in the applicable academic regulation). The authorized methods of payment are credit/debit card, bank transfer (direct transfer or money order), and check as a last resort, provided that the school is equipped with the necessary devices to enable it.

Payment of tuition fees in three installments can be permitted for all students : the minimum amount per installment must 150 euros, the first third is paid at the time of registration, and the final third is due before December 31st of the current year.

Tuition fees remain fully payable 14 days after the start of the program, except for students who benefit from an exemption after this date (social criteria scholarships, civil service students, work-study students, or L'Institut Agro's management decision).

1.3.3 Payment terms for Student and Campus Life Contribution (CVEC)

The CVEC, due annually by learners, shall be paid no later than the day of administrative registration at the Regional Centre for University and School Publications (CROUS), and its amount is set annually.

The following are exempt from this contribution:

- Learners with scholarships based on social criteria,
- Learners with refugee status, beneficiaries of subsidiary protection, or asylum seekers.

The following do not fall within the scope of this contribution:

- Learners under the status of trainee civil servants in their final year of the engineering curriculum,
- Learners on a professional training contract,
- Learners under civil servant status and from the internal competition test for recruiting students in Ingénieur de l'agriculture et de l'environnement (IAE) (Agricultural and Environmental Engineering) courses,
- Learners enrolled in a BTSA program.

In accordance with Article D 841-4, when a learner is enrolled in several courses during the same academic year, the CVEC is only payable upon the first registration.

Learners who withdraw their enrolment after paying the CVEC or who interrupt their studies during the academic year are not eligible for a refund of this contribution.

Learners who meet any of the conditions that entitle them to an exemption from paying tuition fees, over the course of the academic year, may obtain a refund of a previously paid fee. For this, they must make a request to the CROUS accounting officer by 31 May of the academic year underway.

1.3.4 Insurance

Social security⁴ and liability insurance are mandatory for all learners. A proof of liability insurance for the current academic year must be provided to the academic services department at the time of registration.

Furthermore, for any mobility abroad (internship, semester of study at a partner university, project management, etc.), the learner must personally subscribe to repatriation insurance for the entire duration of the stay, as well as supplementary insurance covering the financial coverage of healthcare provided abroad and any potential medical repatriation.

⁴ Social Security Code: Articles L160-17 and L160-18

1.3.5 Personal Data and Data Processing Policy (GDPR)

Learners are required to provide their personal details (address, phone number, marital status, etc.) to the academic services department and to report any changes to this information with promptitude.

The processing of this data falls under Article 6.1 paragraph (e) of the European General Data Protection Regulation (GDPR). The requested information is necessary for the public interest mission of a higher education and research institution (EPSCP).

In accordance with the provisions of the CNIL, any learner may at any time access and obtain a copy of the data concerning him/her or have them corrected. Learners also have a right to restrict the processing of their data as well as the right to data portability. The right to object does not apply in this case. Given that the data are essential to the services provided, the right to erasure and forgetting of personal data can only be exercised in the event of resignation and upon explicit request.

These rights can be exercised simply by emailing the school's academic services department.

1.4 Article 4: Procedures for supporting and monitoring learners with disabilities⁵

Every learner with a disability is invited, upon their arrival at the school, to present themselves to the disability coordinator in order to receive personalised support.

Students may be offered adaptations to their teaching and assessments (extra time, authorised breaks, computer equipment, etc.), on a case-by-case basis, to accommodate individual situations related to disabilities, in accordance with medical recommendations provided by the approved physician (authorised by the Departmental Home for People with Disabilities (MDPH⁶) after a mandatory medical examination.

1.5 Article 5: Organisation of course pathways

The courses comprise a common curriculum and a personalised curriculum (internships, orientation modules, final year specialisations, etc.).

The courses are organised on a semester basis.

The teaching is structured into teaching units (TU), possibly subdivided into the TU's constituent elements/units (CETU) or into modules. Each TU, CETU, or module may consist, in varying proportions, of lectures, practical sessions/exercises, conferences, visits, self-training, scenarios, or internships.

Each TU, CETU, or module represents a coherent educational set comprising a balance of theoretical and practical teaching, whose content, structure, and assessment is placed under the responsibility of a coordinator. The TUs, CETUs, and modules are described in the educational factsheet or syllabus of each course, together with their objectives and assessment methods.

1.6 Article 6: Adapted study plans

Specific pedagogical adjustments to teaching methods, timetables, and assessment methods may be implemented for the benefit of certain categories of learners:

- Learners with a confirmed medical reason: pregnancy, illness (upon presentation of medical documentation),
- Learners who are high-level artists or athletes (upon presentation of supporting documents),
- Learners who hold the National Student Entrepreneur Status or are enrolled in the Student-Entrepreneur Degree,
- Learners with family responsibilities (learners who are parents of at least one child under the age of 16 or at least one child with a disability under the age of 21, or who are caregivers for an indirect relative; with supporting documentation).

Beneficiary learners may request to:

- From time to time, when there are various options, join a different group for practical exercises or sessions,
- Be excused for a one-off absence from lessons and internships,

⁵Circular of 6 February 2023 regarding adaptations and accommodations for examination and competition tests for candidates with disabilities or debilitating health conditions: <https://www.enseignementsup-recherche.gouv.fr/fr/bo/23/Hebdo10/ESRS2234137C.htm>

⁶ Maison Départementale pour les Personnes Handicapées (Departmental Home for People with Disabilities)

- Be exempted from attendance at lessons,
- For the final exams, take the assessment at a different time or in a different format,
- Qualify for a substitution (in the case of student-entrepreneurs) or, exceptionally, a postponement of the internship period, depending on compliance with the regulatory framework for internships,
- Qualify for an educational contract providing for the staggering of studies for one academic year extending over a period of more than 12 months,
- If applicable, in the case of a high-level athlete, qualify for an exemption from compulsory sport.

The approval of such schemes depends on the category concerned and the reason for the request. The procedures require that the application be reviewed by the school's academic services department and the educational teams concerned.

1.7 Article 7: Attendance

1.7.1 Attendance to lessons

In the case of mandatory lessons, as defined by the regulations of the academic course, learners are required to justify any absence by any means (original medical certificate, hospitalisation certificate, certificate of death of a close relative, etc.). If the absence is foreseeable (summons for administrative procedures or driving licence tests, etc.), it must be authorised by the academic services department, and if applicable, by the teachers in charge of the relevant TU, CETU, or module.

Learners may be granted permission for absence if the head of the degree or course is in agreement and the case is first approved by the academic services department. Typical instances include: to participate in sports competitions in the case of proven high-level athletes, artistic events in the case of high-level artists, or training courses as part of the student-entrepreneur status; or to take part in educational presentation meetings at their home institution. In such instances, learners must submit a certificate of attendance to the academic services department upon their return.

Learners in continuing education are also subject to the regulations that govern vocational training. Apprentices are subject to the regulations that govern initial apprenticeship training. Attendance at all classes is mandatory for these two categories, as well as for learners who receive a scholarship based on social criteria and government-employed engineering students. Unjustified absences may result in financial penalties.

Attendance is checked to the extent of the verification capabilities for each of the courses.

1.7.2 Attendance to examinations and continuous assessments

Any unexcused absence from an assessment or failure to submit a requested work shall result in the assessment or the requested work being graded zero "0". Any delay in submitting requested assignments may be subject to penalties, at the discretion of the teacher in charge of the course TU, CETU, or module, in accordance with the provisions of the school's Regulations for Academic Study.

Learners who are excused for their absence from an examination will be required to undergo an alternative assessment for the respective TU, CETU, or module during the academic year.

1.8 Article 8: Assessment, validation of a year, and procedures for progressing to the next year

1.8.1 General framework for assessment and validation of TU or module

The purpose of the assessment is to check that the learner has acquired the proper knowledge and skills, that correspond to the course's educational objectives. It serves as the basis for awarding the degree.

Assessments shall be arranged following forms and procedures specific to each TU, CETU, or module. These forms and procedures are established by the head teacher of the TU, CETU, or module and presented to the learners at the beginning of the TU or module in question. They are also included in the educational factsheet or syllabus. Assessments may be written or oral, and they are conducted through continuous assessment and/or a final examination at the end of the semester, TU, or module. They include one or more components: final exam, midterm exam, individual assignments, group projects, lab reports, field trip reports, projects, internship reports, oral presentations, etc. Each component is assigned a grade with a coefficient or a course credit.

Assessments are graded from zero "0" to twenty "20"; assessments may also be formative. To validate a TU, a learner must either obtain a grade of 10 or more out of 20 (where the overall grade corresponds to the weighted average of the grades obtained for the various CETU or modules) or pass the formative validation evaluation.

Grades must be assigned within a reasonable time period so that learners do not suffer consequences of delay. The deadlines for teachers to assign grades are specified in the Regulations for Academic Study. These deadlines are calculated to allow learners, teachers, and the administration to organise themselves for the exams of the 2nd session.

The validation of a CETU or module is obtained based on a minimum grade specific to each school, as specified in the Regulations for Academic Study.

1.8.2 Examination Sessions

The procedures for convening examination sessions are specified in the Regulations for Academic Study.

In the event of failure or absence (justified or unjustified) at the 1st session of exams, a 2nd session is organised during the academic year underway.

The 2nd session of examinations is generally carried out under the same conditions as the initial examination. Should this not be the case, the teacher shall specify the procedures for the conduct of the examination no later than fifteen days before the date of the 2nd session.

Regardless of the level of achievement, the grade obtained on the 2nd session must necessarily replace the previous grade.

1.8.3 Fraud, attempted fraud, and plagiarism

Any fraud or attempted fraud (including plagiarism or failure to comply with teachers' instructions in the case of computer-based assessments) in exams and assessments (including continuous assessments) may result in disciplinary proceedings (with sanctions that may include permanent exclusion from any public higher education institution).

In the event of fraud or attempted fraud during exams, the exam invigilator shall take all necessary measures to put an end to the fraud or attempt of fraud, without interrupting other learner(s)' participation in the examination. The invigilator shall retrieve any documents or materials that may later help establish the truth and prove the facts, before proceeding to draw up a detailed report⁷.

A disciplinary committee shall be convened, in accordance with L'Institut Agro's internal regulations. This authority shall be solely responsible for drawing conclusions from such misconduct, even if this means depriving the fraudster of the benefits of their potential success. The applicable disciplinary sanctions are determined by Article R812-24-36 of the Rural and Maritime Fishing Code.

In the event of substitution of persons or disturbances affecting the conduct of the examination, the head of the school may proceed to the immediate expulsion of the offender(s). In more serious cases, the exam may be cancelled and postponed.

Plagiarism involves appropriating the ideas of an author without acknowledging their authorship. Therefore, it constitutes a violation of copyright and intellectual property rights (Article L122-4 of the Intellectual Property Code) that may be legally qualified as counterfeiting (Articles L. 335-2 and L. 335-3 of the Intellectual Property Code).

Should plagiarism be detected, the teacher in charge of the assessment in question shall inform the academic services department, submitting the supporting evidence, so that the examination may be declared null and void (resulting in the assignment of a "zero" grade). The disciplinary committee shall automatically be convened.

Academic and scientific integrity is preserved as long as generative AI tools are used as a complement to learning and not as a substitute for each learner's thought and intellectual work. It is up to teachers to indicate when and for what use a generative AI is authorized as a resource or assistant in writing academic work (reports, theses, etc.) and to remind students of the potential limitations of its use. In case of use, it is necessary to credit the generative AI and cite it appropriately, explicitly indicating the passages where and for what purposes it has been mobilized. It is recalled that, on the one hand,

⁷Article R812-24-19 of the Rural and Maritime Fishing Code

obtaining help, in any form, medium or means (including generative AI), without authorization, during an assessment constitutes fraud, and on the other hand, the failure to cite sources in all academic work falls under the disciplinary regime (Articles R 812-24-1 and following of the Rural and Maritime Fishing Code). They constitute fraud that can be prosecuted and sanctioned.

1.8.4 Allocation of ECTS

The ECTS (European Credit Transfer System) is based on the Lisbon Convention, that came into effect in 1999. According to this convention, the workload required of a full-time learner during one academic year corresponds to 60 credits (or 75 ECTS for Specialised Master's degrees ("MS" in French). One semester of teaching corresponds to 30 credits.

Any validated TU gives rise to the allocation of the corresponding credits. The educational factsheets or syllabi of each course specify the number of credits corresponding to each module. In the case of academic mobility, learners who pass the assessments acquire the ECTS credits corresponding to the lessons taken during their mobility.

1.8.5 Validation of a year

Each course has its own examination board responsible for validating the semester, in accordance with the provisions specified by the relevant Regulations for Academic Study. A year is validated when the learner has passed the assessment tests of the year's two consecutive semesters and obtained all the corresponding credits, i.e., 60 ECTS credits (or 75 ECTS for MS).

1.8.6 Procedures for moving on to the next year

For courses that last longer than one academic year, the examination board determines whether the learner shall move on to the next year, in accordance with the provisions outlined in the relevant Regulations for Academic Study.

Some courses allow students to progress to the next year even if they have not passed a certain number of course units or earned a certain number of ECTS credits. In such cases, learners must catch up with the missing course(s) or credits over the year or following years of the course, in accordance with the provisions of the relevant Regulations for Academic Study.

1.8.7 Conditions in which learners must repeat the year

If a learner fails to meet all the validation requirements for their year, the panel or examination board shall decide whether the learner should repeat the year or discontinue their studies, in accordance with the provisions set out in the relevant Regulations for Academic Study.

In the event of repeating a year, the learner retains the validation already obtained for ECTS credits and associated credits. It is mandatory for the learner to retake the exams for the failed course units during the sessions scheduled with the next year group.

A repeating learner is liable to pay tuition fees, according to the specific terms of each course (defined by the Board of Directors' decisions or the ministerial decree setting the tuition fees amount). Being enrolled in the course, such learners have the opportunity, during their repeating year, to complete optional internships outside of the course, that do not lead to the obtention of ECTS credits ; the missions of these internships remain in line with the training followed.

1.9 Article 9: Awarding a degree

The examination board for the degree adjures the awarding of degrees to learners who have paid their tuition fees in full, successfully completed all course assessments and obtained all the course credits. For some degrees, learners must also meet additional requirements (see Regulations for Academic Study). If all the required conditions are not met, the examination board shall move for the awarding of the degree to be postponed.

The degree may be accompanied by a degree supplement that describes the course studied.

1.10 Article 10: Titles of degrees

The titles of the engineering degrees awarded by L'Institut Agro are in line with the title of engineer as defined by the decree establishing the list of accredited schools authorised to issue engineering degrees.

The titles of national degrees comply with the provisions of the decree of 22 January 2014 establishing the national framework for courses that lead to the award of national licences (undergraduate degrees), licences professionnelles (one-year diplomas), and Master's degrees.

The title of the National Oenologist Degree is in line with the provisions of the amended Law No. 55-308 of 19 March 1955, concerning the protection of the oenologist title.

The degrees specific to L'Institut Agro or its schools include the name of the institute as well as the name of the school that ran the course.

1.11 Article 11: Validation des Acquis de l'Expérience (VAE) (Recognition of Prior Learning (RPL)) and Validation des Etudes Supérieures (VES) (Higher Education Studies Validation)

The Recognition of Prior Learning (RPL) bestows recognition that an experience (professional or non-professional) is fully in line with the skills acquired as part of a training course that leads to obtaining a diploma.

It is also possible to partially or fully obtain a degree through the recognition of studies completed in France or abroad, via the system of Higher Education Studies Validation (VES).

The candidate must provide evidence of having completed and successfully passed training courses, possessing diplomas, and holding titles related to the desired degree.

The files of candidates for an RPL (VAE in French) or VES are reviewed by an examination board specially created for this purpose. In particular, the examination board decides whether to award total or partial validation; in the latter case, the candidate shall be requested to attend lessons, engage in professional work, or do an internship.

1.12 Article 12: Assessment of lessons

Each TU, CETU, or module is subject to assessment by the learners, with the procedures specified at the beginning of the TU, CETU, or module by the teachers in charge. This assessment may be based on the results of a survey and/or on a report in the presence of the learners and/or their representatives, as well as the teachers who participated in the course or the coordinator of the TU, CETU, or module in question. Such assessments must be documented.

When possible, the improvement proposals selected by the teaching staff are integrated for the following session.

1.13 Article 13: Promoting student engagement⁸

1.13.1 Background

Decree n° 2017-962 of 10 May 2017 establishes the framework for the implementation of two principles introduced by the "Equality and Citizenship" law of 27 January 2017, promoting student engagement⁹. These two principles are implemented only at the learner's request.

- The first principle concerns the validation of the skills, knowledge, and abilities acquired by learners, as part of the course, through various associative, social, or professional activities. Any request shall be considered by an ad hoc committee.
- The second principle concerns procedures to arrange the structure and implementation of studies such that learners who have such responsibilities are able to reconcile their studies and their commitments.

1.13.2 Activities concerned

Article L. 611-9 of the Education Code lists certain activities that are recognised under the framework of the aforementioned principles. These include:

⁸ Circular of 23/03/2022: Commitment, encouragement, and support for student initiatives at higher education institutions under the Ministry of Higher Education, Research, and Innovation

⁹ Articles D611-7 et seq. of the Education Code (codification of the decree of 10 May 2017)

- Voluntary work at an association governed by the law of 1st July 1901 or registered in the association register, in accordance with the local civil code applicable in the departments of Bas-Rhin, Haut-Rhin, and Moselle;
- A professional activity, whether or not it is carried out at the institution;
- A sports activity performed by persons registered on the lists mentioned in Article L. 221.2 of the Sports Code;
- Military activity in the operational reserve;
- An engagement in the operational reserve of the National Police;
- An engagement as a volunteer firefighter;
- A civic service;
- Volunteering in the military.

In addition to the activities listed by law, the institution recognises the skills, knowledge, and abilities acquired by the learner through other forms of engagement:

- Organisation of large-scale events (InterAgros, induction weekends, etc.) or participation in specific events recognised by the school,
- Elective responsibilities in the councils of the institution, CROUS, university community; promotion representatives, CTI and HCERES, BNEI, BREI, etc.

1.14 Article 14: Temporary and optional suspension of studies

Any learner in initial training under student status¹⁰ may, upon request and with the agreement of the school's management, temporarily suspend their studies.

Articles D611-13 to D611-20 of the Education Code establish the procedures for the implementation of this temporary suspension of studies, a period known as the "sabbatical" (or "gap year", though the period is not necessarily a whole year).

The sabbatical is an optional year out: it does not form part of the learner's curriculum, and in no way replaces the usual means of acquiring some of the skills required to obtain the degree.

A learner may only claim one sabbatical per training cycle. The duration of such a suspension period may not be shorter than one academic semester or longer than two consecutive semesters.

Learners who interrupt their studies shall resume their courses in the semester or year following the ones they successfully completed before the interruption.

A student on a sabbatical cannot benefit from the scholarship based on social criteria. However, if the student enrolls in another one-year course at a different institution that is eligible for a scholarship, they may, under certain conditions, be eligible for a scholarship based on social criteria¹¹.

A sabbatical can take various forms, and take place either in France or elsewhere:

- Training in a different field from the original one the student enrolled in;
- Work experience: employment contract, unpaid volunteer experience, internship;
- Civic service commitment: voluntary civic service commitment, international volunteering in administration (VIA) and business (VIE), international solidarity volunteering (VSI), European voluntary service (EVS), etc.;
- The business creation project as a student-entrepreneur.

Any request for a sabbatical must be submitted by completing the necessary paperwork within the timeframe communicated by the academic services department responsible for student sabbaticals. Failure to meet deadlines or submission of an incomplete or non-compliant dossier shall result in the automatic rejection of the application.

The applications are reviewed by the relevant authority in the field, which provides an opinion on the student's project.

To take a sabbatical, the learner must sign an agreement with the school. Such an agreement ensures that the learner shall be reintegrated into the course at the end of the sabbatical. It specifies the

¹⁰ The suspension of studies is not permitted for learners under civil servant status

¹¹ Technical order DGER/POFE//DGER/SDES/2022-566 of 21 July 2022

administrative and educational support arrangements, if applicable, as well as the validation procedures for the sabbatical.

1.15 Article 15: Representation of learners

A minimum of one incumbent representative per course and one substitute representative shall be designated in each year group. The year group representatives are appointed for one year of the course, and their appointment may be renewed for the entire duration of the course. Their functions come to an end when, for whatever reason, they cease to participate in the course. If the incumbent representative and the substitute representative have ceased to hold office before the end of the course, new representatives shall be designated.

More specifically, the course representatives are in charge of relations with the academic services department and with the head of the course or degree. They represent all the learners in a year group and may make suggestions of any kind to improve the course and learning conditions. They are tasked with submitting any individual or collective claims related to the course, health and safety conditions, and the implementation of the Regulations for Academic Study.

These elected representatives also represent learners in the statutory bodies of the school and the institute. They represent the community of learners in proceedings and are involved in decision-making.

1.16 Article 16: Terms of appeal

Learners have the right to appeal in the event of a dispute regarding a decision made by a school authority (such as the year or degree validation panel, or the committee that handles requests for sabbaticals).

To do so, a learner may submit a written, reasoned request to the school's management within a period of two months after receiving the decision, without prejudice to the recourse available under ordinary law before the administrative jurisdiction (registry of the Administrative Court to which the school is subject) within the same time limits.

1.17 Article 17: Amendments to the Regulations for Academic Study

In the event of any changes to the Regulations for Academic Study, as decided by the board of directors, the provisions of the previous text shall remain applicable for the current academic year.