

*This translation aims to provide information in English about the school regulations approved by the governing bodies but does not replace the official 'Règlement des Etudes' document.*

## **Academic and Examination Regulations Academic Year 2025–2026**

Approved by the Board of Directors on 24 June 2025

Having regard to the Education Code, in particular Articles L. 613-1, D. 612-34, R. 741-3, D. 741-9, R. 811-10 to R. 811-42,

Having regard to the Law of 23 December 1901 punishing fraud in examinations and public competitive exams,

Having regard to Law No. 2018-166 of 8 March 2018 on student orientation and success,

Having regard to Law No. 2017-86 of 27 January 2017 on equality and citizenship and its implementing texts,

Having regard to Decree No. 89-901 of 18 December 1989 concerning the Institutes of Political Studies,

Having regard to the Order of 16 July 2018 on the awarding of the “qualification” of Master’s level to holders of the final diploma from the Institutes of Political Studies of Aix-en-Provence,

Bordeaux, Grenoble, Lille, Lyon, Rennes, Saint-Germain-en-Laye, Strasbourg, and Toulouse,

Having regard to Ministerial Circular No. 2011-072 of 3 May 2011,

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## Preamble

Sciences Po Grenoble-UGA strives to ensure inclusivity for all.

The following academic and examination regulations are established in accordance with the provisions of the decree governing the Institutes of Political Studies, the Education Code, and, more broadly, the regulations governing higher education and research.

Generic terms used include: director, project officer, student, learner, teacher, and teacher-researcher.

## TITLE I. General Provisions

Studies are organized over five post-secondary years. They lead to the awarding of the Sciences Po Grenoble-UGA diploma, equivalent to a Master's degree.

Both regular university students and learners enrolled in continuing education at Sciences Po Grenoble-UGA are subject to the obligations outlined in these regulations. Failure to comply with any of these obligations may mean a student must repeat the academic year or will fail to graduate.

### Article I.1 Recruitment

Recruitment procedures are governed by the admissions regulations.

### Article I.2 Administrative Registration

All undergraduate and graduate students must register administratively at the beginning of each academic year.

If students do not register for one or more academic years they will have to reapply for a place at Sciences Po Grenoble.

The deadline for administrative registration is October 31 of each academic year. This date is indicated in the registration procedure.

Payment of tuition fees finalizes the administrative registration process and is a condition for obtaining student status, giving rise to the issuance of a student card and a certificate of enrolment. Tuition fees are determined by the Board of Directors and are detailed in the tuition fees regulations.

Continuing education is subject to specific rates formalized in an individual agreement in accordance with the provisions adopted by the Board of Directors.

A student whose administrative registration is not finalized may not attend classes or sit for end-of-year examinations to validate the year.

However, an exception may be granted in specific cases, such as returning from a mobility program, subject to authorization by the School's Vice President for Academic Affairs.

### Article I.3 Academic Registration

Students are required to attend class and participate, must complete academic registration at the beginning of the academic year.

Students must comply with all the academic obligations set out in this registration. No changes to courses, schedules, or additional registrations are authorised made once classes have begun, except in specific situations based on reasons validated by the School Administration.

### Article I.4 Communication with school and staff

Administratively registered students are assigned an institutional email address (etu-iepg.fr). They are required to use this institutional email account for all correspondence with faculty or the School Administration.

In all correspondence, students must indicate their year of study and the academic qualification in which they are registered.

### **Article I.5 Academic Adjustments**

Students who wish to request academic adjustments must submit a written request to the School Administration, which will review the request and may grant approval if appropriate.

Any approved adjustment must be formalized through the signing of a learning agreement that outlines the conditions for graduation.

#### **I.5.1 Academic Adjustments Due to Justified Absences**

Repeated justified absences that may jeopardize a student's academic success, may lead the School Administration to recommend academic adjustments to support students' progress.

Students must comply with the terms set forth in the learning agreement.

These adjustments may take the following forms:

**1° Extended Study Plan:** Certain classes may be postponed to the following academic year (two semesters spread over two academic years), while respecting the necessary pedagogical progression. The validation of the year, or graduation is deferred accordingly. An extended study plan requires new administrative registration and tuition fees and the CVEC (Student and Campus Life Contribution) must be paid prior to registration.

**2° Voluntary Suspension of Studies:** The current academic year is suspended. The student resumes their program the following year at the same level of study, beginning at the start of the academic year to complete it in normal conditions. Since programs may change from one year to the next, the student must resume their studies under the program in place when they return. The student must complete administrative registration and benefits from full exemption from tuition fees for the new year of study; however, the CVEC must still be paid prior to registration. This arrangement may only be granted once per study cycle (undergraduate or graduate).

**3° Adaptation of Continuous Assessment:** Continuous assessment may be adapted by the professor.

#### **I.5.2 Academic Adjustments - Gap Year**

Students enrolled in undergraduate or graduate study can, after completing one year of study, request a gap year. This is only possible if the academic year preceding the intended gap year has been passed.

The request must be submitted to the School Administration at Sciences Po Grenoble-UGA by May 31 of the academic year preceding the gap year. The request must clearly explain the reasons for the request and describe the planned activities.

At the end of the gap year, the student resumes their studies in the year or academic track to which they were previously admitted. Since program structures may change from one year to the next, the student will resume their studies under the program in place when they return. During

the gap year, the student must complete administrative registration and pay the applicable tuition fees and the CVEC. They retain their student status throughout the gap year.

### I.5.3 Adjustments Related to Special Status

Special status may entitle students to academic adjustments. To benefit from such adjustments, students must submit the required supporting documents related to their situation before the deadline so that an appropriate learning agreement can be drawn up.

Once the agreement has been signed by both the School and student, the student benefits from the adjustments corresponding to their status.

	Définition	Document à fournir	Délais	Aménagements possibles
<b>Students with official engagement status (firefighter, police officer, gendarme, civic service, elected official...)</b>	National status	Engagement contract Mission schedule (weekly, monthly, per semester...)		Excused absence on mission days according to the submitted schedule
<b>Student members of associations approved by IEP/UGA/ARUP</b>	Board members of the association who have completed mandatory training  Students responsible for liaising with the UGA–FFSU for the Sports Association	Minutes of the AGM and prefecture document defining students' positions in the association  Proof of completed mandatory IEP training. Commitment to report any change (e.g. resignation)		Noted on student Transcript.  Authorized absences for association events: 3 maximum per year
<b>Student employee</b>	Student working at least 200 hours per semester	Copy of employment contract specifying contract duration and working hours	October 1 of the academic year (for first semester consideration) and February 1 (for second	Extended study plan (2 semesters over 2 academic years)  Possible to change lecture group

			semester consideration)	
<b>Student entrepreneur</b>	Student carrying a business project and holding national student-entrepreneur status	Certificate of student-entrepreneur status	October 1 of the academic year concerned	Support from Pépité OZER  Gap year
<b>High-Level Athlete (SHN) and High-Level Artist (AHN) student</b>	SHN: Student listed on the ministerial list or selected based on criteria determined by the UGA committee AHN: In a professional program or selected based on criteria determined by the UGA committee			Extended study plan (2 semesters over 2 academic years)  Note-taking support  Authorized absences justified and directly related to the status
<b>Student with a disability Student with a disability recognized by the SAH department</b>	PAEH (Personalized Support Plan for Students with Disabilities)	PAEH	Deadlines for applying for these accommodations are set by the SAH	Extended study plan (2 semesters over 2 academic years)  Implementation of the recommendations stated in the PAEH
<b>Student caregiver or head of household</b>	Student assisting a relative requiring human support	Medical certificate indicating the need for human assistance for a relative  CDAPH notification mentioning the situation  Official document proving family relationship		Extended study plan (2 semesters over 2 academic years)

<b>Student with a long-term illness</b>	Student presenting a medical certificate justifying more than one-third absence from classes	Medical certificate	The most appropriate arrangement depending on the situation	<p>Suspension of studies</p> <p>Extended study plan (2 semesters over 2 academic years)</p> <p>Adaptation of continuous assessment by the Professor</p>
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#### **Article I.6 Course validation details (MCC)**

Course validation details are approved annually by the Board of Directors no later than one month after the start of the academic year and cannot be modified during the academic year. The details specify whether knowledge and skills are assessed through continuous assessment, final examinations, or a combination of both. They may provide further details about the assessment, as well as the general rules for validation, compensation, and credits. Only final exams give rise to a second examination session.

#### **Article I.7 Organization of Exams and Examination Boards**

##### **I.7.1 Exam Scheduling and Notifications**

Students are notified of written and oral examinations by a posted document, no later than ten days before the start of the exams. Notification may also be sent via email to the students' institutional addresses. It specifies the date, time, and location of the exam, as well as the expected exam result publication date.

Final examinations take place at the end of each semester (first session). Students who did not obtain the required credits during the first session must attend the second session for the courses not validated in either of the two semesters.

The second session is organized for students who received a grade lower than 10/20 on the final exam or in sports. A course that has already been passed cannot be sat in the second session.

At the end of the first semester, a transcript may be issued upon request. This transcript is provisional.

Requests must be submitted to the following address: [contact-scolaire1@sciencespo-grenoble.fr](mailto:contact-scolaire1@sciencespo-grenoble.fr) no later than March 31 of the current academic year. Requests submitted after this date will not be processed.

##### **I.7.2 Organisation of Examinations**

Students must:

- Present their student ID card, or if unavailable, their national ID along with a certificate of enrolment
- Work individually and unaided, unless otherwise stated, especially when benefiting from adjustments for disability
- Submit their exam paper when they leave the exam room, even if the paper is blank

- Refrain from disrupting the exam room conditions; failing to do so could lead to disciplinary proceedings

Access to the exam room is forbidden to any candidate who arrives after the opening of the envelope(s) containing the exam topics. Exceptionally, a student may be allowed to enter the room and begin the exam up to 30 minutes after the start time. Justification may be required. No additional time will be granted to compensate for late arrival. The delay must be noted in the official exam report.

Any departure from the exam room is considered final and requires submission of the exam paper. Once the exam papers have been distributed, students are no longer allowed to leave the room, even if they intend to submit a blank paper.

Anonymity of exam papers is mandatory for all final written exams conducted in exam conditions.

### **I.7.3 Exam papers**

Each instructor is responsible for the exam paper for their course and must be available in case there are any issues with it. Exam questions may only cover material that has been taught. The exam paper must specify which documents are authorized in the exam room. If no such information is provided, no materials are permitted — in particular:

- Programmable calculators
- Laptops
- Smartwatches
- Mobile phones
- Written documents

The use of any form of electronic or telephone communication is strictly prohibited.

The exam paper must clearly state the marking scale/points per question.

For each examination, a report is drawn up containing:

- The date and nature of the exam
- The names and signatures of the proctors
- The number of students who signed in and the number of papers collected
- Any incidents that occurred during the exam session

Any inappropriate behaviour by a student toward an exam supervisor will be reported. The student may be subject to disciplinary action and referred to the School's disciplinary board.

### **I.7.4 Fraud, Plagiarism, and Improper Use of Artificial Intelligence**

In the event of a clearly observable act of fraud or attempted fraud during an exam, assessment, or competitive exam, the proctor in charge of the room must take all necessary measures to stop the fraud or attempted fraud without interrupting the student's participation in the test.

Any relevant materials or evidence are to be seized to document the facts. A formal report (procès-verbal) is drafted and co-signed by the other proctors and by the student(s) involved. If a student refuses to sign, this refusal is noted in the report.

However, in cases of impersonation or serious disruption to the examination process, the responsible authority may expel the candidate(s) from the examination room to prevent disorder.

The disciplinary board is then seized under the conditions outlined in Article 1.14.

Communicating the contents or topics of an exam constitutes a criminal offense, punishable under the Law of December 23, 1901.

Plagiarism is considered a specific type of fraud, involving the appropriation of another person's work, data, or intellectual creations and presenting them as one's own.

Responses generated by generative AI algorithms are considered acts of fraud and plagiarism, in accordance with current academic regulations.

Use of AI is permitted only for reflective assistance or methodological support (e.g., for formatting data).

Any use of a generative AI algorithm in academic work must be explicitly declared, including:

- The exact name of the algorithm used
- The date of use
- The precise method of interaction (e.g., prompts or queries)

If the examination board deliberates on the case of students suspected of fraud or plagiarism before the disciplinary committee has reached a decision, it must do so under the same conditions as for any other student. This deliberation is provisional if the disciplinary committee subsequently confirms the fraud, which will result in the annulment of the exam.

Furthermore, the disciplinary committee may also decide that the fraud results in the annulment of the entire set of exams, under the conditions set out in Article R.811-36 of the French Education Code. In such cases, the examination board must reconvene to deliberate and take full account of the disciplinary committee's decision.

Fraud, plagiarism, and improper use of artificial intelligence may result in disciplinary proceedings and, in certain cases, criminal prosecution.

#### **Article I.8 – Conduct of Examination Boards and Release of Results**

The examination board is responsible for ensuring compliance with knowledge and skills assessment (syllabus, regulations, proper conduct of exams, and equal treatment of candidates) as outlined in these rules and the academic program framework. The examination boards are organised by Sciences Po Grenoble-UGA's management or their designated representative, who presides over the board by formal appointment order.

Only the following individuals may participate in the boards and attend deliberations: faculty members, lecturers and researchers, experts or individuals selected for their relevant competency. Participation is limited to those who have contributed to the teaching or curriculum. The minimum composition of an examination board is three members, including at least two teacher-researchers. The board's composition is published by the Director, posted publicly.

The board deliberates independently, based on the results obtained by candidates. Its deliberations are strictly confidential, and no member is authorized to disclose the outcome. If one or more members are absent, the board may still validly deliberate as long as at least three members are present. The board's decisions are final and not subject to appeal, except in cases of material error, which must be corrected by the academic affairs office.

The examination board may rule for each student: pass (*admis*), fail (*défaillant*), deferred- retake possible (*ajourné*), repeat year (*redoublement*)

The first session examinations board (jury 1) can rule on admissions, absences, or deferrals, but not on repeat years, which can only be decided by the second session examinations board (jury 2). If



the second session examinations board does not authorize a student to repeat the year, the student is not permitted to re-enrol.

The examination board votes by relative majority of present members on:

- Admission to the next academic year or referral to second session (retakes)
- Authorization or refusal to repeat the year (during jury 2 only)
- Final exclusion due to persistent failure

It may also award “jury points”, which are listed on the student’s final transcript.

Once the board has deliberated, the following are prepared:

-A report summarising the board’s decisions, to which is attached an attendance sheet bearing the signatures of the members present

-A transcript for each involved student, in accordance with the report

The School Administration publishes the examination board’s decisions and transcripts are made available to students through the School Administration.

No modifications may be made to the official reports after the board’s deliberation. Any correction of a material error must be made and co-signed by the chair of the board and/or the Vice-President in charge of Academic Affairs.

Any request to correct a grade after publication of the results—whether to rectify a clerical error or to dispute the outcome—must be submitted in writing to the chair of the board and forwarded to the Vice-President in charge of Academic Affairs.

#### **Article I.9 – Conduct and Obligations**

Students must read and comply with the School’s academic regulations. Within the building—or during field visits, internships, or study trips—students are expected to conduct themselves appropriately. Hazing (*bizutage*) is a criminal offense that violates human dignity; any form of hazing is punishable by law and will be referred to the disciplinary committee.

At the end of each year, students must have no outstanding loans in any university library they have used.

The use of any personal communication device during instructional activities is subject to the professor’s permission and is strictly prohibited during examinations.

#### **Article I.10 – Disruption or Threat of Disruption**

Under the conditions set forth in Article R.712-8 of the Education Code, the Director may, in the event of disorder or threat of disorder in and around the building, bar any person—including users of the School or neighbouring Schools—and, if necessary, suspend classes.

#### **Article I.11 – Attendance and Punctuality**

Any student arriving late to a class may be denied entry by the professor. In the event of significant or repeated tardiness or inappropriate behaviour, the student may be refused admission to the class and the instructor may record the absence accordingly.

### **I.11.1 – Absences**

Class attendance and punctuality are mandatory for CS, CM, CMINT, LV, sports, and ‘ateliers’ workshops. All absences must be reported to the School Administration via the dedicated email address ([absences-etudiants@iepg.fr](mailto:absences-etudiants@iepg.fr)) and to the professor(s) (preferably before the class). If a student has an absence that they consider to be justified, they must submit to the School Administration an official document explaining the reason for the absence over the given period, sent to the School Administration within a maximum of 7 working days. Any absence not justified within this timeframe will be considered unjustified. Having unjustified absences from more than 25% of any course with mandatory attendance will lead to the student being considered *défaillant* (non-compliant). If a student is absent (justified or not) from more than 25% of classes over a semester, a two-year academic schedule may be proposed.

As part of student association involvement, students with official student association responsibility status may justify up to 3 days of absence per year in relation to this commitment.

When a class is cancelled, a replacement session may be organized whenever possible. Attendance at the replacement session is also mandatory, except in cases of schedule conflicts with other classes or in the event of a justifiable absence. Participation in any School event (career workshops, recruiter meetings, conferences, etc.) that requires named registration is binding and requires actual attendance, unless a valid justification for absence has been provided in advance. Attendance is mandatory for exams, assessments, and continuous assessment. If a student has a justified absence from a test or exam, they must attend the retake session, where this possibility exists. For continuous assessment, an alternative evaluation may be organized. If an unjustified absence occurs within the specified time limit, a grade of 0 will be given for the assessment.

Students suffering from incapacitating menstruation are granted the right to be absent from mandatory classes for a maximum of 15 days per academic year, without having to provide justification. Beyond this limit, they must submit as soon as possible a certificate issued by an authorized healthcare professional (clinic, family planning centre, university health service, doctor, midwife). This certificate cannot be applied retroactively but will be valid for the remainder of the current academic year. The certificate must be renewed annually. The person recognized as suffering from incapacitating menstruation must inform the “VP Vie Etudiante” of their absence within the allotted time. All situations falling outside this framework will be reviewed individually.

### **Article I.12 – Défaillance (Non-compliance)**

A student is declared *défaillant* (non-compliant) in the following cases:

- 1° If more than 25% of their absences are unjustified in any course with mandatory attendance
- 2° If they are absent from continuous assessments or first/second session final exams
- 3° If they fail the continuous assessment or fail the second session final exams

Being declared *défaillant* means the student has not passed the year.

### **Article I.13: Repeating a Year**

A student can, by right, repeat a year only once during their entire academic program. However, the second session examination board (*jury 2*) may, if deemed appropriate, authorize a

second repeat year.

The automatic right to repeat, as well as the special authorization to do so, applies only to the following academic year.

If the student does not re-enrol at the beginning of the academic year for which the authorisation to repeat was granted, they are deemed to have abandoned their studies and forfeited their admission through the entrance exam.

#### **Article I.14: Disciplinary Authority**

In accordance with Article R.741-3 of the French Education Code, and subject to the exceptions it provides, disciplinary authority over students is exercised under the conditions and procedures laid out in Articles R.811-10 to R.811-42 of the same code.

Any student of Sciences Po Grenoble – UGA is subject to disciplinary action whether they are the perpetrator or accomplice, notably in the following cases:

- Fraud or attempted fraud committed during registration, continuous assessment, exams, or a competitive entrance exam;
- Plagiarism, appropriation of another person's work, or excessive use of artificial intelligence in violation of the dedicated charter;
- Any act that may harm the order, proper functioning, image, or reputation of the School.

The implementation of disciplinary procedures and the issuance of a sanction at the end of the process are independent of any criminal proceedings based on the same facts.

The sanctions applicable in the event of disciplinary action are defined in Articles R.811-11 and subsequent articles of the Education Code:

- Warning,
- Reprimand,
- Temporary exclusion from the School for a maximum of 5 years (this time may be suspended if exclusion does not exceed 2 years),
- Permanent exclusion from the School,
- Exclusion from any higher education establishment for a maximum of 5 years,
- Permanent exclusion from all higher education establishments.

### **Article I.15: Specific Provisions for International Exchange Students**

International exchange students come to Sciences Po Grenoble – UGA for semester 1, semester 2, or the full academic year.

#### **I.15.1: The Learning Agreement**

The rules below apply to international exchange students at both undergraduate and graduate levels. International exchange students must have a learning agreement signed by both institutions prior to the start of their study abroad.

This agreement specifies the list of selected courses and the corresponding ECTS credits. The learning agreement must comply with the rules established by the International Relations Office.

#### **I.15.2: Organization of Studies**

International exchange students come to Sciences Po Grenoble – UGA for semester 1, semester 2, or the full academic year.

The academic program for exchange students is divided into three “tracks”, which include:

- Seminar-type courses evaluated through continuous assessment (CMINT, CM, FEIS, FLE, languages, sports). Regarding attendance, exchange students are subject to the same rules of attendance and punctuality as students in the general program (Article I.11.1). The minimum passing grade for the course and to obtain the corresponding ECTS is 10/20. There is no make-up session for these courses evaluated through continuous assessment. If the grade is below 10/20, the result will be marked as “non admis” (not passed) and no ECTS will be awarded.
- Core and specialized courses evaluated through a final exam (oral, written exam, written assignment, etc.). Exams take place in January for the first semester and May for the second semester. The minimum passing grade for the course and to validate the corresponding ECTS is 10/20. A resit session is organized in June (for courses from both semesters) for those evaluated by final exams. If the final grade remains below 10/20, the result will be “non admis” and no ECTS will be awarded.

#### **I.15.3: Exam Procedures**

International exchange students are subject to the same examination rules as students in the general program (Article I.7).

#### **I.15.3 Validation of grades**

The academic achievements of international exchange students are assessed and awarded ECTS credits for each course. No validation is possible for groups of courses in Teaching Unit (UE). At the end of the study abroad period, a transcript of records listing the results and corresponding credits is issued to students.

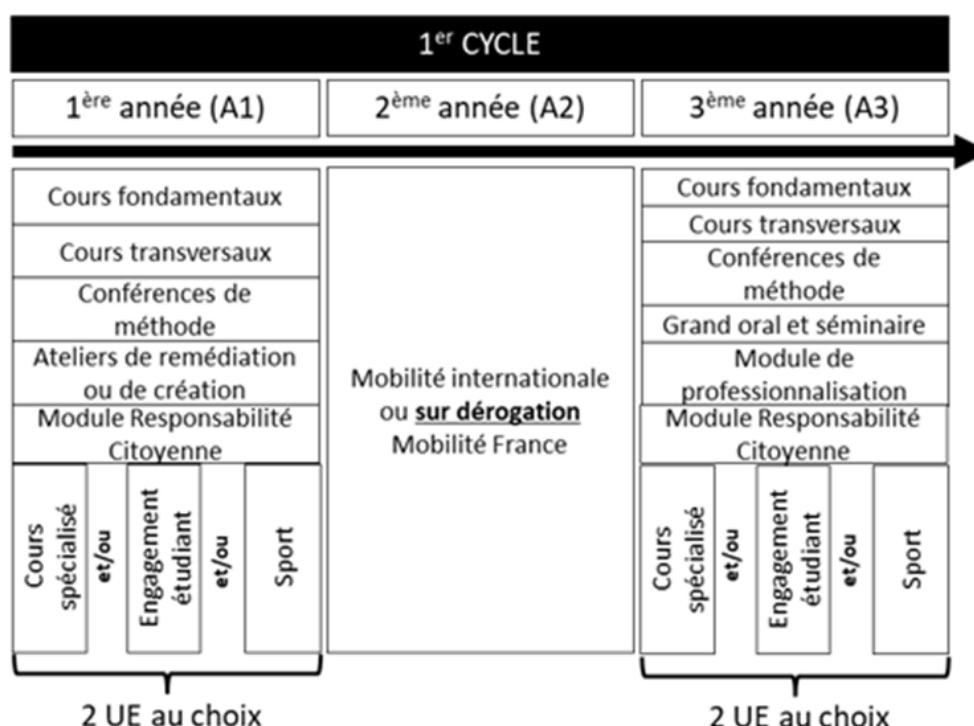
## TITLE II. Common Provisions for Undergraduate Studies

The undergraduate cycle consists of 3 years (6 semesters). Each successfully completed academic year grants 60 ECTS credits.

A certificate specifying the field of study and confirming the validation of 180 ECTS credits is issued upon successful completion of the first three years of study.

### Article II.1 – Overall Organization of Undergraduate Education

Structure of the undergraduate cycle



### Article II.2 – Common Courses and Validation Procedures for the Undergraduate Cycle

Unless otherwise explicitly stated in the following articles, the rules outlined in Article 2.2 apply to the entire first and third years of the program.

#### II.2.1: Core Courses (CF)

Core courses are validated with a final exam. Within the CF Teaching Unit (UE), compensation is allowed if students obtain an average grade for the UE equal to or greater than 10/20, and that the grades to be compensated are equal to or greater than 8/20.

#### II.2.2: Methodology Seminars (CM)

Methodology seminars are assessed through continuous assessment, according to the Evaluation Methods (Modalités de Contrôle des Connaissances) set out by the instructor. These methods must be made public no later than one month after the start of the course.

Each CM must include at least one written assignment, which counts for 25% to 40% of the overall grade.

Compensation is not permitted within this Teaching Unit (UE). The UE is validated only if students

obtain a grade equal to or greater than 10/20 in each subject and is not absent (i.e., not marked as failing) in any of them. There is no second session (resit) for CM assessments, which are conducted through continuous assessment.

Students in the general program who demonstrate a B2 level in English (certified by English teachers and/or the placement test) may request to take either the CF or CM offered in English.

Transversal courses are subject to a final exam. Within this UE, compensation is possible provided that students obtain an average for the UE equal to or greater than 10/20, and that the grades to be compensated are equal to or greater than 8/20.

### II.2.3: Specialized Courses (CS)

Students choose one specialized course from the list provided. The choice is final, and students are required to take the final exam and, if they fail it, the second session (resit). Enrolment in more than two specialized courses must be justified to the Vice President for academic affairs and is subject to their approval.

Any student may refuse compensation between grades within the same UE, even if the average for the UE is equal to or greater than 10/20. This refusal applies only to the first session. It must be formally notified, by letter or email, to the Chair of the Exam Board. The student has two days after the publication of results to refuse compensation. After this deadline, compensation is automatically applied.

### II.2.4: Mandatory *Citizenship Responsibility* Module

Pass/fail, no ECTS

All students in the general curriculum must complete the *Citizenship Responsibility* module, which takes place in the 1st and 3rd years. Students are expected to develop civic skills that enable them to act, reflect, and encourage reflection on responsibility and prevention. This module consists of a series of mandatory sessions, held in lecture halls and workshops, covering topics such as gender-based and sexual violence, the use of social media, debate and harassment, or other relevant civic education topics.

Attendance in the *Citizenship Responsibility* module is mandatory. If a student is absent, even if the absence is justified, they must either:

- Attend equivalent sessions elsewhere (after verifying with the Student Life Coordinator that the alternative course is acceptable),  
**or**
- Submit an assignment that must be approved by the instructor.

Additionally, conferences are regularly set up by the Gender Equality and Anti-Discrimination Officer and will be included in the UGA Equality Month programme.

### II.2.5: Elective Teaching Units (UEs)

Students choose two options from the following: Graded Sport, Credited Student Engagement (EEC) - subject to approval by an examination board (jury), Specialized Course (CS).

- Credited Student Engagement (EEC)

Recognized types of engagement include:

- An internship (only for repeat students, minimum duration of 2 months),
- Volunteering with a non-profit organization under the 1901 law, subject to review and approval of the project by the academic administration,
- Civic service,
- Participation in the Disability Support Service module (SAH),
- Other forms of civic engagement (POS-POPH, being a student reservist, etc.).

- Sport

Students choose a sport from the list. If a student is medically exempt from sport (which must be justified to the Head of Sports at Sciences Po Grenoble), they are required to take a specialized course instead. The exemption must be granted by the Head of Sports and submitted to the Registrar's Office. The choice of sport is made after administrative registration and is final. This implies an obligation to take the final exam and, if necessary, the second session (resit).

Within this UE, compensation is possible under the following conditions: if students obtain an average grade of at least 10/20 for the UE, all course grades are at least 8/20, the sports grade is at least 10/20.

### II.2.6: Optional Courses (no ECTS)

Students can choose optional courses after administrative registration and their choice is final. Failure to attend the exam or to submit required work will result in "Fail – Absent" (*défaillant*) being recorded on the transcript.

Optional courses include:

- Specialized courses
- Third foreign language (LV3)
- Optional Student Engagement (EEF): "skills validated" will be indicated on the transcript unless no assignment is submitted, in which case "Fail – Absent" (*défaillant*) will be indicated
- Sport

*Optional Student Engagement* and *Sport* cannot be selected if the same options have already been chosen as elective UEs.

If a student has selected two specialized courses under the elective UE category (as in the case of exemption from sport), a third specialized course cannot be selected as an optional course.

### Article II.3: Recognition of External Grades

Students pursuing parallel and/or prior studies that include subjects common to those at Sciences Po Grenoble–UGA may request exemptions for up to two courses. These exemptions must be

approved within one month of the start of each semester by the Vice President for academic affairs.

The grade(s) to be transferred must be 10/20 or higher (up to a maximum of 8 ECTS credits) and must have been obtained either in the current or previous academic year.

If the grades come from the current academic year, only the grades from the first exam session may be transferred.

#### **Article II.4: Repeat Year Rules Specific to the Undergraduate Cycle**

A repeating student may request the validation of previously passed courses for up to:

- 12 ECTS credits in the first year
- 17 ECTS credits in the third year

This is possible only if a grade of at least 12/20 was obtained for the relevant courses in the previous year.

A learning contract (*contrat pédagogique*) specifies the validated courses.

At the end of the second year, a jury is convened, and if a student fails their second year, a repeat year may be granted by the jury. The student must repeat the year at a French university in order to obtain the required 60 ECTS credits.

### **TITLE III. Specific Provisions for the First Year**

#### **Article III.1 – First-Year Courses**

Course selections become final once course registration is complete. Courses are assessed through a final exam during the first exam session and, if applicable, during the second session.

#### **Core curriculum Teaching Units (UEs) include:**

- Core courses
- Methodology seminars
- Transversal courses
- Workshops:
  - Remedial workshops in French and mathematics
  - or elective creative workshops

Remedial workshops in French and mathematics will be mandatory for certain students based on their *Parcoursup* application or placement test results. These workshops are validated on a pass/fail basis. Attendance is mandatory and monitored according to a learning contract approved by the Vice President for academic affairs. This contract serves as proof of skill acquisition. In the case of unexcused absences, the mention “Fail – Absent” (*défaillant*) will be recorded on the transcript.

- The *Citizenship Responsibility* module

#### **Elective Teaching Units (UEs)**

Students may also select optional courses.



### **Article III.2 – Validation of the First Year**

To pass into the second year of either the general curriculum or the AUEP program (*Architecture, Urbanism, and Political Studies*), students must obtain all **60 ECTS credits**, in accordance with the official grading and evaluation scheme.

## **TITLE IV. Specific Provisions for the Second Year**

### **Article IV.1 – Validation of the Year Abroad**

The second year is validated through a year abroad at one of Sciences Po Grenoble–UGA's partner institutions. Second year students attend courses offered by the host institution and authorized by the learning agreement between the two schools. These courses must respect the Office of International Relations' guidelines.

A jury meets at the start of the academic year following the year abroad to validate students' second year.

#### **IV.1.1 – International Mobility at a Non-Partner Institution (free mover status)**

With the approval of the Vice President for academic affairs, students may undertake their year abroad at a non-partner institution. In this case, students must have their selected courses approved by the Office of International Relations, and a *learning agreement* (study contract) must be established.

Students with free mover status are responsible for paying tuition fees at both the host institution and Sciences Po Grenoble–UGA. They are also fully responsible for handling all administrative procedures related to their mobility.

#### **IV.1.2 – The Learning Agreement**

Students must complete and validate 60 ECTS credits (or equivalent).

The *learning agreement* must detail the distribution of these 60 ECTS credits and be validated by both the home and host institutions before the student departs. The contract must comply with the rules established by the Office of International Relations.

#### **IV.1.3 – Exceptional Provisions**

In exceptional cases, the Vice President for academic affairs may authorize a student to complete their second year in France instead of the required international mobility, when a force majeure situation prevents the student from going abroad.

This exceptional and individualized arrangement must be formalized through a specific learning agreement, outlining how the 60 ECTS credits will be validated

## TITLE V. Specific Provisions for the Third Year

At the end of their second year, students must choose the specialization field in which they will pursue during the third year:

- Management, Economics, and Organizations (GEO)
- Institutions and Transformations of Public Action (IMAP)
- Politics (POL)
- Societies: Regulations and Innovations (SRI)

### Article V.1 – Third-Year Courses

Core Curriculum Teaching Units (UEs)

- Core courses
- Methodology seminars (conférences de méthode)  
These seminars are subject to continuous assessment, based on evaluation methods (*Modalités de Contrôle des Connaissances*) defined by the instructor. These methods must be made public no later than one month after the start of classes. In the third year, students take three methodology seminars related to their chosen specialization, and one “open” seminar, chosen by students, which takes place during the second semester.  
Students also take two methodology seminars in foreign languages, corresponding to the languages they studied in the first year (unless an exemption is granted).
- Transversal courses
- Grand Oral and Seminar
  - The Grand Oral: This oral presentation, delivered before a jury, marks the conclusion of the multidisciplinary undergraduate program. It draws on the full range of knowledge and skills acquired over the three years.
  - Research Seminar: Students participate in an introductory research seminar. Preferences for seminar topics are submitted at the end of the second year. Final assignments to seminars are made by the Vice President for academic affairs. The seminar requires the completion of a scientific work (such as an academic dissertation or an alternative format, with the approval of the seminar leader and respecting the same academic standards as a dissertation). Each student is assessed individually. This scientific work is presented during a public defence in front of the seminar leaders; an external expert may be included on the jury. Submission of the work is mandatory. Submission and distribution procedures are overseen by the Documentation Centre, in accordance with the anti-plagiarism policy, GDPR, copyright laws, and image rights. The seminar is validated by an examinations board, either in the first or second session.

- Professionalization Module: This includes five mandatory activities, two of which are chosen by students, and operates on a pass/fail basis.
- Citizenship Responsibility Module

#### Elective Teaching Units (UEs)

- Optional courses (no ECTS)

#### Article V.2 – Validation of the Year

To validate the third year and be admitted to a postgraduate programme, students must obtain a total of 60 ECTS credits in the third year (A3) and have accumulated the full 180 ECTS credits required for the completion of the undergraduate cycle.

## TITLE VI. Specific Provisions for the International Track (POLIS)

The Sciences Po Grenoble diploma is available through a dedicated admissions process for candidates from foreign secondary schools who hold or are in the process of obtaining a foreign secondary school diploma (recognized as equivalent to the French *baccalauréat*) and who have a sufficient level of English.

During the three years of the undergraduate program, students follow a similar curriculum to that of the general curriculum but taught entirely in English, while simultaneously learning French. Upon completion, they may continue into the postgraduate programs at Sciences Po Grenoble–UGA, with instruction in either French or English, depending on their language proficiency.

In terms of administrative enrollment, attendance, absences, and exams, POLIS students are subject to the same regulations as those in the general curriculum.

#### Article VI.1 – POLIS First-Year Courses

The first year includes:

##### Core Curriculum Teaching Units (UEs):

- Core courses
- Methodology seminars
- One specialized course from the list offered
- French as a Foreign Language (FLE) for students below C1 level
- Academic English
- Sport

##### Elective Teaching Units:

- One specialized course (CS) *or* student engagement (EE)
- Optional Courses (no ECTS):
- Third foreign language (LV3)
- Peer tutoring
- Optional specialized course (CS)

- Student engagement

#### **Article VI.2 – Second Year of the International Track**

POLIS students are subject to the same provisions as second year students in the general curriculum for their year abroad.

#### **Article VI.3 – Third Year of the International Track POLIS**

The third year is composed of:

Core Curriculum Teaching Units (UEs):

- Core courses
- Methodology seminars
- One specialized course from the list offered
- French as a Foreign Language (FLE) for students below C1 level
- English for the Social Sciences
- Sport

Elective Teaching Units:

Students select 8 ECTS credits from a list of courses specified in the *Modalités de Contrôle des Connaissances* (MCC) and student engagement (EE).

Optional Courses (no ECTS):

- Third foreign language (LV3)
- Peer tutoring
- Optional specialized course (CS)
- Student engagement
- 

#### **Article VI.4 – Attendance and Punctuality**

POLIS students are subject to the same examination rules as students in the general undergraduate curriculum (including CMINT).

POLIS students are also subject to the same attendance and absence regulations as general curriculum students (see Article I.11).

## **TITLE VII. Common Provisions for Graduate Studies (Second Cycle)**

The Sciences Po diploma is a five-year qualification, which is equivalent to a master's degree. The postgraduate cycle lasts 2 years (4 semesters). Each academic year must be validated by obtaining 60 ECTS credits.

## **Article VII.1 Access after completing the first cycle at Sciences Po Grenoble-UGA**

When students have passed their 3rd year, they continue as postgraduate students in the program to which they have been admitted following an orientation procedure.

### **VII.1.1 Orientation Procedure**

Students must submit 2 orientation preferences by uploading a CV and a motivation letter explaining their project on the dedicated platform before the deadline.

An interview with the pedagogical team of each chosen program will enable them to present their project. Students must register for the interviews offered by the program coordinators on the dedicated platform.

### **VII.1.2 Admissions**

Admissions to each program are decided by a jury composed of program coordinators and the VP for Academic Affairs. Students must officially accept their place on the dedicated platform.

A student who, by jury decision, is not admitted to either of the two requested programs will be received by VP for Academic Affairs to discuss their orientation project and to propose a place in a different program that might correspond to their professional project.

### **VII.1.3 Provisions concerning non-compliance with the procedure**

If the procedure described in Article VII.1.2 is not respected, students are deemed to have waived the possibility of choosing their program.

They will be received by the VP for Academic Affairs and offered a place in a program with available openings.

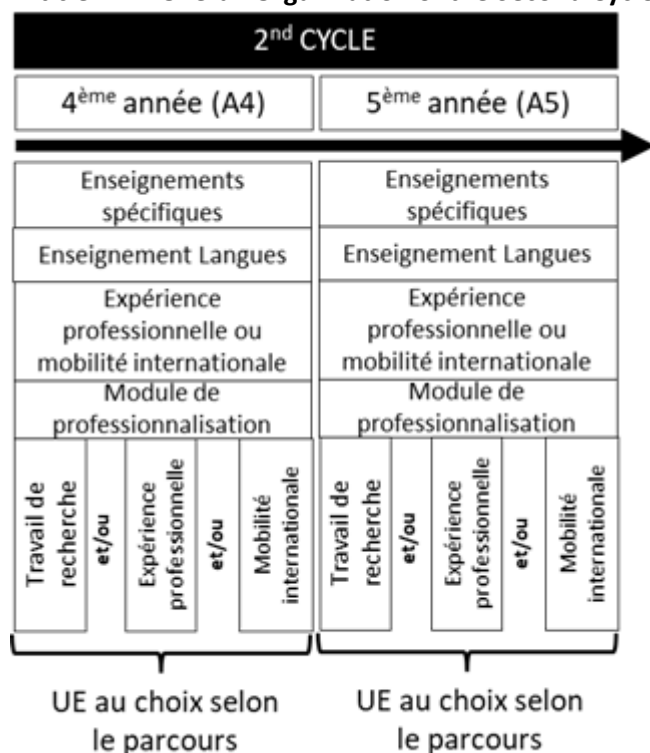
### **VII.1.4 Distance Learning**

Students who have completed the undergraduate cycle may, upon request, be authorized to follow a Distance Learning program provided they meet one of the following conditions:

- Hold the status of high-level athlete or artist, or student-entrepreneur
- Certified medical reasons preventing in person attendance

Distance Learning programs are not accessible for dual university degrees or during a gap year.

## Article VII.2 Overall Organization of the Second Cycle Training



Postgraduate academic structure

## Article VII.3 Fourth and Fifth Years (Complete Postgraduate Cycle)

The 4th and 5th years are based on curricula composed of the following elements:

### Transversal Teaching Units (UE):

- Core courses
- Specialized courses
- Professionalization Module: This module is validated on a pass/fail basis and includes mandatory activities with some degree of choice
- Foreign languages
- An internship, a written report and presentation
- Thesis (master's thesis): Writing and defence. This work must be submitted to the Documentation Department following the guidelines and prior to the viva.

### Elective Teaching Units Specific to the Student's Chosen Program:

- A research project leading with report/thesis and viva
- An internship in France or abroad concluding with an internship report or thesis (master's thesis) — must be electronically submitted to the documentation center before the viva
- A professional experience, such as apprenticeship or work-study, depending on the program
- An academic stay abroad
- Graduate School@UGA track or module

Internship Reports and Master's Theses must be submitted to the supervising teacher at least 10 days before the viva, which must be held no later than August 31st for 4th-year students and September 30th for 5th-year students (end of the academic year).

The Evaluation Methods document (MCC) specify the courses, associated credits, and assessment techniques. Grade compensation is possible within a single UE if the grades to be compensated are at least 7/20. The average grade of each UE must be at least 10/20. No compensation is allowed between different UEs or between semesters.

#### **Article VII.4 Validation of the Year**

To validate the 4th or 5th year, students must obtain 60 credits within their program.

Each program must organize two exam sessions so that students who fail in the first can retake exams in the second.

The internship report or thesis must have a grade of 10/20 or higher and cannot be compensated. Students who do not pass the report or thesis must submit a new work for the second session.

#### **Article VII.5 Validation of the Degree**

The master's degree is awarded with honours based on the 5th-year average:

- *Passable*:  $10 \leq \text{average} < 12$
- *Assez bien* (Fairly good):  $12 \leq \text{average} < 14$
- *Bien* (Good):  $14 \leq \text{average} < 16$
- *Très bien* (Very good):  $\text{average} \geq 16$

The diploma mentions the specific program followed at Sciences Po Grenoble-UGA.

#### **VII.5.1 Passing Administrative Competitive Exams**

After validating the 4th year and before the end of the 1st semester of the 5th year, passing a Category A or A+ competitive exam (requiring at least one year of professional training) can validate the 5th year by equivalence. This requires the student to submit a report on their higher education, experience, and professional plans, followed by a graded viva before a jury (including at least two academic staff and the Vice-president for Academic affairs). This also applies to the institutional diploma and the Full-time executive master's program "Public Administration Professions."

#### **Article VII.6 Specific provisions for inter-IEP transfer**

Normally, IEP students continue studying in the 5th year in the same major as in the 4th year. Exceptionally, they may be authorized by the relevant academic supervisors and the VP for Academic Affairs to transfer into another Grenoble IEP major or to complete their 5th year at another IEP according to the terms agreed upon in the inter-IEP agreement.

#### **Article VII.7 Specific provisions for exams in Distance Learning (EAD) programs**

Exams take place at Sciences Po Grenoble-UGA premises.

First session exams are held at the end of each semester. Resit sessions are organized at the end of August.

Students enrolled in an EAD program who live abroad, overseas, or in a geographically distant location may be authorized to take exams at another location provided that they themselves find an examination centre (French institute, consulate, French embassy...) and arrange contact between Sciences Po Grenoble-UGA and a designated person at the host organization. The host

organization must verify the student's identity, have them sign in, and they must supervise the exam(s). The costs at the examination centre are the sole responsibility of the student.

#### **Article VII.8 Specific provisions for the partnership program with the School of Journalism**

The academic regulations of the journalism program fall under the Grenoble School of Journalism MCC and study and examination regulations. To obtain the Sciences Po Grenoble diploma, students must validate proficiency in a foreign language at B2 level.

#### **Article VII.9 Continued studies upon graduation**

Holders of the Sciences Po Grenoble-UGA diploma may do a 5th year in another program, the following year, subject to the approval of the VP for Academic Affairs and after consultation with the relevant academic supervisor. If they pass this year, they obtain the Sciences Po Grenoble-UGA diploma titled with the latest major.

Applications must be submitted to the VP for Academic Affairs.

If a student completes a full or part-time executive master's program "Public Administration Professions" outside Sciences Po Grenoble-UGA by validating the relevant Teaching Units and complying with the study regulations, they will be awarded an "Executive Master's" (continuing education) or the Sciences Po Grenoble-UGA diploma (initial education).

## **TITLE VIII. Continuing Education**

#### **Article VIII.1 Recruitment**

Continuing professional education is intended for adults and young people already engaged in working life or about to enter it. It most often concerns employees, job seekers, self-employed workers, and liberal professions, as well as people resuming their studies. Its aim is to enable each person, regardless of their status, to acquire and update knowledge and skills that support their professional development.

All programs of the Sciences Po Grenoble - UGA diploma are open to persons in continuing education. Recruitment takes place in the 4th or 5th year via a competitive exam (see exam modalities).

#### **Article VIII.2 Administrative registration**

Registration is mandatory and takes place once the application has been accepted by Sciences Po Grenoble - UGA. It consists of completing a registration file as well as a file for the coverage of training costs. Upon receipt of the registration file, a certificate of enrolment and a student card will be issued.

Entry into training is confirmed by one or the other of the following documents:

- A training agreement, in accordance with the provisions of articles L. 6353-1 of the Labor Code, if the training action is financed by a third party. The agreement is sent to the client who must return it dated and signed (company stamp and signature).
- A service contract or a financing notice from the funding organization, serving as an agreement.



- A training contract, in accordance with the provisions of article L. 6353-3 of the Labor Code, if the trainee individually undertakes training and/or personally finances all or part of their training. The contract is signed in two copies, one of which is kept by the trainee. Sciences Po Grenoble-UGA must be informed of the specific modalities for the coverage of training costs at the time of administrative registration and in any case before the start of the training.

Training fees are voted on each year by the institution's Board of Directors.

### **Article VIII.3 Organization of the training and obligations**

The training is organized according to the terms described in the pedagogical contract.

#### **VIII.3.1 Attendance**

Trainees in professional training are required to respect the communicated schedule and to be punctual. They must regularly attest their presence by signing attendance sheets that will be provided to them. These are required by the funding organizations (OPCO, Companies, France Travail...) and allow trainees to receive their salary or allowances depending on the situation, and for Sciences Po Grenoble - UGA to receive the fees for their training. Attendance sheets must be submitted without delay, following the instructions given by the Continuing Education Directorate and professional relations. In case of absence, it must be justified, as any absence may affect the invoicing of the training (see general terms of sale). As a reminder, trainees in professional training can only benefit from one repetition of the year unless expressly decided by the jury.

#### **VIII.3.2 Social protection**

Every trainee following professional training is obligatorily affiliated with a social security scheme. It is their responsibility to ensure that they are properly covered, especially in case of an accident during training or an accident on the way to the training location. If the trainee is not covered by any social protection scheme, they must apply themselves to the social security office nearest to their home.

#### **VIII.3.3 Evaluation modalities and repetition**

As a reminder, trainees in professional training can only benefit from one repetition of the year unless expressly decided by the jury.

A suspension of studies may be granted during the academic year in case of inability to follow the training for a professional reason justified by the employer or for serious health reasons. Re-registration is then only allowed the following year without additional fees.

### **Article VIII.4 Validation of Personal and Professional Acquisitions (VAPP)**

A VAPP procedure allows individuals who do not meet the required level to apply for the 4th or 5th-year entrance exam. This system values experiences, training, and personal achievements through a portfolio. The VAPP request must be made before applying to one of the diploma tracks (4th or 5th-year entrance exam).

Two regulatory conditions are required to apply for VAPP: being at least 20 years old and having interrupted initial studies for at least 2 years.

A VAPP request is only valid for the chosen diploma and academic year.  
The VAPP system does not exempt candidates from the selection process (entrance exam).

#### **Article VIII.5 Validation of Acquired Experience (VAE)**

The VAE is an individual right that allows obtaining all or part of a higher education diploma (Articles R613-32 to R613-37 of the Education Code) through recognition of knowledge and skills gained from professional and personal experience.

All diploma tracks at Sciences Po Grenoble-UGA are accessible via VAE. The number of requests is limited: one request per calendar year.

Any VAE procedure includes a stage of admissibility assessment (with a positioning study) and an evaluation stage by an ad hoc jury. An optional “support” system is offered to the candidate to help prepare their validation portfolio.

##### **Step 1:**

The procedure requires, for the admissibility assessment, the exclusive and complete use of the interministerial Cerfa form No. 12818\*2 and its instructions.

This assessment verifies the direct correlation between the activities declared by the candidate in their file (CERFA) and the activities of the targeted certification's reference framework.

Compliance with administrative admissibility requirements can simultaneously be followed by a first VAE jury meeting that gives the candidate a formal opinion on the feasibility (positioning) of the VAE path and the conditions for its successful completion. After this initial meeting, the jury may recommend additional training.

##### **Step 2:**

- Initiation of the VAE procedure and, if recommended by the jury, the complementary training path. The candidate may choose to follow this recommendation or decide to continue the VAE path without taking the jury's recommendation into account.
- Support for the VAE process upon the candidate's request by a teaching-researcher or an external professional from the relevant field (TO CHECK if anything else should be added)
- Support for any complementary training path followed.

##### **Step 3:**

- **VAE Jury:** The jury reviews the final portfolio presented and defended by the candidate. This portfolio may reference any complementary training completed (in accordance with the 2017 VAE decree).

The jury is composed of 4 members including at least:

- The Vice-President in charge of training
- The pedagogical manager of the targeted certification
- A professional from the relevant sector