



ASSESSMENT REGULATIONS

2014-2015

*Master's degrees of Technology Management*

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### **General presentation**

In France, the Ministry of Higher Education and Research is the governing body for the National higher education. The Ministry of Higher Education and Research has adopted the reform of the Bologna process by generalizing the “LMD”, the ECTS system and two semesters per year. The French University curriculum follows the LMD system, which divides higher education into 3 diplomas: Licence (Bachelor’s degree, 3 years of Higher Education), Master (Master’s degree, 2 years after Bachelor's degree) and Doctorat (PhD, 3 years after Master’s degree). IAE Montpellier School of Management which is part of the University of Montpellier, is responsible for organizing its offer of programs. The Master’s degree of Technology Management (MMT) comprises 4 semesters and is awarded after successful completion of 120 ECTS credits, in accordance to the national qualification scheme.

### *I/ General teaching organization*

#### **Article 1 - Organization of the Master’s degrees of Technology Management (MMT)**

Every semester is equivalent to 30 ECTS and develops a coherent range of course units (referred to as “UE” in French). Each academic year consists of two semesters. Each Master’s degree is placed under the responsibility of faculty members, themselves managed by one Program director.

The standardized assessment regime for all Master’s degrees of Technology Management is clearly stated in the present note that is reviewed and ratified to the Council for studies and university life (the CFVU council) and by IAE board of directors. It is made available to all students and faculty.

List of all Master’s degrees of Technology Management:

Master of Technology systems and Management Control (CGNST)

Master of Banking and Insurances (B&A)

Master of International Business (CAI)

Master of Information Technologies Management (MTI)

Master of Manufacturing systems and Marketing (MUPC)

Master of Innovation management and new business venturing (CJEI and MPI)

Master of Strategic Human Resources (GSRH)

Master of Higher Education Management Systems (MUTI)

#### **Article 2 – a. Organization of semesters**

The four semesters of the Master’ degree of Technology Management (known as S1, S2, S3, and S4) include several course units (U.E.). These course units can be broken down into various sub-components (known as ECUE). These do not entail credits attribution. The number, the period, the nature, the duration of exams, the coefficient of units and the calculation rules for marking course units and the ECTS credits are mentioned in the “special arrangements”. These documents are made available to all students (see the syllabus and the programs accreditation report). Courses content, courses objectives and assessment methods of each course units are defined in the syllabus.

#### **Article 2 – b. Enrollment process**

In order to enroll, all applicants to the first year of the program must provide evidence that they earned 180 ECTS credits at the time of submitting their application. Once selected by the selection committee (for each program), the student must provide evidence of:

- Successful completion of a Bachelor's degree or equivalent to 180 ECTS
- One of the validations prescribed in the 16 April '02 decree n° 2002-529 for the enforcement of articles L.613-3, L. 613-4 and L. 613-5 of the Education Code mandated by VAE (Validation of Acquired Experience) or by VAP (Validation of Professional Experience).

Administrative registration in the 2<sup>nd</sup> year of the Master of Technology Management is conditioned by the obtention of 240 ECTS and the approval of the recruitment committee. The academic enrollment shall be automatically delivered to every student enrolled administratively and is compulsory in order to attend classes and sit exams. The registered student shall verify that his/her academic enrollment is complete with the program administrative officer and get his/her learning agreement before the first exam session.

### **Article 3 - Validation of Acquired Experience**

Both the Validation of Acquired Experience (VAE) and the Validation of Professional Experience (VAP) allow to gain, totally or partly, a diploma, a title or a certificate of professional skills recorded in the National Directory of Professional Certifications (RNCP). This procedure is implemented by the University. Both the Validation of Acquired Experience (VAE) and the Validation of Professional Experience (VAP) are pronounced by the President of the University on proposal of associated juries and commissions. In the case of partial validation of acquired skills, diverse possibilities are offered to the candidate in order to manage to obtain the whole degree. If the validation request is for one semester only and if it is validated, the lecturer responsible for the specific program is allowed to keep the semester's average mark obtained by the student in another French Higher Education institution. Failing that, the standard 10/20 mark will be applied by the administration.

## *II – Exams' procedures*

### **Article 4- Course units validation**

#### *1. Assessment process & exams sessions*

Course units are generally made up of sub-components (ECUE). Each course unit is endowed with ECTS credits and these are acquired if a student obtains an overall final mark of at least 10/20. A course unit acquired during the first or second session, is definitely acquired; it therefore cannot be re-sat.

The skills and knowledge acquisition are assessed either by a continuous evaluation (CC) or a final written examination (E), or by an oral examination (O), or by a combination of two or three of these modes (in this case, the different modes are waged in proportion to their coefficient). The nature of these assessment methods (written, oral or continuous evaluation), the duration, the coefficient and the number of exam sessions define the methods of specific skills and knowledge assessment for each course unit.

The calculation for marking a course unit (UE) or a sub-component (ECUE) follows the rules below for both examination periods:

- for period 1 : the UE or ECUE final mark is equivalent to the weighted average of all marks obtained in the different tests (either written, oral, or continuous assessments).

- for period 2 : the UE or ECUE final mark is equivalent to each examination mark , this one standing for all of the marks.

### **The assessment of internships, projects, or bibliographical research reports**

This assessment may take the form of written reports or oral presentations. The conditions and the organization of examinations are regulated in the Charter of exams and the syllabus of each course.

#### *2. Marking rules in case of a repeated academic year*

During the repeated year, only the course units which were not acquired the previous year can be re-sat. Caution: the failed course units cannot be re-sat if a semester was acquired by compensation during the second exam session of the current year or during the following year.

#### *3. Addressing the issue of non-attended exams*

When a student does not turn-up for an exam, or does not hand in an internship report, his/her mark is 0/20 (APOGE codification: “ABI for unjustified absences or ABJ for adequately justified absences). (\*for all kinds of examinations, including internship reports or bibliographical research data). The ABI or ANJI mark entails an adjourned result. The student receiving an adjourned result for a course unit will be adjourned for the semester. He/she will have to re-sit the course unit for which he/she has been adjourned in session 2.

### **Article 5 – Acquisition, Validation and Capitalization of a course unit (UE)**

A course unit (UE) is acquired when the student obtains a mark of 10/20 or more and superior to 5/20. The course unit (UE) acquisition entails the acquisition of the corresponding ECTS credits. An UE acquired by compensation during the semester is validated, even if the mark itself is inferior to 10/20 and superior to 5/20. This mark is maintained and appears on the transcript of records. An UE of which the average mark is inferior to 10/20 is considered as non-acquired. If the student does not get at least a 10/20 average mark for the semester AND over 5/20 for each and every course unit, he/she must re-sit all of the UE and ECUE which mark is strictly inferior to 10/20, during the second exam session.

The acquired course units are re-usable later on with no time limit, but can only contribute to the validation of one semester. Having been capitalized on the corresponding ECTS credits, it is not allowed to register again to these. When a course unit is validated by compensation with a mark superior to 5/20 during a semester, it is definitely validated and capitalized. However, it cannot be transferable to another program. A non-acquired UE cannot be capitalized, there cannot be a marks' keeping from one academic year to another; the UE mark is reset to 0/20.

### **Article 6 – Semester/Yearly Compensation**

The semester jury gathers after each exam session. This jury decides whether the academic semester is validated or not. A semester or period can be validated in the following manner:

- A semester is considered acquired (ACQ) as soon as the average mark of its UE is at least equal to the mark of 10/20 (compensation rule) and superior to 5/20 for each of the UE
- If the relevant semester jury decides so when the overall average mark is inferior to 10 out of 20 (jury points approved on the semester and/or on the UE) or when the student has studied for a semester in another university without having acquired all the 30 ECTS abroad).

#### **Article 7 - Evolution through the administrative year**

The validation of a semester allows an automatic progression into the following semester. The students who did not validate the first semester during the first year are allowed to pursue onwards the second semester 2 of the first year. The students who did not validate the third semester during the second year are allowed to pursue onwards the fourth semester of the second year.

The validation of the first two semesters (S1 and S2) of the first year is mandatory in order to have access to the third semester of the Master's degree. The admission from the first to the second year is not to be taken for granted. The applicants to the second year of the Master's degree of Technology Management have to provide evidence of a successful completion of 180 ECTS when registering and have to be approved by the recruitment committee. Otherwise, a student can repeat his/her academic year.

#### **Article 8 - Repeating an academic year**

Repeating an academic year is allowed if the previous year has not been validated. In this case, the student will have to make sure that he/she signed a learning agreement. The marks of all acquired course units are maintained (capitalization).

### ***III – Awarding the Master's degree of Technology Management***

#### **Article 9 – Appointment of a jury**

The President of the University appoints the jury' president and all jury members by a decree and upon approval of IAE board of directors.

#### **Article 10 - Juries' Operation**

As for the first year of the Master's degree of Technology Management, a semester jury discusses students' validation of semesters.

#### **Article 11 – Awarding the Master's degree of Technology Management**

The Master's degree of Technology Management is awarded to each student who validated the first year (validation of 60 ECTS credits), both the third and fourth semesters (S3 and S4). The student will hence be allocated 300 ECTS credits.

#### **Article 12 - Merits Specials**

In accordance with the circular n°2006-202 of the 8th of December 2006, during the granting of the Master's degree in Technology Management, the merits specials are not mentioned (With Honors, Grade A, Grade B, Grade C Pass).

#### **Article 13- Diploma Supplement (or Descriptive Appendix to the Degree)**

The institution awards the student with both a degree and a diploma's supplement describing the followed courses, and both the skills and competences attested by this title.

#### *IV- Specific Modes of assessment*

##### **Article 13 – Derogatory Modes of assessment**

###### *Derogatory modes of assessment for the Master's degree in International Business (Semester 3)*

The third semester of the Master's degree in International Business is acquired in one of IAE Montpellier partner universities abroad where the student must validate 30 ECTS credits. The student will compulsorily have to get his « *learning agreement* » validated within 1 month after the beginning of the courses by his pedagogical tutor and by the administrative office.

**There will be no 2<sup>nd</sup> exam session for the third semester.** The catch-up session can only take place in the host university for each failed course unit, if this session is organized. The student will have to check on that before signing up his/her learning agreement. Therefore, a catch-up session cannot take place at IAE Montpellier after students' return. Catch-up sessions must take place in the host universities before students come back to Montpellier. The student who has not validated a course unit or a subject during catch-up session is not allowed to validate his/her first semester. Yet, he/she can be authorized to pursue his/her degree courses during the fourth semester. All ECTS credits acquired during the third semester of the Masters' degree in another academic institution can be capitalized in the context of a repeated year.

##### **Specific cases**

Foreign students enrolled in the Master's degree in International business and who wish to stay in France during the third semester, can follow the courses in France in a French partner academic institution. They have to meet the same requirements in terms of credits (validation of 30 ECTS) and upon approval of the program director. The student shall have his/her learning agreement validated within one month after the beginning of classes by both the program director and the administrative office. The ECTS credits acquired during the third semester in another institution can only be capitalized in case of a repeated year.