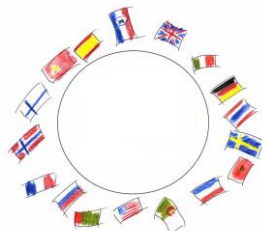


MMIC 2024-2025

Important things to know about how the IUT-Lyon1 Institute functions and what it asks the students to follow as guide-lines of your studies

Explained extracts of :

**Internal rules of the IUT Lyon 1
Charter concerning evaluation
MMIC-rules**



WELCOME !!

You've been admitted to participate in the MMIC curriculum, you'll stay at the IUT either for a semester or for a full year. You're looking for ECTS-credits to be validated at your university of origin or you run for the degree MMIC at the end of a full year of studies.

Different intentions, different situations.

But you all are students registered at the IUT Lyon1 – Institute, which is ruled, as a public institution, by texts which involve your participation in various manners or simply ask you to respect a series of clauses which are meant to guarantee the functioning of the institution and, not the least of the reasons, the respect of national legislation.

Most of these texts are only available in French, nevertheless they apply also on you as students (called “users” in the official wording), whether you master or not the French language.

The full texts may be found under the listed web-addresses :

Internal rules of the IUT Lyon1 – Institute : https://iut.univ-lyon1.fr/medias/fichier/20240704-20240624-reglement-interieur-iut-lyon-1-v3-votee_1720095279908-pdf

Charter concerning evaluation : https://iut.univ-lyon1.fr/medias/fichier/charte-du-controle-continu-2015-2016_1541513247585-pdf

Charter concerning the use of the numerical resources of Lyon1-University : <https://www.univ-lyon1.fr/charte-informatique>

Text on the offence of hazing : https://iut.univ-lyon1.fr/medias/fichier/sanctions-lies-aux-pratiques-de-bizutage_1549459578725-pdf

To help you to understand the essential parts of them, those which do directly apply to our students, we ask you to read carefully the extracts listed hereafter.

I - The internal rules of the IUT Lyon 1 contain a series of information on the general attitudes to have as “users” at our institute, it also rules elements of the moments of evaluation during the semester or at its end.

Title VII of the internal rules mention issues on general attitude, which you are asked to observe :

Article 28 says, that ¹**secularism** as a general principle needs to be respected in the sector of higher education; that all persons need to refrain from any action which puts into danger health and security of other persons or things; that a person's behavior may not put under question public order and the good functioning of the activities of the university whether they concern teaching, research, administration, sports or cultural events.

It continues to explain, that all persons should respect others and what is considered to be "**general civilized behavior**", in particular is considered to be part of this in the frame of our institute : to arrive on time, to dress in an appropriate manner and to behave in a discreet way, to maintain clean the rooms and equipment of the institute (to eat, to drink and to smoke is not allowed in the class- and computer-rooms unless special authorization delivered by the department's director).

Article 30 says, that all documents produced within the studies need to refer to the IUT Lyon 1 institute and show its logo. The **use of the logo** for other purposes needs prior authorization of the institute's director.

Article 31 says, that no person involved in the institute's activities may act on the institute's ground in an unlawful manner or in an incompatible way with public order and the institute's activities. Especially commercial activities are listed as "not allowed".

The same article says, that all persons benefit from **liberty of information and expression** concerning political, economic, social and cultural issues inside the IUT's buildings. They may exercise this right individually or collectively, **such that it does not hurt neither public order, nor teaching and research activities**. Political and religious proselytism is prohibited, as it may be incompatible with the liberties of others.

Article 32 indicates that only persons considered to be "users" of the university (students, teachers, ..) **may enter into the institute's buildings**. We all may be asked to prove our status of "users" with the help of the student card or the professional card.

Article 33 refers to **health issues** and says that deposit and sales of alcohol is prohibited inside the IUT Lyon 1.

Article 35 sets the rule concerning **posters, which may only be pinned onto dedicated panels** and says, that the administration may remove any poster which is not conform with the valid rules and the general legal principles.

Article 40, concerning the offence of **hazing**, says that any action which has the character of hazing is formally forbidden, whether it takes place inside or outside of the IUT Lyon 1 buildings. It further explains that the fact to lead someone, against his or her will, to support or to commit humiliating, demeaning or dangerous actions is an offence, punishable under the conditions provided for by the penal code. Characterised facts of hazing may besides legal punishment be liable as well to independent disciplinary sanctions.

¹ Secularism is called « laïcité » in France. It is based on three values : liberty of conscience and the possibility to show one's convictions as long as they don't hurt public order, the separation of public institutions and religious organisations, equality of all persons before the law whatever maybe their beliefs or convictions. If you want to know more and the source of what is said here above : <http://www.gouvernement.fr/qu-est-ce-que-la-laicite>

An extract of the law n° 98-468 of 17th June 1998, which establishes preventive and repressive measures against sexual offences and aims at the protection of people under 18 years of age, reads in its first chapter, section 3a – on hazing :

Article 225-16-1. – Besides cases of violence, threats or attacks of sexual character, the fact to lead someone, against his or her will, to support or to commit humiliating, demeaning or dangerous actions during meetings or other collective events in the realm of education is punished by 6 months of imprisonment and a fine of 7500 €.

Article 225-16-2. – The offence defined by article 225-16-1 is punished by 1 year of imprisonment and a fine of 15000 € if it is perpetrated on particularly vulnerable persons, due to their age, state of health, handicap, physical or mental deficiency or pregnancy and if this vulnerability is obvious or known to its author.

Article 41 ask **students to switch off mobile phones during all classes, evaluations and while being in the library.**

Title VIII of the internal rules is dedicated to a series of issues on studying and participation in evaluations and exams.

A special “charter on the evaluation of knowledge” and the rules on the “modes of knowledge control” give precise information on these questions.

The “internal rules” document gives information on “**fraud**” (**article 44**) : active and continued supervision of the exam by the dedicated personnel is considered to avoid fraud. The persons who supervise an exam should remind before its beginning the instructions (eg. Permission of specific prohibition to use documents or materials, prohibition to communicate during the exam – between the candidates and between a candidate and third parties).

Mobile phones have to be switched off and kept in the bags or the pockets of the jackets. Both have to be deposited at the entry of the exam-room. During the exams, supervisors are entitled to ask during the exam students to take off shawls or ear-phones to avoid fraudulent behavior.

Any fraud or attempt to fraud which has been recorded entails the establishment of a certificate to be signed by the supervisor and the student. The case is then forwarded to the university’s disciplinary board which decides on the adequate sanction among which the strongest is the final and unlimited exclusion from studying at an institution of the higher education system.

Article 46 says, that students are **to be given the possibility to evaluate the teaching they attended.** For the MMIC program a short evaluation form is handed out at the end of each semester, allowing students to give feedback to the institute on what was positive and negative with the organization of the MMIC curriculum.

Article 52 on the obligation of **attendance underlines, that, unless duly justified cases of absence from classes, students have to attend the classes of their individual study-programme.** This individual study programme is the list of classes agreed upon in the so-called “learning agreement”, which becomes valid with the day of the “learning agreement – in” meeting.

II - The institute's **"Charter on the evaluation of knowledge"** says that we have to inform you about evaluations and exams during the first few weeks of the semester. We consider, this obligation is fulfilled with the distribution of this document.

All students have to comply with the rules which are set up for evaluation, unless they can justify to be in a particular situation and formulate a request for adapted rules (practice of sports or artistic activities at high levels, handicapped persons, persons exercising particular responsibilities in university or social institutions, persons who are in charge of a family, ..).

Evaluation may take divers forms, depending on the teacher's pedagogical considerations about the most adequate way to evaluate acquired knowledge. Each teacher is responsible for the evaluation of his/her classes, and sets the rules for it which includes the issue whether documents may be used or not during the evaluation.

If the evaluation takes place under the form of a written exam, the supervisors have to comply with the specific rules set by the teacher for the evaluation (eg. authorized documents, control that the students took the assigned places, make the students sign the list of attendance, control the students' identity with the help of the student card, ensure that nobody quits the exam before a set minimum time is over – general 1/3 of the exam duration, ...)

Students need to hand back the exam paper, even if it is not used. Not handing in an exam paper is equivalent to "absence without justification".

In case of incidents (lacking exam papers, errors in the exam questions, students arriving late) or of fraud or attempt of fraud, the supervisor establishes the incident or fraud certificate. A fraud certificate needs to be signed by the supervisor and the student. A students' refusal to sign is to be mentioned on the certificate by the supervisor.

Marks given by the teachers only have a provisional character. They become valid only after the semester- or degree- commissions' meeting. The latter is entitled to modify the marks given by the teachers.

Students may ask to be allowed to consult their exam papers during one year after the meeting of the semester- or degree-commission.

III - MMIC-specific rules on marks and "resit"-exams, as validated by the university concerning the rules of this curriculum :

The MMIC-curriculum is built on **teaching units, which comprise modules. The credits are linked to a module.** Therefore, students need to take all the courses associated with a module, if they want to obtain the credits associated to the module.

The **MMIC degree** is awarded to students who have studied a full year at the IUT Lyon 1 institute, have successfully achieved ten teaching-modules from the MMIC-curriculum and in addition have successfully achieved either an internship in a professionally organized body (enterprise, administration, ...) or have led an individual research project. The ten modules from the MMIC curriculum need to comprise at least one from each of the four teaching units of the program. To be

eligible to the MMIC degree, students need to have successfully studied during at least two years in a business related curriculum before registration in the MMIC-program.

The MMIC-program is dedicated essentially to incoming students from foreign partner-universities of the IUT-institute. In order to take into account that the principle of “resit”-exams is rather common abroad, this curriculum includes the possibility of a resit, if ever **a mark received for a module is lower than 10/20.**

As this point is a sensitive issue we’d like to explain you the principle with the help of two examples.

Example 1 : Take a module, comprising two courses which have the same number of teaching hours, the results after the evaluation are of :

| | exam mark |
|---------|-----------|
| Cours 1 | 11 |
| cours 2 | 8 |

| | |
|----------------|-----|
| average module | 9,5 |
|----------------|-----|

The course is not validated, as the average mark of the module stays below the pass mark of 10. The resit possibility is open, if the student wishes to take benefit from it. To benefit from it, it is up to the student to ask the teacher for this opportunity. A second chance can only be given in course 2, as this evaluation stayed below the pass-level.

The student achieves a 12/20 in the resit evaluation.

| | exam mark | | resit mark | new course mark |
|----------------------------|--------------|---|------------|-----------------|
| cours 1 marks | 11 | | | |
| cours 2 | 8 | → | 12 | 10 |
| average after resit | 10,50 | | | |

The resit mark is combined with the old mark of the course. An average mark for course 2 (10/20) is calculated and then integrated with the mark of course 1 (11/20).

The new mark for the module is of 10,5/20, the course is successfully achieved now.


Example 2 : if the teaching hours of both courses are different, their marks will be weighted by the teaching hours, which might alter the result. Take the same example as above, but course 1 has 12 teaching hours, course 2 has 24 teaching hours :

| | exam mark | lecturing hours |
|---------|-----------|-----------------|
| Cours 1 | 11 | 12 |
| cours 2 | 8 | 24 |

| | | |
|----------------|---|--|
| average module | 9 | $= ((11 \times 12h) + (8 \times 24h)) / 36h$ |
|----------------|---|--|

The

After the resit, the situation is as shown hereafter :

| | exam mark | | resit mark | new course mark |
|----------------------------|--------------|---|--|-----------------|
| cours 1 marks | 11 | | | |
| cours 2 | 8 |  | 12 | 10 |
| average after resit | 10,33 | | $= ((11 \times 12h) + (10 \times 24h)) / 36$ | |

Form of evaluations :

The teachers of the courses of the MMIC-program do decide which type of evaluation is the most adapted to a course. Evaluations may take divers forms : written exams, individual or group presentations, papers to be handed in before a deadline set by the teacher, project work or any other form such as considered adapted by the teacher.

The table summarizing evaluation modes for each course of the MMIC curriculum during the autumn is enclosed as an appendix.

Student presentations during classes

Individual or group presentations are frequently used in classes and for evaluation purposes. When students make a presentations, they should speak to the audience without reading from papers or electronic devices. Just a sheet with key-words and guide-lines should be the norm for such presentations. The use of videoprojection of power-point slides and/or other documents has become the norm.

Papers to be handed over for evaluation

Another frequently used form of evaluation is based on individual or group papers to be handed over to the professors, in general before a deadline which is set by them. Professors will not accept late sending. It is up to the students to insure in-time sending or handover of such works. If documents are handed over too late each professor decides whether the document is accepted or not.

Voluminous documents

Voluminous documents sent by students to professors (eg. reports) should not be sent by e-mail but via Moodle platform

Plagiarism

The university's pedagogical platform Moodle includes a device enabling professors to check student works on plagiarism. This device is frequently used. Plagiarism is listed among the different types of fraud.

Clear specifications

Professors shouldn't hesitate to give clear information about the frame of a piece of work required from students : (size in terms of pages or characters, font size, margins, biblio- & webography appendix, duration of a presentation,). Don't hesitate to ask your professors for precisions if you feel that the information given to you needs additional precisions.

Appendix : Schedule of evaluations for the MMIC programme of the autumn semester 2024

I, undersigned , student from
..... (university of origin) , declare to have received
and taken knowledge of the contents of the explained extracts of the internal rules of the
IUT Lyon 1, the charter concerning evaluation and the MMIC-rules. I was informed about
the web-links which allow me to read the original texts in their complete wording in French
language.

Lyon, (date)

Signature