

Academic Regulations

Master's Programmes

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I. Preamble

The following Academic Regulations apply to all master's students.

II. General organisation of studies

II.1. Master's degree programmes

Article 1

The Master of Science, Technology and Health at Ecole Centrale de Nantes is organised into several programmes and specialisations.

II.2. Master's student admissions

Article 2

The minimum entry requirement for admission to the first year (M1) of a master's degree is a bachelor's degree (or a French "licence") awarded with a significant number of ECTS in line with the chosen Master's programme. Applicants are assessed based on their application form. A comparability certificate (which can be obtained via the Centre ENIC-NARIC France) may be required to validate the recognition of produced diplomas if in doubt. This recognition responsibility falls indeed to Ecole Centrale de Nantes.

Article 3

The minimum entry requirement for direct admission into the second year (M2) of a master's degree is the equivalent of a first year (M1) of a master's awarded with a significant number of ECTS in line with the chosen Master's programme/specialisation. Applicants are assessed based on their application. As responsibility for degree recognition lies with Ecole Centrale de Nantes, applicants may be required to provide, when in doubt, a certificate of comparability (which can be obtained via the ENIC-NARIC France centre). Students who have successfully completed the M1 year at Ecole Centrale de Nantes (with the award of 60 ECTS) are admitted into the second year (M2).

II.3. Role of the Director and the Dean of Studies

Article 4

In accordance with the statutes of Ecole Centrale de Nantes, teaching policy, coordination and organisation are defined by the Director of Ecole Centrale de Nantes, assisted by the Dean of Studies (in French, Directeur de la Formation), who is turn assisted by a deputy (in French, Directeur Adjoint de la Formation de Master). The teaching departments implement the policy.

Article 5

The Dean of Studies and his/her deputies assist the Director across all activities related to the school's study programmes: the Engineering programme of Ecole Centrale de Nantes; the Degree apprenticeship programmes in partnership with the ITII Pays de la Loire, the Master's programmes, the Bachelor's programme and Advanced Master's (in French, Mastère Spécialisé®) programmes.

II.4. Student representation

Article 6

Master's students are grouped into classes according to their M1 programme and M2 specialisation. Each year, every class elects a representative and a deputy to represent them and facilitate communication with educational and administrative representatives. The M1 and M2 representatives (or their deputies) are interviewed in their corresponding preparatory committees (see section VIII).

II.5. Study programmes

II.5.a. Duration and organisation of studies

Article 7

The duration of studies to award a student a master's degree is 2 years, i.e. 4 semesters (S7, S8, S9 and S10), and a maximum of 3 years (6 semesters). Students may apply for an exemption to the 6-semester limit for exceptional reasons or force majeure. The Dean of Studies, in consultation with a special committee, will grant or reject the application. In these specific cases, the maximum duration of studies may not exceed 5 years (i.e. 10 semesters).

S7 and S8 refer, respectively, to the 1st and 2nd semester of the first master's year (M1).

S9 and S10 refer, respectively, to the 1st and 2nd semester of the second master's year (M2).

Each academic year is running from September (year N) to August (year N + 1).

Article 8

The study programme is organised into courses under the responsibility of course supervisors. ECTS credits, skills and objectives are defined for each course.

Article 9

Training is provided in the form of lectures, tutorials, practical work, project work, conferences, seminars, internships, visits to companies, etc. Distance learning may also be in place, depending on the resources made available to students. The general organisation for each master's year is defined at the beginning of each academic year and specified in the documentation provided to master's students.

II.5.b. Common-core and specialisation courses

Article 10

Within each master's programme, core courses are taught to all students, and specialised courses are provided to students enrolled in the relevant specialisation.

II.5.c. Master's thesis or internship

Article 11

Semester 10 (S10) is set aside for the completion of a master's thesis in a research laboratory or an internship in a company. It lasts six months (from 23 to 27 weeks – rounded to number between the start and end dates), the maximum legal period allowed. The master's thesis enables master's students to contribute to developing research or industrial results. They present their work in oral and written format. The specialisation supervisor must approve the topic prior to commencement; no week (full or partial) before this approval can be included in the official duration of the internship.

II.5.d. Other programmes

Article 12

Specific agreements are in place determining possible combined programmes between Centrale Nantes and partner institutions at the master's level. ECTS credits or credits awarded in those institutions may be recognized by Centrale Nantes under the conventions and agreements signed between the institutions.

III. Study programme organisation

III.1. Different programmes and their organisation

Article 13

During their studies at Ecole Centrale de Nantes, each master's student follows one of the programmes, including a specialisation.

III.2. Choice of programme and specialisation

Article 14

Each student follows a training within a programme during the M1 year and within a chosen specialisation during the M2 year. Final acceptance in the M2 specialisation is subject to successful completion of the M1 year in the corresponding programme. A programme or specialisation cannot be changed during the academic year except in cases of force majeure. However, a student who wishes to change of specialisation during his/her M1 year or pursue an M2 specialisation outside of the chosen M1 programme must apply for this new specialisation, according to the general application procedures and the number of places available.

IV. Assessment

Article 15

Assessments may come in different formats:

- | written and oral examinations,
- | practical work reports,
- | online questionnaires,
- | written reports and oral presentations of projects or master's theses.

Assessments can be individual or collective. Except for specific and exceptional conditions, assessments are conducted in person, including the master thesis defence.

IV.1. Grading

Article 16

An overall individual final grade is given for each course, resulting from the various course assessments (see **Article 15**). The course supervisor is responsible for grading. The grades are in a range from A+ to F, as shown in the table below:

A+	A	A-	B+	B	B-	C+	C	C-	D	F
Skills and objectives have been globally acquired			Skills and objectives have been partially acquired			Skills and objectives have been minimally acquired			Awarded by the Board of Examiners	Minimal objectives and skills have not been met

IV.2. Grade Point Average

Article 17

A Grade Point Average system is in place whereby a coefficient (GPA_Coeff) is assigned to each overall grade obtained in each course, as shown in the table below:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
GPA_Coeff	4.00	3.75	3.50	3.25	3.00	2.75	2.50	2.25	2.00	1.00	0.00

The GPA is the average of the coefficients GPA weighted by the corresponding ECTS credits of each course.

$$GPA = \frac{\sum(GPA_Coeff \times ECTS)}{\sum ECTS}$$

IV.3. Examinations

IV.3.a. Organisation

Article 18

The course supervisor is responsible for the examinations in his/her course and their organisation. Examination dates are provided in the schedule.

Article 19

During examinations master's students may only be in possession of documents or materials that have been pre-authorized. Unless otherwise indicated, any use of communication systems is strictly prohibited during an examination. The use or possession of mobile phones and any other connected devices is strictly prohibited, unless otherwise specified. Likewise, any personal belongings not expressly authorized by the invigilators may not be kept or used during the examination.

Article 20

No exit from the examination room is permitted during the first hour of the examination or in the last 15 minutes. Between these times, leaving the examination room may be permitted only on an exceptional basis and is subject to the invigilator's approval and supervision. Only one master's student will be allowed to leave the examination room at any one time. Latecomers are not permitted to enter the examination room after the first half an hour of the examination.

Article 21

Each master's student must hand in his/her examination paper and complete the required attendance checks. In addition, each student must show his/her student ID card or a photo ID card (e.g., passport, driving license etc.).

IV.3.b. Communication of examination results

Article 22

The results of individual examinations are communicated to master's students within a maximum period of 30 days. Corrections are provided orally by the course supervisor or by means of a document handed out to master's students or available on the Ecole Centrale de Nantes online learning platform.

IV.4. Examination attendance

Article 23

Master's students must take part in all examinations held for each course in their specialisation unless subject to a regulatory exemption.

Article 24

An absence at a mandatory examination, or practical session, automatically leads to a grade of F for that examination. The reason for an absence, together with all the supporting documents, must be submitted in OnBoard within five working days following the start of the absence. After this delay, it will be deemed inadmissible. The validity of the reason is left to the discretion of ean-of-Studies Academic Affairs.

IV.5. Fraud

Article 25

Any fraud or attempted fraud committed by a student, and duly observed and established during an assessment of knowledge and skills—whether before, during, or after the exam—will result in the initiation of disciplinary proceedings. These proceedings are initiated by the School Director and may follow either a simplified procedure known as a “plea agreement” or the standard disciplinary

procedure. Plagiarism is considered a form of fraud.

Pending review of the case by the competent authority, the exam paper will be graded without immediate sanction; however, the grade awarded may be annulled depending on the outcome of the disciplinary proceedings.

V. Progression and completion

V.1. Completion of M1 and progression to M2

Article 26

Students obtaining course grades in the range A+, A, A-, B+, B, B-, C+, C, C- and D pass the course and are awarded the corresponding ECTS credits. Progression from the M1 to M2 year is subject to the award of 60 ECTS credits during the M1 year (semesters S7 and S8).

Article 27

Re-take examinations, (also referred to as the second examination session), may be offered by the Board of Examiners to students who obtain an F grade in a course. In the event of a second examination session, the final course grade awarded after the re-take may only fall within the following range: B, B-, C+, C, C-, D or F.

Article 28

In the event of absence from the initial examination, the Board of Examiners may decide to treat the re-take session as the initial examination for the following reasons, provided evidence is supplied:

- Personal or family circumstances.

- Medical reasons.

- Summons by an administrative authority or to a national examination.

If the course is not successfully completed after the re-take session, a second re-take session may be offered by the Board of Examiners.

Article 29

If, after the second session, the requirements to pass the M1 year are not met, the Board of Examiners (Year):

- can propose a repeat year unless the student has already repeated the M1 year. The student retains the benefit of the ECTS credits acquired for courses for which the grade was not an F. A learning agreement detailing the M1 courses to pass and setting out the possibility of a 6-month internship in a company is drawn up and signed,
- can allow the student to progress to the M2 year only if the student was awarded at least 50 ECTS. A learning agreement detailing the remaining M1 courses to pass is drawn up and signed,
- can recommend that the student be withdrawn from the programme,

recommends that the student who already repeated the M1 year be withdrawn from the programme. The student retains the benefit of the ECTS credits acquired for courses for which the grade was not an F.

V.2. M2 Progression and completion

V.2.a. Semester S9 Completion

Article 30

Students obtaining course grades in the range A+, A, A-, B+, B, B-, C+, C, C- and D pass the course and are awarded the corresponding ECTS credits. Successful completion of the S9 semester is subject to the award of 30 ECTS credits.

Article 31

Re-take examinations (also referred to as the second examination session), may be offered by the Board of Examiners to students who obtained an F grade in a course. In the event of a second examination session, the final course grade awarded after the retake may only fall within the following range: B, B-, C+, C, C-, D or F.

Article 32

In the event of absence from the initial examination, the Board of Examiners may decide to treat the retake session as the initial examination for the following reasons, provided evidence is supplied:

Personal or family circumstances.

Medical reasons.

Summons by an administrative authority or to a national examination.

If the course is not validated after the retake session, a second retake session may be offered by the Board of Examiners

V.2.b. Semester 10 completion

Article 33

The master's thesis/internship is subject to an assessment which includes, at the very least, a written report and an oral defence, in person, except in cases of force majeure as approved by the Dean of Studies.

Article 34

Students obtaining grades in the range A+, A, A-, B+, B, B-, C+, C, C- and D for the master's thesis/internship pass the course and are awarded the corresponding ECTS credits. The Board of Examiners can propose a repeat year for students who have not successfully completed the S10 semester as long as they have not already repeated a year.

V.2.c. M2 completion

Article 35

The M2 year is successfully completed following successful completion of semesters 9 and 10 respectively and the award of 60 ECTS credits (semesters S9 and S10).

Article 36

If, after the second session, the requirements to pass the M2 are not met, the Board of Examiners:

- | can propose a repeat year unless the student has already repeated a year. The student retains the benefit of the ECTS credits acquired for courses for which the grade was not an F. A learning agreement detailing the M2 courses to pass is drawn up and signed,
- | can recommend that the student be withdrawn from the programme,
- | recommends that the student who has already repeated a year be withdrawn from the programme. However, the student retains the benefit of the ECTS credits acquired for courses for which the grade was not an F.

V.3. Foreign languages

Article 37

Successful completion of a foreign language course leads to the award of ECTS credits. Although foreign language certification is not a requirement for graduation, students are strongly encouraged to take this route.

VI. Graduation requirements

VI.1. Successful completion of the programme

Article 38

Students must have obtained 120 ECTS credits over the M1 and M2 years in a given master's programme.

VI.2. Administrative disputes

Article 39

Any administrative disputes, e.g., tuition fee debts (non-respect of payment schedules), double degree conditions etc., must be settled prior to graduation.

VII. Attendance

Article 40

Attendance is mandatory for all courses, tutorials, practical work, projects, conferences, seminars, internships, and company visits. Active participation in coursework and distance learning is also required.

Article 41

The reason for any absence must be reported, in OnBoard within 24h following the start of the absence. Where supporting documents are available, they must be submitted within five working days of the start of the absence. If no supporting document can be provided, a sworn statement may be submitted instead. The validity of the reason is left to the discretion of the Dean of Studies. The reasons may include the following:

- Personal circumstances or family events,
- Medical reasons,
- Summons by an administrative authority or to a national examination,
- participation in an event organised by a student society or by École Centrale de Nantes, provided the event appears on a list approved by the Dean of Studies. This list is discussed at the start of the academic year, in September, with the student societies concerned.

Article 42

With regard to absences for events that are/can be planned in advance (the declaration must be done in OnBoard) the master's student must inform the relevant course supervisor(s) at the earliest opportunity and, if possible, a month in advance. The Dean of Studies will decide whether or not to authorise the absence. The master's student must make up for any classes missed according to the course supervisor's instructions.

Article 43

The Dean of Studies may, on an exceptional basis, and in agreement with the teaching staff, grant partial exemptions at the request of master's students.

Article 43

A late arrival of more than 5 minutes, from the second occurrence in the same class, will be treated as an absence from a 2-hour module.

Furthermore, students who have accumulated more than 20% absences in at least one course may find that the Dean of Studies opposes their plans for a gap year.

VIII. Preparatory Committees and Board of Examiners

Article 44

At the end of each semester, a preparatory committee (in French, *Commission Préparatoire au Jury*) for the Board of Examiners (in French, *Jury des Etudes*) meets for each of the master's programmes. Programme or specialisation teachers are invited to participate in the relevant preparatory committee. Participants are bound by a duty of confidentiality. The committee prepares a report on the academic situation of each student for the Board of Examiners. This report is known as the "Submissions list" (in French, *Relevé de conclusions*). A representative from Student Affairs participates in each committee.

Article 45

Master's students do not attend the preparatory committees. However, they are represented by their elected representative who is interviewed by the members of the preparatory committees (see **Article 6**). In addition, master's students who make a request in writing addressed to the programme/specialisation supervisor at least 24 hours prior to the committee's meeting date may also be interviewed.

Article 46

The Board of Examiners for each master's programme is convened at the end of each semester following the preparatory committees. The chair, vice-chair and other members of the programme Board are formally appointed by the Director following consultation with the Dean of Studies and the programme supervisors.

For co-accredited programmes, members may come from different partner institutions. Members of the Board of Examiners are bound by a duty of confidentiality. A representative from Student Affairs attends each Board convened, at least at Ecole Centrale de Nantes, and produces the official record. In addition, master's students who make a request in writing addressed to the chair of the Board of Examiners at least 24 hours prior to the Board's meeting date may also be interviewed.

Article 47

Decisions are made by a simple majority of the Board members; in the event of a tie, the chair has the casting vote.

VIII.1. Board of Examiners (Semester)

Article 48

The Semester Board of Examiners decides on the completion of the past semester's courses. Where the semester's courses are not successfully completed, the Board of Examiners determines the arrangements for re-takes. The Board of Examiners can suggest adjustments to course grades to ensure a better balance. After the re-takes in semester S7 (M1) or in semester S9 (M2), a second session of the Board of Examiners is convened and decides on the successful completion of courses and award of ECTS credits. For practical reasons, the second session of the Board of Examiners for the first semester takes place just before the first session of the Board of Examiners for the second semester.

VIII.2. Board of Examiners (Year)

Article 49

The Board of Examiners for semester S8 in year M1 also constitutes the Year Board; it decides on:

- | completion of courses and award of ECTS credits,
- | completion of the M1 year (see **Article**),
- | progression of master's students to the M2 year.

The Board of Examiners for semester S10 is also the Graduation Board; it decides on:

- | completion of courses and award of ECTS credits,
- | completion of the M2 year (see **Article 30, Article 31, 32, 33, 34, 35, 36**)

| graduation (see **Article 37** and **Article 38**).

The Board of Examiners for semesters S8 or S10 can suggest adjustments to course grades to ensure better balance.

Article 50

Following the retake examinations, the Boards of Examiners meet again and reach a decision in view of the new results.

VIII.3. Communication

Article 51

Following the Board of Examiners' deliberations, all master's students can consult their individual academic situation via the OnBoard portal. They are also informed, if applicable, of the need to sit re-take examinations before a deadline fixed by the Board of Examiners.

IX. Specific Provisions

IX.1. Master's students with a disability

Article 52

Master's students with a disability, as described in *article L114 du code de l'Action Sociale et des Familles* (Social Action and Family Code), may benefit from specific arrangements as required by their situation.

Article 53

Specific arrangements are determined, for the master's student in question, by the Director of the Ecole Centrale de Nantes, based on the doctor's opinion designated by the *Commission des Droits et de l'Autonomie des Personnes Handicapées* (Commission for the Rights and Autonomy of People with Disabilities).

IX.2. Completion of M1 or M2 in two years

Article 54

The M1 and M2 years are usually completed in one academic year each. However, an individual student may be authorised to complete the M1 or M2 year on a part-time basis over two years by the Dean of Studies and a specific committee, in agreement with the master's programme supervisor. This provision may only be granted in two specific cases:

- | medical reasons. Depending on the recommendations of the doctor appointed by the Service de Santé des Étudiants (Student Health Service - SUMPPS/SSE) of Nantes Université, measures designed to facilitate a student's education may be put in place, such as adapting the duration from one to two academic years,
- | existing and regular professional activities. This opportunity is a right for candidates engaged in professional activity, provided they supply a certificate from their employer.

IX.3. Gap year

Article 5

Master's students can opt for a gap year during their studies. Students can consult the procedure and schedule on the school's intranet. The Director approves a gap year based on the motivation of the master's students.

