



上海交通大学巴黎卓越工程师学院  
Ecole d'Ingénieurs Paris SJTU

# 学生学业手册

Students' Handbook on Studies

2021 版

# 本手册使用说明

1. 本手册适用于在上海交通大学巴黎卓越工程师学院在册的所有中国和国际学生。
2. 本手册的所有要求基于以下法规与准则：
  - 中华人民共和国教育法
  - 中华人民共和国高等教育法
  - 普通高等学校学生管理规定
  - 上海交通大学本科生学生手册
  - 上海交通大学研究生工作手册
  - 法国工程师职衔委员会（CTI）2016年认证指南
3. 本手册是上海交通大学《本科生学生手册》和《研究生工作手册》的补充，未涉及之内容，请参照上海交通大学有关管理规定。
4. 本手册基于 2017 年 12 月 11 日经上海交通大学巴黎卓越工程师学院联合管理委员会会议批准版本进行修订。如因上海交通大学或法国合作学校相关政策等发生变化的，学院可能对本手册的规定进行修改或调整，所做修改或调整将及时公开发布。

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# I. 巴黎卓越工程师学院人才培养计划介绍

## 1. 培养目标

上海交通大学巴黎卓越工程师学院（简称中法学院）是由上海交通大学和四所法国最顶尖工程师大学校于 2012 年合作创建。四所合作学校包括：巴黎综合理工学校（Ecole Polytechnique）、巴黎高科国立高等矿业学校（Mines ParisTech）、巴黎高等电信学校（Télécom Paris）、巴黎高等先进技术学校（ENSTA Paris）；同时，学院的成立还得到许多知名企业的大力支持。

学院人才培养目标与承担的办学使命如下：

- 根据我国高等教育的要求，融合、创新中法两国最好的工程教育体系，培养有潜力的高水平的中国学生以及国际留学生，学习掌握信息工程、机械工程、能源与动力工程等专业领域的前沿知识，使其成为具有广泛学科背景的行业领导人才与创新人才。

整个工程教育培养共计 6.5 年：

- 从学位授予方面来划分，6.5 年可分为 4 年本科阶段和 2.5 年硕士研究生阶段。在四年本科阶段学习结束时，完成上海交通大学和中法学院培养计划要求以及其他相关要求的学生可通过推荐免试直升硕士研究生方式进入 2.5 年硕士研究生学习。

在按照中法学院的要求完成 6.5 年的课程学习后，学生最终将获得上海交通大学相关专业学士学位（学历）、上海交通大学专业硕士学位（学历），以及被法国工程师职衔委员会（CTI）认证的工程师职衔。

- 从教学内容方面来划分，在 6.5 年的教学中，前 2.5 年为借鉴于法国“预科”系统的“基础阶段”，接着是 4 年借鉴于法国工程师大学校课程体系的“工程师阶段”。

## 2. 基础阶段

基础阶段持续 2.5 学年（共 5 个学期），开始于为期半年的集中式法语学习。

基础阶段的教学内容由法语语言课、英语课、法国文化、基础科学课程（数学、物理、化学、计算机科学等）、跨学科实践项目、思政类两课教育课程、体育课程等组成。

### 3. 工程师阶段

工程师阶段的教育包括本科教育阶段的后 1.5 年和 2.5 年整个硕士教育阶段。

在工程师阶段，工科分 3 个专业进行教育。上海交大所注册的专业名称在本科和硕士阶段有所不同。硕士学位的专业名称是法国政府（法国工程师职衔委员会认证通过后）认可工程师职衔时所参考的专业。然而，本科阶段的专业名称是学校常用的名称（包括对外交流）。

具体专业名称请参考下表（表 1）：

|        |              |                  |              |   |
|--------|--------------|------------------|--------------|---|
| 本科专业名称 | 机械工程<br>(ME) | 能源与动力工程<br>(EPE) | 信息工程<br>(IE) | “法语”专业及<br>机械工程-辅修、<br>能源与动力工程-<br>辅修、信息工程-<br>辅修 |
| 硕士专业名称 | 机械           | 能源动力             | 电子信息         | 2020 级以前为<br>“机械工程、动<br>力工程、电子与<br>通信工程”          |

表 1: 中法学院学士及硕士学位专业名称

除专业基础和专业技能课程外，工程师阶段还包括一些经济、人文和社会科学等方面的必修课程。

### 4. 语言教学

外语课程教学贯穿整个培养计划。另外，基础阶段和工程师阶段的大部分课程都是用法语或英语授课。

## 法语教学

法语强化学习是基础阶段第一学期的教学重点，之后法语学习一直持续到培养计划的最后。法语教学包括不同类型的课程，旨在让学生熟练掌握法语写作以及法语口语应用能力（课程包括：综合法语，法语语法，商务法语，法汉互译，实用法语写作，法国艺术和文化，论文写作等）。

法语学习目标是学生毕业时其法语水平达到欧洲语言参考框架（CEFR）的 B2 水平。

## 英语教学

英语教学也贯穿了整个培养计划。

在前两年，英语教学体系是以中国大学英语教学为基础。在接下来的几年中，学生的英语学习以工程师应用英语为主。

英语学习目标也是学生毕业时其英语水平达到欧洲语言参考框架（CEFR）的 B2 水平。

## 5. 实习

实习是培养计划和毕业要求重要的一部分。

学生根据个人兴趣与职业规划选择实习。但是，考虑到需要达到的技能要求，学生选择的实习必须经过学院的批准后才能进行。

每个实习，学生、中法学学院和实习企业需要签署三方协议。

在实习结束时，学生需要提交一份实习报告，报告由企业导师和上海交通大校内导师进行双方评估。

## 认知实习

培养计划中的第一次实习是“认知实习”，在第三学年结束时进行。其目的是通过非执行层面参与生产、销售、物流等活动，让学生了解企业的组织结构、企业文化、市场与产品等。



在经过前 3 年数理基础以及部分专业基础课程教育之后，学生通过这次实习获得的对企业实况的了解可以显著地帮助他们充分理解在接下来几年培养计划中所要学习的专业知识和相关实践。

本次实习要求最短时间为 4 周。

### 研究实习（本科毕设）

研究实习安排在第四年的第二学期（本科学习最后一年）。其教学目的如下：

- 通过参与大学/研究机构实验室或公司研发部门的项目来进行研究与开发；
- 了解科学技术在企业中的应用；
- 分析涉及科学和技术的问题，并制定解决方案；
- 了解一个专业领域技术的未来发展趋势；
- 撰写符合科学论文标准的报告。

本次实习可以在企业或学术实验室完成，主要是在上海交通大学或与法国合作学校之一的实验室。无论哪种情况，实习都需要由学院认可的上海交通大学导师参与指导。

研究实习的最短要求时长为 14 周。

研究实习结束，学生需要提交实习报告（毕业论文），并参加由专家组负责的答辩。该实习是本科毕业必须完成的要求之一。

### 工程师实习（毕业实习）

工程师阶段以为期 24 周的工程师实习作为尾声。原则上，本次实习必须要在企业完成。

本次实习要实现的教学目标包括：

- 为复杂的工业项目做出一定的贡献；
- 与不同背景的专业人士一起工作；
- 运用所掌握的所有专业技能，包括专业交流能力和恰当的社交能力，开启职业生涯；
- 确定自己的职业定位。

实习的成果将通过实习报告和答辩来进行考核评审。

计划继续攻读博士学位者，经学生本人申请，学院审核批准，可与硕士论文相结合，在专业实验室完成工程师实习。对于此种情况，学生可合理安排之前的实习，在全部 6.5 年培养时间内，企业实习时间累计完成 14 周即可。

## **6. 法国工程师职衔**

中法学院通过法国工程师职衔委员会认证后，学生完成学院相关培养计划要求，顺利获得上海交通大学硕士学位，即能同时获得法国工程师职衔。

## **7. 双学位机会**

学院为学生提供了四所合作法国工程师学校（Ecole Polytechnique, ENSTA Paris, Mines ParisTech and Télécom Paris）双学位修读机会，满足条件的学生均可报名申请。

## II. 教学管理规定

### 1. 学习年限

学院基本学制为4年本科与2.5年硕士研究生。本科最长学习年限（含休学）不得超过基本学制两年，硕士研究生不得超过基本学制一年。

### 2. 注册报到

第一学期，新生需持录取通知书和学校规定的有关证件在学校要求的日期内到上海交通大学办理入学手续。因故不能按期入学的，应在学校规定的期限内向学校请假，假期不得超过两周。未请假或者请假逾期的，除因不可抗力等正当事由以外，视为放弃入学资格。

从第二学期开始，学生应当按学校规定在每学期开学时办理注册手续。每学年秋季、春季学期开学前一天为注册日。

每学年，学生在注册之前必须完成全年学费缴纳手续。因家庭经济困难或发生重大变故不能按时缴纳学费的学生应向学院申请办理暂缓缴费手续，并提交相关证明材料。申请助学贷款或者其他形式资助的学生（不含留学生），必须在获得资助后两周内缴纳学费和其他应缴纳的费用。缴纳学费的学生应办理注册手续。无法按时注册的，应向学院教务办公室和学生工作办公室请假。

无正当理由逾期两周未注册且未履行暂缓注册手续的，作应予退学处理。

### 3. 学费缴纳

中法学院本科阶段学费为4.5万元/年，研究生阶段的学费自2025级研究生开始调整为6.5万元/年。每学年的学费必须在报到注册前支付完成。

出国参加学院交流项目并已办理相关学籍手续的，也应按时缴纳学院学费。

本科期间，休学学生办理休学手续后，该学年所交学费将根据以下标准予以退还：

秋季学期第申请4周（含第4周）之前办理完休学手续的，退还9/10学费。第5周至第8周（含第8周）之前办理完休学手续的，退还4/5学费。第9周至

第 12 周（含第 12 周）之前办理完休学手续的，退还 7/10 学费。第 13 周至第 16 周（含第 16 周）之前办理完休学手续的，退还 3/5 学费。

春季学期第 4 周（含第 4 周）之前办理完休学手续的，退还 2/5 学费。第 5 周至第 8 周（含第 8 周）之前办理完休学手续的，退还 3/10 学费。第 9 周至第 12 周（含第 12 周）之前办理完休学手续的，退还 1/5 学费。第 13 周至第 16 周（含第 16 周）之前办理完休学手续的，退还 1/10 学费。

研究生期间，学费按以下方式 and 标准缴纳或退还：

研究生申请提前毕业的，须按照入学时培养方案规定的学习年限足额缴纳相应学费。

研究生在正常学习年限内退学的，按如下标准收取学费：

1. 研究生每学年的学费按春夏学期和秋季学期各半计算。
2. 研究生于学期注册日前或注册日后 30 天（含）内退学并办理完毕相关手续的，不收取该学期的学费。
3. 研究生于学期注册日 30 天后 60 天（含）内退学并办理完相关手续的，需缴纳该学期一半的学费。
4. 研究生于学期注册日 60 天后退学的，需缴纳该学期的全部学费。
5. 研究生入学前已与学校签订协议、且协议中就中途退学退费进行了明确说明的，其学费缴纳按照已签协议执行。

研究生办理结业后，在规定期限内申请学位论文答辩，在申请答辩前必须按照其培养方案规定的学习年限足额缴清相应学费。

中法学院研究生参加本院交流项目出国按规定办理休学的，需按时缴纳交大学费。其他原因办理研究生休学的，休学期间可以暂缓缴纳学费，但复学时需补缴齐截至当前应缴的学费。

延长学习年限的研究生，只须按照入学时培养方案规定的学习年限足额缴纳相应学费，无需额外缴纳。

## 4. 休学与复学

申请休学与复学的学生，应按照上海交通大学《本科生学生手册》或《研究生工作手册》相关要求进行处理。

## 5. 课堂纪律与考勤

学生必须按照教育教学计划的要求，认真参加各门课程的课堂教学、实验教学以及其他各项教学环节，并参加学校及学院的各项活动。

学生上课应遵守课堂纪律。自修时间应认真学习，保持安静，不得妨碍他人。

学生上课、实验、实习、军训、社会调查以及学校组织的其他集体活动都应实行考勤，考勤由任课教师或活动组织者负责。学生因病或其他原因无法参加学校所规定的教学和实践活动时，必须事先办理请假手续。未经批准或请假逾期者，作旷课论。旷课时数按课表内实际上课时数计算，教学实践环节按每天六学时计，学校安排的有关活动，每天按四学时计。对旷课的学生视其情节轻重，给予批评教育直至相应纪律处分。

学生请假应事先提出书面申请，因病请假须附医院或有关证明。

本科生请假在三天以内（含三天）的由班主任、班级辅导员或指导教师审批（在校外实习期间由带队老师审批），同时到教务办公室备案；三天以上、一个月以内由学生办及教务办签署意见，报学院主管教学副院长审批；一个月以上的由院主管教学的副院长签署意见，报学校教务处审批。

研究生因私请假须经导师同意。请假时间在 2 周（含）以内，在院系审核备案；请假时间在两周以上 3 个月（含）以内，需报研究生院备案。离校 3 个月以上的应办理休学手续。研究生请假期满应当办理销假手续，未办理销假者，超假时间作未请假处理。

学生应当恪守诚实守信，努力培养自己高尚的道德情操、社会责任感、使命感，相互间不得进行不正当竞争。

## 6. 本科教学管理规定

### 选课

学生按照学院各专业培养计划与推荐课表进行选课。每届学生的培养计划可能会有所调整。

学生所修读课程都应进行网上选课，根据上海交通大学的选课规定，每学期通常有 3 轮选课。下一学期课程的选课一般从上学期的第 14 周开始，选课时学院会为学生提供推荐课表作为参考。

### 免修

平均积点在 3.0 以上的学生通过自学或其他途径已掌握了某门课程，经本人申请，院（系）审核，可参加学校统一组织的免修考试，考试成绩在 80 分或 B+ 以上（含 80 分或 B+），可准予免修，成绩以“P”计入成绩大表。未获准免修的课程成绩不计入成绩大表中。

英语、“两课”、体育、军训、实验及实践教学环节、课程设计等课程不能申请免修。

### 重修

考核不合格的必修课程原则上必须重修。不及格的选修课程可选修培养计划同一模块中的其他课程或重修该课程。学校与学院不鼓励重修已通过的课程。重修课程必须按照学校有关规定办理申请、选课和缴费手续。重修课程考核成绩真实、完整地记载入成绩大表，并归入学籍档案。毕业资格审核以最后一次成绩计。

### 免听

在某课程修读通过后、再次选修该课程时，不得与其他课程存在时间冲突，且不能申请免听；在第三轮选课中，“重修”课程（修读未通过的课程）可与其他课程存在最多 6 个课时的时间冲突，但须向任课教师提出书面申请并获批准后，可免听“重修”课程的冲突部分，但必须完成规定的作业，并参加该课程期中与期末考试。

对于成绩在 41 分及以下的课程或该学期受到退学警告的学生重修不得申请免听；如申请的免听课程包含实验与实践教学内容，则该部分内容必须修读，不能申请免听；“两课”、体育、军训、实验及教学实践环节、课程设计等课程一律不能申请免听。

学生必须到学院教务办公室办理免听手续，自行免听课程按旷课处理。

## 重修免修考

学生第一次修读不及格的课程可申请参加学校组织的重修免修考一次。符合条件的学生于春季学期开学初、夏季学期期间根据通知要求进行网上报名。

考试相关规定如下：

考试通常安排在春季学期第3-4周和秋季学期开学初。考试通过，成绩记录登记 60，成绩大表中显示为“P”，不列入各类积点与积分计算。如不通过及缺考，成绩则记录登记 0，成绩大表显示为“F”，列入各类积点与积分计算。放弃报名重修免修考试者，其报名资格不顺延至以后学期。成功报名重修免修考试的课程，无论参加考试与否、考试通过与否，该学期均不得重修，必须在以后学期择期重修。

## 缓考

学生因病或不可抗拒的突发事件等原因不能正常参加考试，必须填写《上海交通大学缓考申请表》并出具二级甲等以上医院或校医院开具的病假单，详见上海交通大学学生手册《本科生缓考管理办法》。

## 成绩与积点

所有课程，包括实验和实习，都必须进行考核。考试采用百分制或等级制进行记分，而考查课程则采用两级制（合格/不合格）进行记分。各类记分方式及积点见下表：

| 百分制      | 等级制 | 积点  |
|----------|-----|-----|
| [95~100] | A+  | 4.3 |
| [90~95)  | A   | 4.0 |
| [85~90)  | A-  | 3.7 |
| [80~85)  | B+  | 3.3 |
| [75~80)  | B   | 3.0 |
| [70~75)  | B-  | 2.7 |
| [67~70)  | C+  | 2.3 |
| [65~67)  | C   | 2.0 |
| [62~65)  | C-  | 1.7 |
| [60~62)  | D   | 1.0 |

|                          |                          |     |
|--------------------------|--------------------------|-----|
| ≥60                      | P (Pass)                 | N/A |
| <60                      | F (Failure)              | 0   |
| DF (Deferred Final Exam) | DF (Deferred Final Exam) | N/A |

## 退学警告与退学

**退学警告：**在本科学习期间，学校对于学期平均积点（GPA）低于或等于 1.7 的学生，予以退学警告。GPA 每个学期计算一次（春季学期和夏季学期合并计算）。

**试读：**在校期间，学期平均积点（GPA）第二次低于或等于 1.7，且至少获得该学期总学分 50%的，可申请试读。针对已到毕业前最后一个学期的学生，申请试读不对获得学分设限。试读由学生本人提出申请，并与学院签署承诺书，经学院审查同意，教务处会同学生处审核报主管校领导批准后，可给予学生一次试读机会。

试读时间为一学期，试读期间保留学籍，试读合格（学期平均积点大于 1.7）恢复学籍。

全日制本科学生在校期间仅有一次试读机会。

**退学：**学生有下列情形之一的，应予退学：

- 1) 在试读期或解除试读后再次出现学期平均积点（GPA）低于或等于 1.7 的；
- 2) 休学期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格的；
- 3) 应征参加中国人民解放军（含中国人民武装警察部队）退役后两年未提出复学申请的；
- 4) 休学时间（不含创业休学）已满两学年，再次遇到须休学情况的；
- 5) 经过学校指定医院诊断，患有疾病或者意外伤残不能继续在校学习的；
- 6) 未经批准连续两周未参加学校规定的教学活动的；
- 7) 超过学校规定期限未注册而又未履行暂缓注册手续的；



- 8) 未达到试读标准或试读申请未被批准的;
- 9) 在学校规定的学习年限内未完成学业应予退学的其中情形。

## 7. 硕士教学管理规定

### 培养计划制定

学院将为每届硕士生制定培养方案。根据学院培养方案，学生们在导师的指导下制定个人的培养计划。

在硕士阶段开始时，学生根据自己的研究兴趣、所学专业、学术需求、未来职业发展确定个人的培养计划。个人培养计划因客观情况发生变化而不能执行或不能完全执行的，必须于变动课程授课学期开学 2 周内申请修订。

研究生根据个人的培养计划以及每学期的课表上课。

### 成绩与积点

所有的研究生课程，包括实践和实习，考核成绩采用 A+ 至 F 的十一级等级制或者通过/不通过进行评分。

具体分数等级和相应积点列表如下：

| 百分制      | 分级制    | 积点  |
|----------|--------|-----|
| [95~100] | A+     | 4.0 |
| [90~95)  | A      | 4.0 |
| [85~90)  | A-     | 3.7 |
| [82~85)  | B+     | 3.3 |
| [78~82)  | B      | 3.0 |
| [75~78)  | B-     | 2.7 |
| [71~75)  | C+     | 2.3 |
| [67~71)  | C      | 2.0 |
| [63~67)  | C-     | 1.7 |
| [60~63)  | D      | 1.0 |
| [0~60)   | F      | 0   |
|          | P (通过) | N/A |

|  |         |     |
|--|---------|-----|
|  | F (不及格) | N/A |
|--|---------|-----|

## 8. 平均积点 (GPA) 计算

在上海交通大学，学生的学习质量与效果通常用平均积点 (GPA) 来评定。

每个学期结束后，学生的积点和平均积点 (GPA) 都会进行计算。

学积分与平均积点 (GPA) 的计算方式如下：

$$\text{总学积分} = \frac{\Sigma(\text{课程学分} \times \text{成绩})}{\Sigma \text{课程学分}}$$

$$\text{平均积点 GPA} = \frac{\Sigma(\text{课程学分} \times \text{积点})}{\Sigma \text{课程学分}}$$

## 9. 成绩审核与评估会议

每学期期末考试结束后，所有课程成绩由中法学院教学工作委员会审核评估。委员会成员包括党总支书记、中方院长、法方院长、主管教学工作副院长、主管学生工作副书记、基础阶段教学协调人与协调人助理、工程师阶段教学协调人、教务办公室主任、学生工作办公室主任。部分参与课程授课的老师将被邀请参加会议。会议将对所有学生的课程成绩进行审核与评估。

被评估不适合继续进行更高年级学习的学生，学院领导、教务办公室和学生工作办公室相关人员将与学生进行沟通，同时学院将给予这些学生合理的学习建议，包括重学上学期的课程，或者在老师和同学的帮助下重修不及格的课程。

被给予不适合继续学习的学生，如经过沟通，仍然希望继续在学院学习的，学生需要在进入下一学年之前了解所有相关的信息，可能会面临达不到进入硕士阶段学习的要求或不能按时获得学位的风险。

## 10. 申请进入硕士阶段要求

学院借鉴法国工程师培养模式与课程体系，学制为4+2.5年，分为基础教育和工程师教育两个阶段。学院本科生可通过申请“推荐免试攻读硕士研究生资格（推免资格）”进入本院硕士阶段，完成工程师培养。为全面落实工程领域精英人才培养目标，严格保证培养质量，结合学校本科和硕士学制设置，严格学籍管理，学院对推免资格申请按照学校要求进行严格的审核。

推免资格申请在本科四年级开学初进行，成功获得推免资格需首先通过本科前三年学业要求审核，同时需在本科四年级结束时通过资格终审。

两次资格审核要求如下：

### 1. 在本科三年级结束时，无以下所列任何情况：

- 1) 学习期间受到学校退学警告或有违纪违规行为、受过校纪校规处分者；
- 2) 在本科前3年学习结束时没有修完本阶段教学计划规定的课程；
- 3) 在本科前3年学习结束时已修完教学计划规定的课程，但核心课程平均学积分在70以下者；
- 4) 在本科前3年学习结束时有两门或两门以上课程（不包括法语语言课程，以及非本院二专课程<2018级及以后年级为辅修>、个性化课程）有不及格记录；
- 5) 国家大学英语六级成绩低于425分（或托福成绩低于90分；或雅思成绩低于6.0分）；
- 6) 法语未通过学院组织的水平考试；
- 7) 个人主动提出放弃推免进入我院硕士阶段学习，申请从本科毕业生者；

### 2. 在本科四年级结束时，该学年无以下所列任何情况：

- 1) 出现两门或两门以上不及格课程（不包括非本院二专课程<2018级及以后年级为辅修>及个性化课程），或学年核心课程平均学积分在70以下，或未能通过本科毕业资格审核；
- 2) 有违法违纪、考试舞弊行为或受到校纪校规处分；
- 3) 未能获得学士学位证书；
- 4) 本科毕业设计（论文）成绩为B-及以下。

所有完成学院本科培养计划及满足相关毕业与学位授予要求的学生，均可在本科四年级结束后获得上海交通大学学士学位（学历）。

### III. 学位要求

#### 1. 上海交通大学学士学位

顺利完成中法学院本科培养计划与满足其它相关毕业与学位授予要求者，可在相应毕业年份获得上海交通大学本科毕业证书和学士学位证书。

学位获得要求如下：

- a) 无违法违纪、考试舞弊行为或未受到过校纪校规处分；
- b) 完成培养计划中所有课程并获得相应学分；
- c) 通过本科毕业论文/设计答辩。

参加中法学院双学位交流项目的学生，在完成交流学校相应学年的学业要求后，可获得上海交通大学学士学位（学历），相关证书将在完成学院整个工程师阶段全部学习后发放。

自 2018 级本科生起，符合上海交通大学“辅修专业”要求的，辅修学历在毕业证书中予以注明，辅修学士学位在主修学士学位证书中予以注明，均不单独发放证书。

满足提前毕业要求的学生，由学生申请，经学院审核、学校教务处审批，报请国家教育行政主管部门备案后，可提前毕业。

#### 2. 上海交通大学专业硕士学位和法国工程师职衔

顺利完成中法学院工程师阶段的学习，且满足以下要求者，可获得上海交通大学工程硕士学位证书与硕士研究生毕业证书。

- a) 无违法违纪、考试舞弊行为或未受到过校纪校规处分；
  - b) 通过培养计划中课程的学习并修满培养方案所要求的学分；
  - c) GPA 不低于 2.7；
  - d) 通过硕士论文答辩以及完成相关科研成果要求(请参考附件二)；
  - e) 成功完成工程师实习；
  - f) 符合英文和法文水平的要求。
- **英语要求：**通过大学英语六级考试（CET6，分数高于 425）或达到以下英语水平要求：

- 托福考试 200 分（机考）、550（纸考）、72（网考）
- 雅思 6.0
- 托业：700
- **法语要求：**达到欧洲语言参考框架（CEFR）B2 水平，考试须通过外部认证：如 TCF/TEF/DELF/ DALF。证书无有效期的限制，只要曾通过 B2 水平考试即可。

顺利获得上海交通大学硕士学位将同时获得法国工程师职衔。

### 3. 双学位

参加双学位交流项目的学生在完成交流学校和上海交通大学双方要求后，可额外获得工程师文凭。在法国修读的课程硕士阶段须转学分至上海交通大学。

## IV. 学业诚信规范

### 学业诚信规范

诚信为做人之本，我校更有“求第一等学问、成第一等事业、育第一等人才、必先砥砺第一等人品”的教育思想，故诚信当为人才培养以及学生学业成功的根本。

巴黎卓越工程师学院立志成为培养社会精英和卓越领袖人才的摇篮。为打造世界第一等的工程师学院，培养具有一等品格的人才，学院与学生一起，共同发扬诚信精神，维护学院良好的学习与学术氛围。

根据上海交通大学《学生学业诚信守则》内容，结合学院的管理模式与特点，经学院诚信委员会讨论，特制定本规范。

#### 一、 学业诚信（摘自于上海交大学生学业诚信守则）

学业诚信是指学生在所有学业环节中均应遵循诚信原则。学业环节包括作业、实验、论文、考试、竞赛和测评等。其中，论文是指以公认的文字、数字或图形等表达形式所撰写并公开发表的学术论文和技术成果，以及学位论文。

学业诚信要求学生在学业过程中应以个人的努力获得真实的学业成果，不接受他人不恰当的帮助，亦不给予他人不恰当的帮助。

#### 二、 学业诚信要求（部分内部摘编于上海交大学生学业诚信守则）

1. **作业、实验及作品：**不篡改或编造作业或实验（报告）数据；不篡改或抄袭他人作业、实验报告或作品；不由他人代替或代替他人完成作业、实验（报告）或作品等。
2. **论文：**不编造论文数据或内容；不抄袭或剽窃他人成果或论文；不由他人代替或代替他人撰写论文；直接引用他人成果或论文内容需标明出处等。
3. **考试：**无论是课堂测验、平时考试、还是期末考试，都严格遵守《上海交通大学考试纪律规程》。在参加国家组织的非校内考试时，会同时遵守其相关考试规范。
4. **竞赛：**在竞赛前不能通过不正当手段获取赛题或泄露赛题；在竞赛过

程中不进行抄袭、剽窃等作弊行为；在竞赛过程中不出现篡改数据、提供虚假结果等造假行为；不篡改或销毁自己或他人比赛记录或结果；不由他人代替或代替他人参加竞赛等；

5. **软件等固定资产：** 除非经相关教师及管理人员同意，在其它任何情况下，学生不能复制软件和相关系统程序，不能随意侵入或损害计算机系统；不能损坏实验室等其它仪器设备。

**6. 其它学业诚信：**

- 1) 不代他人注册学籍；
- 2) 不由他人或不代他人签到；
- 3) 不妨碍教师准确获取报告或作业的信息；
- 4) 没有任课教师允许，不在网络等公开场合发布作业答案或实验报告等；
- 5) 不伪造证件或证明来参加学业活动并获得成绩；
- 6) 不谎报或捏造学术成果；
- 7) 不篡改、伪造或销毁各类学术成绩单、课程修读证明或其他学业经历；
- 8) 不篡改或伪造奖学金及其他荣誉证书；
- 9) 不篡改或伪造肄业、结业、毕业或学位证书等；
- 10) 不进行其它类似非诚信行为。

### 三、 诚信委员会

为加强诚信意识，发扬诚信精神，监督非诚信行为，学院成立诚信委员会。诚信委员会成员按照学校要求组成，主要负责学院诚信规范的制定和监督；负责本学院学生学业不诚信行为的处理工作。

诚信委员会在决定重大事宜时，应召开全体委员会议，参会委员须达半数以上。全体委员会议所作决议采取少数服从多数的原则表决、且需获得参会委员超过半数的赞成票方为有效。

任何教师或学生，如有发现不诚信行为或现象，都可第一时间向学院诚信委员会秘书报告。秘书在接到报告后，须向委员会成员通报报告的具体情况。委员会根据报告情况，安排组织对不诚信行为的调查，并根据情节轻重做出处理决定。

### 四、 违反诚信规范的处理流程

诚信委员会在收到不诚信行为的报告后，具体处理流程为：

1. 任课（指导）老师或学生向诚信委员会秘书报告不诚信行为的具体

情况，并提供相关证据。

2. 诚信委员会组织调查和取证，根据调查情况和证据，召开工作会议，会议讨论结果须2/3以上委员通过方能形成处理意见。在接到举报5个工作日内，诚信委员会须将书面认定结果和处理意见提交学院院长会议审定，审定结果将以决议形式通报诚信委员会，之后由学院相应管理办公室执行。
3. 在收到举报7个工作日内诚信委员会须将书面决议通知违反此诚信规范的学生。
4. 学生在收到处理结果的通知后，如存在异议，可在收到通知3个工作日内向诚信委员会提出申诉 并提供相关证据。
5. 诚信委员会接到申诉申请后，需在5个工作日内给出复核结果和处理意见，并通知违反诚信规范的学生；此复核结果将为最终决议，不再接受申诉。

## 五、 违反诚信规范的处理规则

学生在作业、实验、课堂测验、平时考试、期末考试等教学环节中出现任何违背诚信规范的行为，视情节严重程度给予相应的处罚。

1. 情节较轻的，对该考核环节的成绩作0分处理，该课程最终成绩降5-15分。
2. 情节较为严重的，该课程的最终成绩作0分处理。如学生在考试环节（包括平时考试和期末考试）出现不诚信行为而导致课程成绩为0分的，该课程不能参加重修免修考，必须重修；重修后成绩最高为60分。
3. 对于严重违反学校诚信守则和本诚信规范的行为，除相关成绩按规定处理外，经核定后报至学生工作处按照《上海交通大学违纪处分规程》进行警告、严重警告、记过、留校察看、开除学籍等处分。
4. 对于已认定发生不诚信行为的学生，一年内不得参评学院及学校各类奖学金和其它评优评奖活动；对于事后发现不诚信行为的撤销相关荣誉称号并收回所发奖励。
5. 对于学生在论文、竞赛、综合测评等环节出现不诚信行为的，按照《上海交通大学学业诚信守则》相关规定进行处理。

所有已认定的不诚信行为，均记录在学院诚信档案内直至学生毕业离校；对于学校的违纪处分，除记录在学院诚信档案的同时，同时按照学校规定记录在个人档案内。

## 六、 其它



1. 所有任课老师有义务在课程开始阶段和教学过程中向学生说明此诚信规范的细节规定。
2. 所有学生和教职员工有义务向学院诚信委员会举报发现的任何不诚信行为。
3. 为确保处理的公正性，相关课程的教师如为诚信委员会的成员，在处理过程中，其必须回避；
4. 诚信委员会在工作过程中须遵守保密原则，所有处理过程及决议不向无关人员公开。



上海交通大学巴黎卓越工程师学院  
Ecole d'Ingénieurs Paris SJTU

SJTU Paris Elite Institute of Technology (SPEIT)

Students' Handbook on Studies

*2021*

## Notes on the Use of This Handbook

1. This handbook is applicable to all Chinese and International students registered in SJTU Paris Elite Institute of Technology at Shanghai Jiao Tong University.
2. The requirements in this handbook are based on:
  - Law of the People's Republic of China On Education
  - Higher Education Law of the People's Republic of China
  - Student Management Regulations of General Colleges and Universities
  - SJTU Handbook for Undergraduates
  - SJTU Handbook for Graduates
  - 2016 Reference and Orientations of CTI
3. Rules and regulations in this handbook are supplement to SJTU Handbook for Undergraduates and SJTU Handbook for Graduates. In regard of any points not mentioned in this handbook, relevant rules and regulations at SJTU shall be observed.
4. The handbook is revised based on the version approved by Joint Board Meeting of SPEIT on Dec. 11, 2017. Some rules and regulations in this handbook may be changed or adapted based on the change of policy and laws related at SJTU or French Partner schools.

# I. Introduction to SPEIT engineering curriculum

## 1. Missions

SJTU Paris Elite Institute of Technology (SPEIT) was established in 2012 by Shanghai Jiao Tong University and four leading French *Grandes Ecoles* (Ecole Polytechnique, Mines ParisTech, Télécom Paris, ENSTA Paris), with the support of many industrial companies.

The institute has been given the following missions:

- to combine the best of the Chinese and French engineering education systems to train high-potential Chinese and international students, in order to make them industrial leaders and innovators with a broad-based scientific background, the ability to evolve in a multicultural business environment, and a forefront knowledge in one specialty field: Information Engineering, Mechanical Engineering, Energy and Power Engineering.
- to develop Sino-French research and innovation collaborations.

The whole engineering education curriculum lasts 6.5 years

- From the point of view of the degrees delivered, these 6.5 years are divided in a 4-year undergraduate study cycle and 2.5 years of postgraduate study cycle. By the end of the 4-year undergraduate study, students who meet both SJTU and SPEIT requirements on direct entry to postgraduate study are entitled to enter 2.5-year postgraduate study period without having to take a specific examination.

After fulfilling all the requirements of SPEIT at the end of the 6.5 years, students will obtain a Bachelor Degree of SJTU, as well as a Master Degree of SJTU and an engineering title authenticated by CTI (Commission des Titres d' Ingénieur).

- From the point of view of content and pedagogical approach, these 6.5 years are divided into a 2.5-year “Fundamental cycle”, that is inspired from the French system of “classes préparatoires”, followed by a 4-year “Engineering Cycle” that is inspired from the curriculum of the French “Grandes Ecoles d'Ingénieurs”:

## 2. Fundamental cycle

The fundamental cycle lasts 5 semesters, starting with a half- year intensive French language Training period.

This cycle is composed of French language, English, French culture, fundamental scientific courses (mathematics, physics, chemistry, computer science, etc.), interdisciplinary scientific team projects, Chinese political education courses, and Physical Education etc.

It combines a variety of teaching approaches: lectures, TP, tutorials (TD), one-to-one oral examination training (known in French as “colles”, as well as experimental teaching sessions to improve students’ research and innovation ability.

## 3. Engineering cycle

The engineering cycle includes the last 1.5 years of undergraduate education and the whole training period of 2.5-year master education.

3 engineering majors (specialties) are offered. The names of the registered specialties of SJTU differ between the bachelor and the master degree. The names that appear on the master degrees are the reference for the admission by the French State (following CTI accreditation). Yet the names commonly used in the school (and in its external communication) are the ones that appear on the bachelor degree. They are the ones that will also be used in this document (Table 1).

|                                |                                       |  |  |   |
|--------------------------------|---------------------------------------|--|--|---|
| <b>Name of Bachelor degree</b> | Mechanical Engineering<br><i>(ME)</i> | Energy and Power Engineering<br><i>(EPE)</i> | Information Engineering<br><i>(IE)</i> | French Language,<br><i>and</i><br><i>“Minor”</i><br><i>in ME, EPE or IE</i> |
| <b>Name of Master degree</b>   | Mechanical Engineering                | Energy and Power Engineering                 | Electronic Information                 | -   |

**Table 1: Name of the specialties of SPEIT as they appear on the bachelor and master degrees of SJTU**

Besides scientific and technical courses, the Engineering Cycle includes a significant share of mandatory courses in Economic, Humanity and Social sciences.

## 4. Language teaching

Foreign language teaching is present throughout the curriculum. Additionally, most courses of both the fundamental cycle and the engineering cycle are taught in French or English.

## **French language teaching**

French intensive learning is the focus in the first semester of the Fundamental cycle, and is then present throughout the whole education program. French teaching includes different types of courses, aiming at providing a good command of French both in writing and in speaking (Comprehensive French, Grammar, Business French, Translation, Practical French writing, French arts and Culture, Thesis writing, etc.).

The targeted level at the time of graduation is the B2 level of the European Reference Framework for Languages (CEFR).

## **English language teaching**

English teaching is also present throughout the curriculum.

During the first 2 years, the English teaching architecture is based on College English Teaching in China. In the following years, specialized English of use for engineers is addressed.

The targeted level at the time of graduation is also the B2 level of the European Reference Framework for Languages (CEFR).

## **5. Internships**

Internships are an integral part of the curriculum and of graduation requirements.

Students choose their internships according to their personal preferences and career planning; however, they must be approved by the institute in consideration of the targeted skills.

For each internship, the student, SPEIT and the hosting company should sign a 3-party agreement.

At the end of the internship, the student needs to submit a report which is evaluated by a company tutor and a SJTU tutor.

### **Operational internship**

The first internship of the curriculum is the “Operational Internship”. It is completed at the end of the third year. Its educational goal is to give students an insight of the organization, culture, markets, and products of an industrial company through involvement in such activities as production, sales, logistics etc., at a nonexecutive level. After the end of 3 years, the awareness of company reality gained through this operational internship significantly helps students to fully understand the professional

relevance and applications of the teaching they receive in the following years of their engineering curriculum.

Its minimal duration is 4 weeks.

### **Research internship (bachelor thesis)**

The Research internship takes place in the second semester of year 4 (last year of the Bachelor degree). Its educational goals are the following:

- Discover research and development through involvement in a project in a university or research institute lab, or in a company R&D department
- Get an insight of applications of science and technology in industry
- Analyze a problem involving scientific and technical issues, and work out a solution
- Get an insight of the future trend of technology in one's field of specialization
- Write a report that obeys the standards of a quality scientific document

It can be completed in the industry or in an academic laboratory, particularly at SJTU or in one of the French partner schools. In any case, a professor from SJTU approved by SPEIT needs to be involved in the supervision.

The minimal duration of the Research internship is 14 weeks.

It is evaluated through a report (the bachelor thesis) and a defense in face of a jury, and it is a requirement for bachelor graduation.

### **Engineer (graduation) internship**

The Engineering cycle ends with 24-week engineer internship.

In general, this internship shall be completed in a company.

Its goals are:

- to bring a significant contribution to a complex industrial project
- to practice work with professionals of different backgrounds
- to exert all the range of professional skills of an engineer beginning his / her career, including professional communication and appropriate social behavior
- to confirm one's personal career orientation.

The internship is evaluated through a report and a defense.

Students who aim at pursuing a PhD may apply to complete their engineer internship in an academic laboratory and merge it with their master thesis work. This is subject to

approval by SPEIT, before the due time of start of their engineer internship. These students must have managed their previous internships in order to have completed a cumulated period of at least **14 weeks in companies** during their whole curriculum.

## **6. French titre d'ingénieur**

Accreditation of the SPEIT by the French Commission des Titres d'Ingénieurs (CTI) allows the recipients of the master degrees delivered after completion of the SPEIT curriculum to benefit from a *Titre d'Ingénieur* in France.

## **7. Double degree opportunities**

Students have the opportunity to apply for a dual degree in one of the four schools in cooperation (Ecole Polytechnique, ENSTA Paris, Mines ParisTech and Télécom Paris).



## **II. Key academic regulations**

### **1. Duration of the studies**

The total education program includes 4 years of undergraduate study and 2.5 years of postgraduate study. Undergraduate roll time (including suspension) cannot be extended by more than 2 years than the nominal duration, and postgraduate study cannot be extended by more than 1 year.

### **2. Registration**

First year new students should register on the date required by the university with their letter of admission and the related documents. If a student is not able to be registered at the expected date, the student should write a letter of application with the necessary documents of proof to the university. The extension should be no more than two weeks. Students who do not apply for extension or do not get registered within the permitted extension period will be deemed as a waiver of admission, unless there is justifiable reason like unexpected natural disasters.

From the second semester, students are expected to register at the beginning of each semester based on SJTU requirement. The registration usually should be made one day before the first classes commence.

For every academic year, students must pay the full annual tuition fees before getting registered. Students with financial difficulties or distressing family events may seek a document allowing permission for delay in payment from the SJTU Student Division, to allow them to register. Those applying for student loans or other forms of financial support (excluding international students) must pay tuition fees and other fees payable within two weeks after receiving financial support. Students who have paid tuition should go through the designated registration procedures in SPEIT Academic Affairs Office. Those who are unable to be registered on time should apply for extension with the approval of SPEIT Academic Affairs Office or the SPEIT Student Affairs Office. Those who do not get registered without extension application within two weeks after the registration day will be regarded as dropping out.

### 3. Payment of tuition fees

The undergraduate tuition of SPEIT is 45,000 RMB per academic year. The graduate tuition of SPEIT will be adapted to 65,000 RMB per academic year from promotion 2025 of master. It must be paid before registration.

SPEIT students going abroad to attend SPEIT's exchange programs and having gone through the suspension formalities shall pay tuition regularly on time.

In case a student takes a year of suspension during the undergraduate period, the tuition will be refunded according to the policy below:

In fall semester, if a student suspends his study before week 4 (including week 4), 9/10 of the tuition for that semester will be refunded; If from week 5 - 8, 4/5 be refunded; if from week 9-12, 7/10 be refunded; if from week 13-16, 3/5 be refunded.

In spring semester, if a student suspends his study before week 4 (including week 4), 2/5 of the tuition for that semester will be refunded; If from week 5- 8, 3/10 be refunded; if from week 9-12, 1/5 be refunded; if from week 13-16, 1/10 be refunded

In case a student takes a year of suspension during the mater period, the tuition shall be paid and refunded based on the ways below:

- The annual tuition fees shall be calculated as spring-summer semester tuition (50%) + autumn-winter semester tuition (50%).
- For those who apply for and complete the quitting formalities before the registration date or within 30 days after the registration, no tuition will be collected.
- For those who apply for and complete the quitting formalities 30-60 days (including 60 days) after the registration, half of the tuition will be collected.
- For those who apply for and complete the quitting formalities 60 days after the registration, all the tuition will be collected.
- If an agreement has been signed by the student and the University where tuition payment in case of quitting schooling has been stipulated, the tuition payment shall be carried out in accordance with the agreement.
- If a graduate, after going through the completion formalities, applies for thesis defense within the stipulated time, he/she shall first pay tuitions of all the academic years prescribed in training program.

- SPEIT graduates going abroad to attend SPEIT's exchange programs and having gone through the suspension formalities according to relevant rules shall pay tuitions on time. Students suspending schooling out of other reasons shall make supplementary payments before resuming of schooling.
- Graduates extending their academic years need only to pay the tuition of academic years stipulated by the training program and do not need to pay additional tuitions.

#### **4. Suspension and resumption**

Students who want to apply for suspension should follow the rules and procedures specified in the SJTU Student Handbook for undergraduates and graduates.

#### **5. Class attendance and absence**

Students should be actively involved in classroom learning, experiment practice and other practice and activities according to the requirements of the curriculum.

Students should keep discipline in class, study hard and keep quiet during the self-study time in class. Disturbing others is prohibited.

Classes, experiments, internship, military training, social surveys and other group activities organized by SJTU and SPEIT are checked for attendance; and teachers or organizers are responsible for that. Students must apply for a leave if he/she is unable to participate in teaching and practice activities due to illness or other reasons. If not, it will be considered as absence. Absent hours are calculated according to actual teaching hours in class schedule. A six-hour absence is counted as a whole day in the scope of practice, and four-hour for activities organized officially by SJTU or SPEIT. The punishments will be given to students according to the related rules.

Written application is required in advance for absence. Hospital or relevant proof is necessary for sick leave.

For undergraduate students, the application for no longer than 3 days off should be processed by student affairs office (student instructor or class advisor), and the Academic Affairs Office also has to be notified. For over 3 days off up to a month, both Academic Affairs Office and student affairs office need to be informed, and the approval of the vice-dean in charge of academic affairs is necessary. The request of leave for over one month should be reported to SJTU.

For master students, if the duration of such leave is less than 2 weeks (included), the application shall be approved and recorded by the School or Department; if the duration of such leave is more than 2 weeks but less than 3 months (included), the Graduate School shall be notified. Students who leave for longer than 3 months shall apply for suspension of schooling.

Students should strictly observe honesty and integrity principle, have high sense of responsibility, and avoid unfair competition between each other.

## **6. Course policy in undergraduate period**

### **Course registration**

Students need to register to courses according to the curriculum designed for them. Each year there may be slight changes in the curriculum offered to the students.

All courses taken by students should be registered in the SJTU teaching and information service system. Based on SJTU course selection rules, there will usually be 3 rounds course selection each semester. The selection and registration of courses for a new semester begins usually from week 14 of the previous semester. Recommended schedules will be made for students.

### **Course exemption**

If a student whose GPA is above 3.0 has mastered a course in the curriculum by self-studying or other ways, and does not want to take it again, he/she can attend a special exam for course exemption. With 80 or above (B+ or above), the course will be marked as “passed” although he/she does not take the course at all. The final grade for this course will be recorded as “P” in official transcript.

Exemption is not allowed for some courses, for instance, English, political courses, Physical Education, military training, practice, internships and courses involving experiments, program design etc.

### **Course retaking**

A course for which a student failed must be retaken in principle. The optional courses failed could be replaced by others in the same curriculum module. Both SJTU and SPEIT do not encourage students to retake the courses that have already been passed.

Course retaking history will be recorded completely every time in the official transcript. The last grade will be used in the graduation evaluation.

### **Attendance exemption**

In the case of retaking a course already passed, students are not entitled to the attendance exemption and the time collision. On the other hand, if there is time collision between compulsory courses and retaking courses failed at first, In the third round of course registration, there may be a time conflict of up to 6 teaching hours between the "retaking" course (retaking the failed course) and other courses. However, after a written application is submitted to the teacher and approved, students can apply within the first two weeks for being exempt from attending the colliding parts or the whole course; but students must finish the homework and attend the mid-term exam as well as final exam.

Students with a score of 41 or below or who have been warned academically in the semester shall not be entitled to apply for exemption; The following courses are not open for attendance exemption: English, political courses, physical education, military training, practice, internships and courses involving experiment and program design. The attendance exemption should be applied from Academic Affairs office. No application will be regarded as absence.

### **Make-up exam**

If some students failed the exam of a certain course in curriculum, a makeup exam will be organized, unless there is a special notification. Students who meet for the requirements could apply for the make-up exam at the beginning of spring semester and during summer semester.

Rules about the makeup exam:

As planned by SJTU, the makeup exam of spring semester is usually carried out in the 3<sup>rd</sup> or 4<sup>th</sup> week; and the date for makeup exam of autumn semester will be 2-3 days before student registration.

In case of passing the makeup exam, the grade will be recorded as “P” no matter what the grade is, which will not be calculated into the grade point calculation; however, If failure, the grade will be recorded as “F”, which will be calculated into the grade point calculation as 0. If he/she gives up the makeup exam, the application qualification will not be postponed to next semesters. No matter the students pass or fail the make-up

exam, they will not be able to retake this course in the current semester, but in future semesters.

### Exam delay application

Under the circumstance that students cannot take the exam because of emergent illness or emergency events etc., students can apply for exam delay based on SJTU related rules, please refer to SJTU Regulations on Exam Delay.

### Grade system

All courses, including practice and internships, must be evaluated. Exams are scored centesimally or hierarchically, whereas check courses are scored by a two-level system pass/failure. All kinds of scoring methods and grade points are shown in the table below:

| Centesimal               | Hierarchical             | Grade Points |
|--------------------------|--------------------------|--------------|
| [95~100]                 | A+                       | 4.3          |
| [90~95)                  | A                        | 4.0          |
| [85~90)                  | A-                       | 3.7          |
| [80~85)                  | B+                       | 3.3          |
| [75~80)                  | B                        | 3.0          |
| [70~75)                  | B-                       | 2.7          |
| [67~70)                  | C+                       | 2.3          |
| [65~67)                  | C                        | 2.0          |
| [62~65)                  | C-                       | 1.7          |
| [60~62)                  | D                        | 1.0          |
| ≥60                      | P (Pass)                 | N/A          |
| <60                      | F (Failure)              | 0            |
| DF (Deferred Final Exam) | DF (Deferred Final Exam) | N/A          |

### Academic warning and dropout

**Academic Warning:** During undergraduate study period, the student whose GPA is not higher than 1.7 will be given a dropout warning. In this case, GPA is calculated every semester (spring semester and summer semester are combined together).

**Probation:** During the whole undergraduate period, if the GPA of a student is less than or equal to 1.7 for the second time, and she/he achieves at least 50% credits of the

related semester, she/he can apply for probation. There is no this credit limit on students in the last semester before graduation. It should be applied by students first, and a promise letter be signed, then the application needs to be approved by the Institute and SJTU. Afterwards, students can have one more chance to have a try.

Probation is for one semester. During probation period, the schooling status will be retained, and it will be resumed if probation semester GPA higher than 1.7.

Undergraduate students have only one application chance for probation during the whole study period.

**Dropout:** dropout from the SJTU will occur if students:

- 1) Semester GPA during probation semester or after the termination of probation is less than or equal to 1.7 again.
- 2) Have not resumed registration within the required time at the end of the suspension period or have failed the recheck.
- 3) Have not applied for resumption of study within two years after they have retired from the Chinese people's Liberation Army (including the Chinese people's Armed Police Forces).
- 4) The suspension time (excluding entrepreneurship suspension) has completed two academic years, and the suspension is required again.
- 5) Are unable to continue their study because of illness or accidental disability confirmed by the designated hospitals.
- 6) Leave school for two weeks without application for leave.
- 7) Do not register within the required time and without any justifiable reasons.
- 8) Do not meet the requirement on study probation or the probation application is not approved.
- 9) Other circumstances under which students should dropout if they fail to complete their curriculum within required study years.

## 7. Course policy in master period

### Student curriculum design

SPEIT will provide a general training plan for each year of master students. Based on the training plan, students make their own curriculum under the guidance of supervisors. At the beginning of master period, students need to design their own curriculum based on their research interests, major, and academic needs, and future career development. Under the condition that the curriculum cannot be carried out completely or partly due to objective reasons, students are allowed to revise their curriculum in the first 2 weeks of the semester which the related courses are taken.

Graduate students learn courses according to the curriculum and the teaching schedules each semester.

### Grade system

All graduate courses, including practice and internships, shall be graded varying from A + to F or Pass/ Fail.

| Centesimal | Hierarchical | Grade Points |
|------------|--------------|--------------|
| [95~100]   | A+           | 4.0          |
| [90~95)    | A            | 4.0          |
| [85~90)    | A-           | 3.7          |
| [82~85)    | B+           | 3.3          |
| [78~82)    | B            | 3.0          |
| [75~78)    | B-           | 2.7          |
| [71~75)    | C+           | 2.3          |
| [67~71)    | C            | 2.0          |
| [63~67)    | C-           | 1.7          |
| [60~63)    | D            | 1.0          |
| [0~60)     | F            | 0            |
|            | P (Pass)     | N/A          |
|            | F (Failure)  | N/A          |



## 8. Grade point average

At SJTU, the Grade Points and the Grade Point Average (GPA) are generally used to value the students' academic performance.

Grade Points and GPA are computed for every student at the end of each semester, and then students will be ranked by Grade Points and GPA.

The calculation of Grade Points and GPA is shown as follows:

$$\text{Grade Points} = \frac{\sum (\text{course credit} \times \text{grade for that course})}{\sum \text{course credit}}$$

$$\text{GPA} = \frac{\sum (\text{course credit} \times \text{grade point for that course})}{\sum \text{course credit}}$$

## 9. Grade review and evaluation meeting

After the examinations at the end of each semester, all the grades will be reviewed and evaluated by the SPEIT teaching affairs committee. The committee members are the Party secretary, Chinese dean, French dean, vice dean in charge of Academic affairs, vice Party secretary in charge of student affairs, coordinators and assistants of fundamental cycle, coordinators of engineering cycle, director of academic affairs office, director of student affairs office. Some professors involved in the courses of the period will be invited to attend the grade review and evaluation meeting. In the meeting, the academic performance of all students will be commented and evaluated.

Any student who is considered unsuitable for higher grade learning will be notified by deans, academic affairs office or student affairs office. Suggestions may include restudy the previous year, or retaking the courses failed with the help of professors or classmates.

Students, who are evaluated as unsuitable to continue in SPEIT but still wish to study in the institute, must be aware of all the relevant information before going to the next year. These students are highly likely to fail the requirement to enter the master cycle or maybe unable to obtain the degree on time.

## 10. Requirements on master entry application

Based on the French engineer training mode and curriculum system, the study duration of SPEIT is 4 + 2.5 years, which is divided into two cycles: fundamental cycle and engineering cycle. Undergraduate students of SPEIT can continue the master study in the institute by applying for the "Exemption from Master Entry Examination by Recommendation (Free Ticket)" to complete the whole training as qualified engineers. In order to fully implement the training objectives of elite talents in the engineering field, strictly ensure the training quality, combine the undergraduate and master education system settings of SJTU, and strictly manage the student status, SPEIT conducts strict qualification evaluation on the Free Ticket application.

The application for Free Ticket is carried out at the beginning of the fourth year of undergraduate period. The successful application must first pass the evaluation made for the first three years of undergraduate, and pass the final evaluation at the end of the fourth year of undergraduate as well.

The requirements on the two evaluation are as follows respectively:

- I. No any one case listed below by the end of third year:
  - 1) The students who received academic warning of SJTU, or administrative penalty because of violation of laws and/ or SJTU rules and regulations
  - 2) The students who have not completed all courses listed in the curriculum for the first 3 years.
  - 3) The students who have finished the curriculum for the first 3 years, but with an average grade below 70.
  - 4) The students who failed 2 or more courses by the end of year 3 (excluding French language courses, and courses for second bachelor degree /minor from promotion 2018 out of SPEIT as well as courses selected by students but not required).
  - 5) The students who have not passed the English level test (425 for CET 6, 90 for TOEFL, and 6.0 for IELTS).
  - 6) The students who have not passed the French level test organized by SPEIT.
  - 7) The students who apply not to continue their postgraduate study and would like to end as a bachelor student.
- II. No any one case listed below by the end of fourth year:

- 1) If two or more courses are failed (excluding courses for second bachelor degree/ minor out of SPEIT as well as courses selected by students but not required), or the average grade is below 70, or the graduation evaluation is not passed.
- 2) If any penalty/ punishment is received due to violate laws and /or SJTU rules and regulations, and due to exam cheating.
- 3) In case of failure to get the bachelor degree.
- 4) In case the bachelor thesis result is B- and below.

All students who meet the requirements on bachelor degree and graduation will be granted SJTU bachelor degree certificate and graduation certificate at end of year 4.

### **III. Degree requirements**

#### **1. SJTU bachelor degree**

After successfully completing all the requirements for their undergraduate study at SPEIT and SJTU degree, students will receive the Graduation Certificate and a Bachelor Degree Certificate from SJTU by the graduation time each year.

The main requirements are the following:

- a) No any violation of related laws and regulations.
- b) Pass all the courses listed in the curriculum and get the corresponding credits.
- c) Pass the bachelor thesis/ project defense

Students participating to the double degree exchange program of SPEIT, upon completion of each host school's academic requirements of corresponding years, will receive a Bachelor Degree from SJTU and Graduation Certificate. The degree and the diploma will be granted to students by the time they finish the study of engineering cycle at SPEIT.

If students fulfill the requirements on Minor study of SJTU, the minor information will be noted both in graduation certificate and bachelor degree certificate. There will be no separate certificate from Promotion 2018 of undergraduate.

Students who satisfy all graduation requirements in advance can apply for early graduation upon application and approval by SJTU and Ministry of Education of China.

#### **2. SJTU master degree of engineering and titre d'ingénieur**

Students who finish the engineering cycle study at SPEIT and meet the following requirements can obtain the master degree of engineering and graduation certificate of SJTU:

- a) No any violation of related laws and regulations.
- b) Pass all the courses listed in the curriculum and get the corresponding credits.
- c) The GPA is no lower than 2.7.
- d) Pass the master thesis defense and meet related research achievements requirement (Please refer to Appendix 2 for details).
- e) Finish the engineer internship successfully.

f) Meet the requirements on English and French level:

- English: pass China's current national college English test (CET6) (score higher than 425) or achieve English proficiency requirements below:
  - TOEFL test 200 points (computer test), 550 (paper pen test), 72 (internet test)
  - IELTS 6
  - TOEIC :700
- French: achieve a B2 level of European Reference Framework for Languages (CEFR), validated by an external certification: TCF, TEF, DELF or DALF. The expiry date of the certificate does not affect the degree evaluation.

Obtention of the master degree of SJTU confers the French *titred'ingénieur*.

### **3. Double degree**

Students participating to the double degree program of SPEIT will be additionally granted the engineer diploma, upon completion of the requirements of the exchange school and of SJTU. The credits gained in France will be transferred to SJTU.

## IV. Academic integrity standard of SPEIT

In order to avoid cheating or plagiarism, enhance the sense of academic integrity and maintain a good academic atmosphere, this standard is set according to SJTU related rules and the real situation of SJTU Paris Elite Institute of Technology (SPEIT).

### 1. Academic integrity

Academic integrity is the principle that students should observe regarding all kind of academic areas during the whole study period. Academic areas include homework, experiments, papers, examinations, contests, evaluation and so on. Among those, papers refer to thesis and technological achievements which have been published in way of accepted words, data or figures and dissertations.

Academic integrity requires students to obtain original academic achievements by their own efforts, instead of accepting others' inappropriate help or providing improper help to others.

#### 1. Requirement of Academic Integrity

- 1) Homework, experiment and production: do not tamper or fabricate data of homework or experiment reports; do not tamper or plagiarize others' homework, experiment reports and productions; do not finish homework, experiment reports and productions by others.
- 2) Papers: do not fabricate data or content in paper writing; do not plagiarize others' achievements or papers; do not write any paper by others; mark any reference source if citing others' achievements or papers.
- 3) Examination: strictly follow 《Examination Discipline of SJTU》 including quizzes, ordinary tests or final examinations. Observe related rules when taking part in non-campus exams which are organized not by SJTU.
- 4) Contests: do not obtain or reveal questions of contest improperly; do not cheat during contest; do not fabricate data or provide fake results; do not tamper or destruct your own or others' contest records or results; do not take exam for or by others.
- 5) Software and fixed assets: do not copy software or related system programs without consent of teachers or administrators under any circumstance; do not

invade or destroy computer system randomly; do not damage lab assets or other instruments.

- 6) Others:
  - a) do not register SJTU for study by or for others.
  - b) do not sign class attendance by or for others.
  - c) do not hinder teachers getting reports or homework information accurately.
  - d) do not release answers of homework or experiment reports in public without teachers' permission.
  - e) do not forge certificates of participating academic activities to get scores.
  - f) do not lie about or fabricate any academic achievements.
  - g) do not tamper, forge or destroy any kinds of academic transcript, certificates of taking courses or other academic experiences.
  - h) do not tamper or forge scholarship or other honor certificates.
  - i) do not tamper or forge transcript, graduate certificate or degree certificate etc.
  - j) do not conduct other dishonest acts.

## **2. Integrity Committee**

Integrity Committee of SPEIT is made up based on the specific requirements of SJTU. The main responsibility of Integrity Committee is to set norms and supervise the integrity work.

If any professor or student finds some behaviors against this standard, he or she has the obligation to report to the secretary of Integrity Committee. After receiving the report, the Integrity Committee should organize an investigation to find out the truth with evidence. Accordingly, a punishment proposal needs to be made by the working group according to the severity of the situation.

## **3. The procedures to handle integrity violations**

- 1) Teachers or students report the details of dishonesty behavior to the Integrity Committee secretary and provide relevant evidence.
- 2) The Integrity Committee launches an investigation. According to the results of investigation and proofs, a meeting should be organized to make a proposal on

how to deal with the case. The proposal requires the agreement from two thirds or above of all the members.

Within 5 working days from the reporting day, the Integrity Committee should submit a written proposal to deans' meeting for approval. Then, the resolution approved will be notified to all members of the Integrity Committee; accordingly, the offices concerned need to do the following implementation work.

- 3) Deliver a notification letter in writing to the relative student in 7 working days from the reporting day by Integrity Committee.
- 4) If the student disagrees on the resolution, he or she could appeal to the Integrity Committee and provide more evidence in 3 days from receiving the written notification letter;
- 5) The Integrity Committee should organize an investigation once more and notify handling result to the student in 5 working days from receiving the appeal. This decision will be the final and no appeal is allowed.

#### **4. Handling rules on integrity violations**

Any actions in violation of this academic integrity rules, no matter in homework, experiment report, quizzes, tests, exams, competition or paper writing, the punishment will be made based on the rules below:

- 1) If the circumstances are relatively minor, the grade for relative part will be 0 and the final grade of this course will decrease 5-15 points.
- 2) If the circumstances are relatively serious, the final grade of this course will be 0 and the student must retake this course without chance to take the makeup exam. Then, the highest grade of this course will be 60 by retaking.
- 3) If the circumstances are especially complex and serious, besides the relative handling on grades, administrative punishment will be made according to SJTU Measures to Handle Disciplinary Violations, which include warning, serious warning, demerits, academic probation and expel from school.
- 4) Those students with integrity violation record cannot apply any scholarship and other rewards since one year hence fore.
- 5) If a student violates the rules in writing graduation thesis/ dissertation, competition or comprehensive assessment, the way how to handle will be



referred to Academic Integrity Norm of Shanghai Jiao Tong University (上海交通大学学业诚信守则);

All dishonesty behaviors will be archived by SPEIT; for those very serious cases with administrative punishment, the results will be recorded in personal archives lifelong.

## **5. Miscellaneous**

- 1) All teachers have the responsibility to inform students in the first class of this Integrity Standard.
- 2) All teachers and students are in duty to report any cheating acts to the Integrity Committee.
- 3) In order to remain fair and impartial, the member of Integrity Committee whose students are related to cheating acts must withdraw from the discussion meeting.
- 4) The handling process and results of any dishonesty cases should be kept confidential in order to protect the rights of students.

附件一：

## **SPEIT Rules and Requirements for Engineer Internship**

### **巴黎卓越工程师学院工程师实习管理规范**

The engineer internship, planned at the last year of engineering cycle, is an integral part of the whole master and engineer cultivation in SPEIT, and it is mandatory both for SJTU master degree and French Titre d'Ingénieur.

With this final internship, students will have the opportunity, combined with their career plans, to take part in industry projects as young engineers. Through this internship, students are expected to bring significant contributions to real industrial projects, to practice the theoretical skills learnt in university with professionals of different backgrounds, to experience all the range of professional skills of an engineer beginning his/her career, including communication skill and to confirm their personal career orientation.

To complete the internship in a well-organized way with successful achievement in the goal, the rules and requirements are made as follows:

#### **1. The General requirement on the internship**

This engineer internship is required to be completed in a company or an equivalent institution in full time for at least 24 weeks. It generally begins from the first week of summer semester of the master year 2 and ends around the 14<sup>th</sup> week of master year 2.5. Students could start slightly earlier or later upon the approval of both master thesis supervisor and the institute.

For students who are planning to perform the internship in a public research institute, the approval by the deans of the institute is required based on a case by case analysis of the situation.

For students who have decided to continue to pursue a PHD study, and only for those students, the 24-week industrial internship can be replaced partly by a research internship in an academic laboratory; the duration of their industrial internship could be reduced to 14 weeks in minimal. In addition, these 14 weeks of industrial internship can be a result of the accumulation of industrial internships performed during their whole 6.5-year curriculum. For these students, they need to provide a Letter of Intent for PH.D. If they had made the related internship before, the materials for evaluation should be provided too, especially internship contract, internship report and an evaluation form from the company.

It is strongly suggested that the 14-weeks industry internship has been preapproved by the institute to avoid failure in recognition later on.

In the case where a student who initially makes a commitment to a Ph.D. study but gives up later by any reason, the student has to extend his/her master study period to perform the 24-week engineer internship as a normal student.

For students who apply for a gap year to perform a full-time engineer internship in an industry of France, China or other countries, such internship can be recognized as the final engineering internship if the work contents fulfill the engineer internship requirements based on the evaluation and approval of SPEIT deans, But the contract, a report and evaluation form from the company tutor are needed.

## **2. The restriction on the professional areas of the internship**

The institute will provide some internship positions; students may find the opportunities themselves too. The envisaged activities must be technical related. It could be in the area of but not limited to:

- 1) The research and development on a technology or a product (技术或产品开发);
- 2) Engineering or Project design (工程或项目设计);
- 3) Engineering or Project management (工程或项目管理);
- 4) Applied research (应用研究类);
- 5) Operation process (工艺流程);
- 6) Marketing and services (市场以及服务类);
- 7) Finance and management (金融与管理类);
- 8) Software development (软件开发类);
- 9) Other technical related areas (其他相关领域).

## **3. Application and agreement**

First of all, students apply for the internship position by submitting internship application form to the institute. After approval by the institute, each student needs sign a tripartite agreement among the institute, the enterprise offering the internship and the student.

During the internship, students shall perform the internship according to agreement signed. If it is needed to change time, location, position, etc. student shall inform SPEIT three working days before. Upon approval, the changes can be made.

## **4. Tutor**

Students must have at least two tutors for the internship, one teacher from SJTU and one expert from enterprise. One tutor can supervise more than one student.

During the internship, student shall keep contact with all his/her tutors to report internship status at least every two weeks.

## **5. Evaluation**

By the end of the internship, SPEIT will organize a defense to assess the internship performance. The results will be "Pass" or "Fail". The evaluation generally consists of 3 parts:

- 1) An assessment by industry tutor

The assessment is generally based on the discipline considerations (Attendance, safety, conscience, etc.), attitude (hard-working, sense of responsibility, etc.), professional spirit (self-management, communication, team-work etc.), competence (related knowledge, application and practice skills, adaptation ability, and fast learning ability, etc.) and others (leadership, innovation)

## 2) Internship report

A report should be provided. The contents usually contain the following parts: 1) the current development status of the related area; 2) the responsibilities and the main problems to be solved; 3) The main methods used to solve the problem and the obtained results; 4) the contributions to the company; 5) the achievements through the internship.

The specific requirements are:

- a) The internship report is usually written in English, in A4 papers. A summary of 2 pages in Chinese is needed.
- b) The main body of the report should have at least 25 pages, the cover page, the summary, the references and appendix not included. The template provided by institute should be used.
- c) The proportion of photos (except the forms, flow chart and chart) cannot exceed 20% of the text and photos shall be related with the reported technical contents.

## 3) Defense

The defenses will be organized at the end of the internship by the institute. 3-5 experts or more from SPEIT, industry, other schools of SJTU or French partner schools are required.

Individual defenses could be organized earlier if the internship finishes earlier, but students and their tutors should be responsible for the organization.

## 6. Others

For students performing their internship abroad, approval from the master thesis supervisor, the institute and SJTU related administrative offices (因公出国审批) should be made. And students are responsible for the visa application and the safety issues during the internship.

## 巴黎卓越工程师学院工程师实习管理规范

注重实践与实习是法国工程师培养的主要特色之一，巴黎卓越工程师学院工程师培养过程中包含 3 个阶段的实习：认知实习、研究实习与工程师实习。三个实习循序渐进、相辅相成。其中，硕士培养方案中要求完成的 24 周“工程师实习”安排在 2.5 年硕士培养的最后一年，作为工程师培养的尾声。只有按要求完成实习并通过实习答辩后，才能申请进行硕士论文答辩，获得上海交通大学工程硕士学位和法国工程师职衔。

工程师实习旨在让学生以一个名副其实的年轻工程师的身份，结合自己未来的职业规划，参与到企业项目中。通过本实习，学生可运用所掌握的所有专业知识与技能，包括专业交流能力与社交能力，与不同背景的专业人士一起工作，体验工程师职业生涯起步所需的各种工作要求，确定自己未来的职业定位，并为复杂的企业项目做出一定的贡献。

为了很好地实现实习目标，让学生顺利、有序、高质量完成实习，特制定本管理规范：

### 一、工程师实习概述

工程师实习要求在企业或类似机构全职完成，实习时间至少 24 周，通常从硕士第 2 年夏季学期第 1 周开始至第 2.5 年第 14 周左右结束。在硕士论文导师与学院审批同意前提下，学生可稍早或稍晚开始实习。

如申请在校外的研究所或其它研究机构内进行实习，视个案不同情况，须经学院院长例会讨论通过，确定符合工程师实习的要求，方能进行实习。

计划继续攻读博士学位者，经学生本人申请，学院审核批准，可与硕士论文相结合，可在专业实验室内完成实习，但在全部 6.5 年培养期间，在企业实习时间累计不能少于 14 周。申请人需提供“攻读博士意向书”，如曾做过企业实习，须同时提供有关的实习合同、实习报告以及企业实习评估表。原则上，计划读博士的同学，在个人申请实习时，应提前报学院进行审核，审核符合相关要求，可累计算入 14 周的企业实习内。

如最初决定攻读博士学位，但之后因故放弃者，则必须延长学习年限，在规定的最长学习年限内，补充完成 24 周的工程师实习。

对于申请休学一年，在中国、法国或其他国家企业内进行全职实习的情况，如要认定为 24 周的工程师实习，须在申请休学时提出，经学院院长例会审核批准，则该实习可被认定为最终的工程师实习。实习结束后，须一并提交实习协议书、实习报告与企业评估表，并参加实习答辩。

### 二、实习岗位与领域要求

学院将为学生提供一些实习岗位，同时学生也可根据兴趣与职业规划自己寻找实习机会。

实习岗位须有一定的技术性，可以但不局限于以下领域：

- 1) 技术或产品开发；
- 2) 工程或项目设计；
- 3) 工程或项目管理；
- 4) 应用研究类；
- 5) 工艺流程；
- 6) 市场以及服务类；
- 7) 金融与管理类；
- 8) 软件开发类；
- 9) 其他技术相关领域。

### 三、实习申请流程

首先，在实习开始前，学生须向学院提交《工程师实习申请表》，经学院审核批准后，再与企业签订三方实习协议书。

实习期间，学生应按照签署的实习协议书进行实习。如须更改实习时间、地点或职位等，应在三个工作日前通知学院。经批准后，方可进行变更。

### 四、实习导师

学生需要至少两名导师来指导实习，一名上海交通大学校内导师以及一名实习企业的专家。一位导师可指导一名或多名学生。

在实习过程中，学生应与导师保持联系，至少每两周向导师汇报实习情况。

### 五、实习考核标准

实习结束，学院将统一组织实习答辩，评估实习成果。考核结果分为“通过”或“不通过”。考核内容主要包含三部分：企业导师评估、实习报告撰写质量以及答辩。

#### 1) 企业导师评估

评估内容包含有：实习纪律（出勤、安全意识等）、工作态度（认真努力，责任心等）、专业精神（自我管理能力和沟通能力、团队合作精神等）、专业能力（知识掌握、应用和实践技能、适应能力和快速学习能力等）以及加分项（领导力、创新能力等）。具体见企业评估表。

## 2) 实习报告

实习结束，须提交实习报告。

正文一般包含以下几部分内容：1) 相关领域与行业的发展现状; 2) 工作职责及要解决的主要问题; 3) 采取的主要解决方案与取得的结果; 4) 对实习企业的主要贡献; 5) 实习体会与收获。

实习报告撰写具体要求如下：

- a) 一般采用英文、小四号字体、A4大小纸张撰写，须提供至少2页中文大摘要。
- b) 报告正文不少于 25 页，封面、摘要、参考文献和附录不包括在内。具体要求请参考学院实习报告模板。
- c) 图片（表格、流程图和图表除外）所占比重不可超过正文全部的 20%，且必须与正文相关，图片下附简要说明。

## 3) 答辩

学院将在实习结束后统一组织答辩。答辩组专家将由 3-5 名或以上中法学院教师、企业专家、我校其它学院教师或法国合作院校的来访教师担任。

如实习提早结束者，可申请提前答辩，由学生与其导师负责答辩的组织与安排。

## 六、其它

申请到海外完成工程师实习者，须经硕士论文导师以及学院审核同意，并通过“上海交通大学因公出国审批”后，（超过 3 个月（含）需办理休学手续），方可离校。学生自行负责签证申请与在实习期间自身安全问题。

附件二：

## 巴黎卓越工程师学院专业型硕士+卓越工程师培养方案

2012年，为积极响应《国家中长期教育改革和发展规划纲要(2010-2020)》中提出的“卓越工程师教育培养计划”重大改革项目的号召，依托上海交大优势学科及办学条件，引进法国先进的工程师培养理念和优质教学资源，经教育部批准，上海交通大学与法国最具盛名的工程师培养大学“巴黎高科技工程师学校集团”合作，成立了“上海交大-巴黎高科卓越工程师学院”(后文简称学院)。

学院人才培养模式与课程设置主要借鉴于独特的法国工程师体系，并同时融合我国高等教育的人才培养要求，学院将学制设置为4年本科+2.5年硕士，教学分为“基础教学阶段(本科前2.5年)”与“工程师教学阶段(本科后1.5年+硕士2.5年)”。

学生顺利完成4年本科培养，按时获得上海交通大学学士学位，并满足推荐免试直升硕士的条件后，学生可进入学院硕士阶段修读工程硕士专业学位，并继续工程师阶段的学习。在同时完成双方课程、论文、语言、实习等要求的前提下，可获得上海交通大学工程硕士专业学位以及学院与法方合作学校共同颁发且通过法国工程师职衔委员会(CTI)认证的法国工程师职衔。

为贯彻“立德树人、教书育人”的教育理念，落实以“人才培养”为中心的教育机制，保证学院人才培养质量，特制定本培养方案。

### 一、培养目标

学院以培养复合型、应用型、具有国际视野与人文素养的杰出工程技术人才和企业界领袖为主要目标，以培养适应经济与社会发展的优秀的社会主义建设者与接班人为根本使命。具体体现在：

- 1.1 培养超越某一专业技能、兼具人文素养的全面发展的卓越工程人才。在课程体系建设中，打破专业、学科壁垒，每个专业之间都有一部分课程互享，学生可以跨专业选修其它专业的课程；此外，学院还开设有约30%的人文、社科、经济、管理以及法律、设计、营销等学生必修课程，打造具有良好人文素养、管理能力与社会责任感的工程人才与高级管理人才。
- 1.2 中法双方联合培养，打造“多语种+”的国际化人才。在研究生培养过程中，80%的课程由法国合作学校选派资深法国教师承担，其余课程由企业高管或专家，以及上海交大资深教授承担，授课语言以法语为主，英文、中文为辅，且英语与法语语言课程也贯穿其中；此外，100%的学生均有6个月至1.5年的海外交流学习机会，全方位培养学生多语种国际化交流能力与全球视野。



1.3 注重学生实践与创新能力培养。在课程体系中，设置有多种多样的“实践项目”，项目不仅有学校具有工程实践经验的教师指导，同时资深企业研发人员也带着行业最前沿技术与知识走进课堂教学。此外，学生在研究生期间需要在企业完成 24 周的“工程师实习，以工程师的身份参与到实际的企业项目中去，有效提升学生的实践能力与职业能力。

## 二、专业学科介绍

学院设有三个专业领域，分别为电子信息、机械、能源动力，分别对接学校本科阶段的信息工程、机械工程、能源与动力工程三个专业及相关的学科。

### 2.1 电子信息

当今信息科技技术迅速发展，并与相关的专业领域交叉融合，具有前沿性与交叉学科的特点。建立了围绕通信系统、网络技术与数据科学的课程体系，并且开设大数据与安全、物联网与 5G 和感知技术与智能汽车等专业应用模块，构建集前沿科学研究与工业技术应用的多目标体系。获得了法国合作方的大力支持，有 50% 以上的课程由法方提供专业教学与实践团队，20% 课程由业界专业人士参与授课。

课程覆盖信息通讯工程、计算机科学、自动化与控制、和信息安全等专业领域，配以知识产权、创新管理与工程文化等软科学培训与实践，培养学生掌握扎实的基础理论与理解专业知识体系的同时，深入了解国内外该领域前沿技术、发展动向和最新应用，从而具备较强的解决工程问题的能力和一定的创新能力。学生能熟练地掌握英语和法语，具备跨文化沟通能力和管理能力，并有强烈的社会责任感。

### 2.2 机械

该专业以有关的科学技术为基础，结合新材料、现代先进制造业、交通等工业需求，是一门研究各种机械装置在设计、制造、安装、运用和维修过程中所需要的基础理论和实际问题解决方案的应用学科。研究领域有机械设计制造及其自动化、材料成型及控制工程、工业设计、过程装备与控制工程、机械工程及自动化、车辆工程、机械电子工程、汽车服务工程、制造自动化与测控工程、微机电系统工程、制造工程等领域。

课程涵盖机械、材料和控制等多学科，配以工业工程、创新管理与文化等软科学培训与实践，着眼于培养学生掌握丰富而扎实的机械工程领域基础理论，并理解掌握机械相关专业基础知识。本专业设置大量实践和实习课程，重在培养、提高学生对专业知识的运用能力，与法国顶尖工程师学校联合开设的国际化教育课程，帮助学生深入了解国内外机械工程的前沿技术及未来发展动向。在专业课程之外，配合经管类与文化类课程、英语与法语课程，培养学生具有立足国际的视野以及优秀的社会活动与管理能力，成为未来的卓越工程师。

### 2.3 能源动力

该专业主要研究能源转换从而提供所需各种动力的过程和控制，是现代工业的重要基石，是 21 世纪能源科技领域的主力专业。主要研究领域包括“各种能源转换装置：内燃机(汽车发动机、船舶发动机、坦克发动机等)、热能工程(发电厂、电站锅炉、工业锅炉等)、叶轮机械(电站汽轮机、车舰船航天航空用燃气轮机、压气机等)、工程热物理(能源利用中的传热、流动等基础科学问题)、制冷与低温(空调、制冷机、低温技术)等，主要目的是高效、清洁使用能源，实现可持续发展的目标。

课程包括动力、能源和环境等多学科，着眼于培养学生掌握丰富而扎实的能源与动力工程领域基础理论，在此基础上通过设置大量实践与实习课程，重在培养和提高学生对专业知识的运用能力；通过与法国顶尖工程师学校联合开设的国际化教育课程，学生得以深入了解该领域的国际前沿技术及未来发展新动向。在专业课程之外，配合经管类与人文类课程、英语与法语等语言类课程，以及提供国外交流与企业实习机会等，多方位培养学生扎实专业创新能力、国际化视野与优秀沟通管理能力，使学生成为未来的卓越工程精英。

### 三、学习年限

学院硕士+工程师的学习年限为 2.5 年，最长不超过 3.5 年。

### 四、中法双方专业型硕士+卓越工程师人才培养的要求

#### 4.1 获得法国工程师职衔的要求

根据法国工程师职衔委员会(CTI)要求，获得工程师职衔需要满足的基本要求包含：

- 4.1.1 面对面教学应不少于 1800 学时(约 115 学分，含 Y4 所学课程)；
- 4.1.2 课程应包含不少于 30% 的经济、社会、人文、法律科学以及商业管理等方面的课程；
- 4.1.3 国际化的文化视野，包括通晓国内外企业的内外部文化；
- 4.1.4 工程师阶段学习结束时，英语最低水平应达到 B2 等级，法语最低水平应达到 B2 等级；
- 4.1.5 在工程师阶段，累计完成至少 28 周的实习(含 Y4 所做实习)；
- 4.1.6 在海外交流至少一个学期。

#### 4.2 获得上海交通大学专业硕士学位的要求

硕士专业学位研究生在规定的学习年限内完成培养计划，课程成绩合格并达到规定的总学分和积点要求；符合学院规定的科研成果要求，通过硕士学位论文评审及答辩，无学术诚信问题者，可申请授予硕士专业学位。

依照《上海交通大学研究生培养管理规定》，对硕士研究生的课程设置一般不低于 30 学分，其中应包含：1) 马克思主义理论课：3 学分； 2) 第一外语：2 学分； 3) 3-6 学分数学课； 4) 学术报告会：至少 1 学分。5) GS00001 学术写作、规范与伦理，1 学分

### 五、中法学院专业型硕士+卓越工程师的培养方案

在依托中法双方优势学科以及双方师资力量基础上，学院融合创新中法双方对人才培养的要求，制定学院研究生培养方案如下，须同时满足如下要求方可获得上海交通大学专业型硕士与法国工程师头衔，不能单独获得任意一个证书。

### 5.1 课程修读要求

**学分要求：**攻读硕士研究生(专业型)与工程师职衔，最低要求完成 55 学分，其中 GPA 学分须不少于 25 学分。

**课程设置如下：**

#### 5.1.1 公共基础课(必修，完成 15 学分，其中 GPA 学分 7)

公共基础课程群包含马克思主义理论课、外语、人文科学、管理等，要求完成 15 学分，其中 GPA 源课程要求至少 7 个学分。

#### 5.1.2 专业基础课、专业选修课以及专业前沿课(至少完成 40 学分，其中 GPA 学分 18)

包括数学模块、专业相关课程、实践以及跨学科模块。要求至少修读完成 40 学分，其中 GPA 源课程要求至少 18 学分。

详细方案请见各专业课程设置一览表。

### 5.2 语言要求

5.2.1 **英语要求：**通过大学英语六级考试(CET6，分数高于 425 分)或达到以下英语水平考试之一：

- 托福考试：200 分(机考)、550(纸考)、72(网考)
- 雅思：6.0
- 托业：700

5.2.2 **法语要求：**达到欧洲语言参考框架(CEFR)B2 水平，考试须通过外部认证：如 TCF、TEF、DALF 或 DELF。

### 5.3 实习要求

注重实践与实习是工程硕士以及法国工程师培养的主要特色之一，中法学院工程师培养过程中包含 3 个阶段的实习：认知实习、研究实习与工程师实习。三个实习循序渐进、相辅相成。

其中，硕士培养方案中要求学生在企业连续完成 24 周“工程师实习”(继续攻读博士学位者，可在专业实验室内完成实习，但在企业实习时间累计不能少于 14 周)，实习旨在让学生以一个名副其实的年轻工程师的身份，结合自己未来的职业规划，参与到企业项目中。通过本实习，学生可运用所掌握的所有专业知识与技能，包括专业交流能力与社交能

力，与不同背景的专业人士一起工作，体验工程师职业生涯起步所需的各种工作要求，确定自己未来的职业定位，并为复杂的企业项目做出一定的贡献。

在论文申请答辩之前，需要完成企业实习答辩。如达不到实习要求者，可以先申请论文答辩、结业离校，但学位委员会将不予审批其学位申请。该生如能在离校一年内补充完成实习，学位委员会将再审批其学位申请，合格后，发给学位证书与毕业证书。

#### 5.4 科研成果要求

为提高学院研究生培养和学位授予质量，加强对学生科研能力与学术论文写作能力的培养，学生应积极参加校内外导师承担的科研项目，选择有重要应用价值的课题进行科学技术研究或承担专门技术工作的综合训练，并结合硕士学位论文研究内容，积极探索并形成一定的与学位论文相关的创新性研究成果。

在申请学位论文答辩之前，每位硕士生必须完成下列研究成果之一，数量要求1篇或1项以上：

5.4.1 **学术论文**：在各专业相关核心期刊或重要会议上发表至少1篇学术论文。学位申请人为第一作者发表的论文以1篇计；以第二作者发表的论文(第一作者必须是其导师)以1/2篇计；第三作者及以后者不计。

5.4.2 **发明专利申请获得受理**：学位申请人应为第一发明人；导师为第一发明人时学位申请人为第二发明人。

5.4.3 **软件著作权登记**：学位申请人应为第一著作权人；导师为第一著作权人时学位申请人为第二著作权人。

5.4.4 **技术报告**：根据所做课题内容及实习阶段的成果形成技术报告，由导师或企业实习指导老师审核，给出通过/不通过的评定。

以上5.4.1-5.4.3项成果第一单位应为上海交通大学。在企业完成的研究成果，企业为第一单位时，上海交通大学可以为第二单位。

对达不到成果完成要求的硕士生，可以先答辩、结业离校，但学位委员会将不予审批其学位申请。该生如能在离校一年内补充完成所要求的学术论文，学位委员会将再审批其学位申请，合格后，发给学位证书和毕业证书。

#### 5.5 学位论文撰写要求

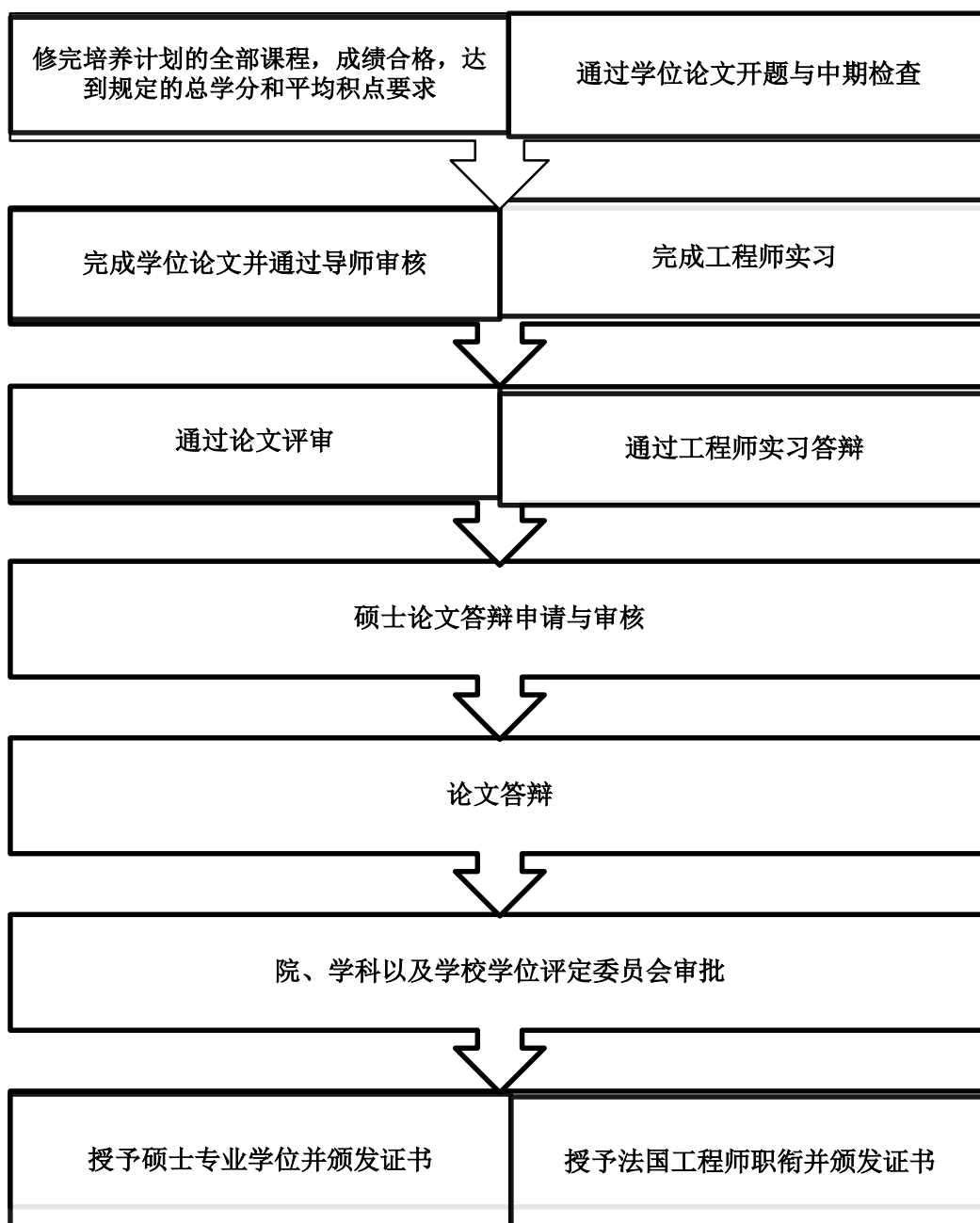
学院鼓励学生在企业结合实习研究项目完成学位论文，论文由企业导师直接指导完成，并同时选择1名校内导师共同指导。

学位论文选题应具有一定的与专业相关的工程背景与理论研究深度，拟解决的问题要有一定的创新性、技术难度与实际应用价值，最终论文能反映工作成果的实用性与创新性。

学位论文根据其研究成果的内容，可以为先进技术与方法、产品研发、工程设计、应用研究、工程/项目管理等，此外论文研究成果以及内容必须遵守学术道德与诚信原则，撰写格式要符合上海交通大学硕士学位论文撰写规范。

本培养方案自 2018 年 7 月起开始实施，由巴黎卓越工程师学院负责解释。

### 授予专业型硕士学位与工程师职衔流程



附件三：

### 巴黎卓越工程师学院“辅修专业”管理办法

为了充分发挥学院法语教学的优势，从 2015 年起，根据国家与上海交通大学相关招生政策，学院开始招收法语专业学生。为对接学院 4 年本科+2.5 年硕士的培养模式，同时为了培养复合型的跨学科人才，学院为法语专业学生专门开设了 3 个辅修专业“：机械工程（中法合作办学-辅修）、信息工程（中法合作办学-辅修）、能源与动力工程（中法合作办学-辅修）。学生主修专业为法语，同时可辅修学院 3 个工科专业之一。

由于学院独特的培养模式与课程体系设置，在学校辅修专业管理办法之外，特制定本管理办法。本学院三个辅修专业的管理，参照本办法执行。

#### 一、专业申请与录取办法

学院 3 个辅修专业仅为巴黎卓越工程师学院法语专业学生开放申请。申请时间为第三学期，申请与录取办法与相应工科主修专业相同，专业录取名额以及排名也同时视相应工科主修专业学生情况变化而变化。

经学院审批录取后，在第三学期学校“辅修专业”报名期间，注册在学院录取的相应辅修专业。

#### 二、课程修读

课程自第四学期开始修读，学期期限为 5 个学期。课程修读要求请参考各专业培养计划。

成功申请辅修专业的学生，在每学期规定的选课时间内选修辅修的课程（允许免修的课程也要选课）。

因学院辅修专业课程安排以及要求与主修专业相同课程保持一致，故学生第一次考核不及格的课程可申请参加学校组织的重修免修考试一次，申请条件与成绩记录方式同主修专业，但在进行退学警告或退学平均积点计算时重修免修考的成绩不包含在内。

学生考试期间因病及其它客观原因不能正常参加考试，必须在课程考试前办理缓考手续，擅自缺考的课程按零分计。具体办理流程见《上海交通大学本科生缓考管理办法》。

出国进行双学位交流的学生，如顺利完成对方教学计划内容，满足我院要求，则在获得法语主修学士学位同时，在学历学位证书中注明辅修专业相关信息，不再进行课程学分转换。

在免试直升硕士研究生时，法语专业同学也有资格申请学院 3 个工程硕士专业，但辅修专业的课程修读结果与法语主修专业课程的修读结果合并进行考核评估。考核要求与相应工科主修专业的相同。

### **三、 自主调整专业**

经学生申请，学院审核批准，第五学期末学生可进行一次专业调整。此次调整的专业结果将作为推荐免试直升硕士研究生录取专业的参考。

### **四、 费用**

法语专业学费为 45000 元，其中已包含辅修专业的培养费用，故辅修专业课程修读不再额外收取费用。

### **五、 其它**

本办法适用于 2018 级及以后年级法语专业学生，2018 级以前年级仍按照原“第二学科学士学位”规定实施。其它未及事宜按照上海交通大学“本科生辅修专业修读”管理办法执行。