



Study regulations of The Master's Program in Business Analytics / Big Data (M2) CY Tech

Academic year 2023 – 2024

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Preamble of study regulations (RE)

The Master's Program in Business Analytics / Big Data, accredited by the French Ministry of Higher Education and Research, is founded on CY Tech Engineering School's expertise in the following fields: Business Intelligence, Decision Support, Business Intelligence and Business Analytics/Big Data.

The program is taught in English and primarily dedicated to non-French-speaking students. Successful students will graduate with a state-recognized Master's Degree.

The current study regulations are applied to every Master student registered at CY tech during the academic year 2022-23

I. STUDIES ORGANIZATION

Article 1. Administrative registration

No Student is allowed to participate in educational activities (courses, exams and projects) if they did not confirm their administrative registration. A student whose administrative registration has not been completed or whose administrative situation is not updated cannot claim to have validated a semester of the current academic year. Most importantly, the payment of student fees is mandatory to complete the registration. Noteworthy: Scholarship students will have to provide the scholarship notice that they were granted.

Each student must provide evidence that they subscribed to a civil liability insurance against the potential danger that could occur during school activities.

Student fees are not refundable. However, in certain cases, the refund of student fees is subject to CYU's conditions. For further details, check Cergy's University's website (CY Cergy Paris Université).

If the conditions are not fulfilled, the student can be denied the access to the pedagogical registration or any documents from the Student Affairs Department ("service de la scolarité" in French).

The administrative registration is effective during the current administrative year only and therefore must be renewed annually.

Registrations can be done up until the 31st of August 2022.

Article 2. Training Program

The students' training program is approved by the Academic council of CY Tech.

The curriculum lasts one year (M2) and is made of two academic semesters (S1, S2)

During their schooling, CY students registered from September 2022 must imperatively:

- Validate both semesters.
- Complete the number of weeks of internship planned in the required pedagogical conditions.

Article 3. Academic calendar

The academic calendar is set by CY tech's body. It determines yearly the periods of teaching, internships, exams, vacation and jury's dates of validation of academic semesters and graduation. It can be adjusted for specific training with different pedagogical terms and conditions. Students are informed about the academic calendars during the month of September.

Article 4. The student's representative

There is one student's representative per class (one class being made of a group of 40 students maximum for each academic level - M2) and their deputy student representative. Both are elected by students of each class per academic year.

Meetings between the student's representatives and the director of the education-training allow to address themes related to students and student life. In that case, the representative's role remains advisory. These meetings happen once every semester and the decisions don't necessitate the representatives to vote. Nevertheless, extra meetings can be organized at the representative's request.

Article 5. Organization of the nominal curriculum of studies

The nominal curriculum is organized in each of the academic semesters in Teaching Units (Unité d'enseignement/UE), assembled in one or several units, in the form of lectures, seminars, practical work and/or internship projects.

II. SCHOOLING FOLLOW-UP

Article 6. Attendance

Students must actively participate in the school's educational project. Attendance is compulsory for all activities written on the timetable. Students can justify a future absence by written request that is submitted for validation by the Student Affairs Department, within a minimal period of a week prior to their absence. The validation panel for academic semesters takes into account recurrent unjustified absences.

Article 7. Absences

All absences have to be justified by an official document.

The admissible documents are:

- The death certificate of direct relatives, presented to the Student Affairs Department ("Scolarité" in French) within 48 hours following the return of the student.
- Official (mandatory) notification (from the town hall, prefecture, police headquarters, for a driver's license ...) have to be justified a week prior.
- Health issues (justified with a medical certificate within 2 working days).

Article 8. Violations of the regulations

Any student found guilty as an originator or accomplice:

- of registration fraud, examination fraud, or any fraud attempts,
- of disruption of the institution's activities or/and reputation
- of violation of the institution's current study regulations, final exam rules, rules of procedure (which describes what is expected of a student's behavior, bullying, offenses...)

Come under the disciplinary section made by the enforcement of 2015-79 legislative decree, voted on the 28th of January 2015 (Article R712-10 of the French Education Code).

Depending on the seriousness of the facts, the student disciplinary sanctions are the following: a warning, a temporary ban (for a maximum 5-year effect), or a definitive ban.

Depending on the student's situation, a sanction can come along with the cancellation of the student's registration, the cancellation of the exam that was reviewed as the result of fraud or attempt of fraud, or even the cancellation of all the student's exams in an exam session, or group of exams.

III. ASSESSMENTS

Article 9. Evaluation of the students work in the teaching units

The terms and conditions of exams of every unit regarding the number of tests, their nature, their duration, their coefficient, their planning and the consideration of the attendance, are clarified later during the first course of the said unit. These terms and conditions are defined by its educational team and published on CY tech's website: <https://cytech.cyu.fr/>
These exams can be done in all types of ways during practical works, seminars, lectures, projects or dedicated sessions; and do so, according to the aimed proficiencies.

The assessment is individual. It can be collective in the context of a group work. It will be conveyed with a grade on a scale from 0 to 20, which is the result of the terms and conditions of the exams. The deadline for the return of the resulting grade is relayed by the professor during the first unit session. During 15 working days, as from the publication of the resulting grade, the exams (papers, reports....) are available for consultation by the professor responsible of the unit or by default, by the Student Affairs Department. No appeal can be done after this period.

In the events of an absence, the grade of zero will be assigned by default. In the events of a justified absence, a replacement test can be organized. However, the projects and internships cannot be the subjects of a second chance (cf. article 12).

Exam sessions:

2 exams sessions are organized every year:

- There is a first session at the end of the first semester; about the entirety of the units taken during the first semester.
- There is a second session at the end of the second semester; about the entirety of the units taken during the second semester.

Each exam session leads to a second chance session (see article 11).

Exam accommodations:

Students known to be disabled or suffering from an invalidating medical disorder can benefit from various accommodations for their work station and/or exams, in accordance with the articles D.613-26 à D. 613-30 of the education code.

These accommodations can comprise an extended amount of time (on the duration of the test or extra make up time), a human assistance to write, a separate room, a specific material, an adaptation of the subject's format or other specific propositions.

To benefit from one of many of these accommodations, the student must make a request to the disabled student support service (service d'accompagnement des étudiants handicapés/SAEH) of CY Cergy Paris Université or the university service of preventive health care and promotion of health (SUMPPS) while taking into account a sufficient amount of time before the organization of the exams (see article 30 - Taking into consideration disabilities). CY Tech puts into practice the accommodations suggested by the SUMPPS or a team of multiple doctors whose medical certificate has been given three weeks before the beginning of the exams. Beyond that deadline, the carrying out of the accommodation is made at the discretion of CY Tech, according to the nature of the accommodation.

BEWARE: the accommodations offered the previous years are never automatically reconducted and will have to be reassessed each year.

IV. VALIDATION TERMS AND CONTINUATION OF STUDIES

Article 10. Validation of teaching units and semesters

The units taught each semester are subjects of grading per unit. Each professor indicates in a formal way, at the beginning of the course, the terms and conditions of the execution of the assessment test and how are elements like the attendance, the participation in class, the papers, the seminars, the practical works, the tests during sessions (the assessment and their coefficients are detailed in each unit's syllabus available on the school's platform) are taken into account for the grading.

In the case of a group work, the professor can individualize the grades assigned to the various members of the group.

Pedagogical problems are to fix with the relevant professor and eventually the person in charge of the relevant department.

The school reports are available on the ENT after the juries of the semester has taken place and an official copy is given to the student who wants to obtain them.

The units evaluated on continuous assessment **can be the subject of a second chance** (the projects and internships are excluded from second chances). The second chance will not be suggested in case of technical matters (example: practical works).

The units that are assessed during the **continuous assessment** and the passing grade obtained at the end of each semester is **definitive**. In addition, the attendance can be taken into account for each assessment.

To validate an internship, the grade must be higher or equal to 10/20.

Beware, it is not possible to compensate for the internship grade since it's a Teaching Unit in its own right. To validate a semester, each Teaching Unit must be validated.

Article 11. Exams Retakes (2nd chance)

Exams Retakes are scheduled after each of the two semesters:

- Students who failed the first semester and registered for a retake are summoned for the first semester's retake session.
- Students who failed the second semester and registered for a retake are summoned for the second semester's retake session.
- Only one course per Teaching Unit can be retaken, apart from justified absences at the initial session exams.
- Registrations for 2nd chance sessions must be submitted to the study management staff. Registrations have to be done, before the deadline without fail.

Reminder: There are no 2nd chance sessions for Master's Thesis and Internships.

Students need to be physically present for 2nd chance sessions. No supplementary sessions will be held.

If all Teaching Units in a semester are validated, there are no 2nd chance sessions.

Article 12. ECTS (European Credits Transfer System) terms and conditions

The Master's Degree diploma (M2) is composed of 2 semesters of study, meaning 30 ECTS credits per semester defined and/or recognized by the school.

A university semester corresponds to the acquisition of 30 mandatory ECTS credits. Those 30 ECTS credits take into account the tutorial classes, independent work and/or the internships. The detailed credits can be found in the ECTS listing, attached to this document.

ECTS credits, with their grades, are granted for validated Teaching Units and under specific rules. ECTS credits are capitalized: they can be retained, even in the case of repeating a failed year or by failing entirely.

Article 13. Curriculum Progression

Under the European Higher Education Area, CY Tech uses the European Credits Transfer and semester system.

In both the 1st and 2nd years of the Master's degree, the academic year is composed of 2 semesters.

To pass each of those years, both semesters need to be completed: meaning 30 ECTS must be obtained each semester.

The CY Tech Master's Degree is obtained by:

Acquiring 60 ECTS credits during the 2 semesters.

Reminder :

- Bad grades in a Teaching Unit cannot be offset by good ones in another TU.
- Grades of units who are part of the same Teaching Unit can offset each other's within this TU.
- Students must meet the number of weeks planned for their internship, as defined in the pedagogical conditions.
- Students must have paid the entirety of their tuition fees.

Article 14. Students who fail a semester

Refer to Article 13: 2nd chances sessions terms and conditions.

Repeating a year is only allowed once. However, the jury can choose to deny that right to a student with a grade point average under 5.

Students can repeat a semester or a whole year. In the case of repeating just a semester, they can do an internship (possibly overseas, to meet their mobility criteria) during a semester they already passed (for Ing1 and Ing2).

V. VALIDATION PANEL

Article 15. Validation Panel Preparations

Any student who underwent any particular difficulty (health, family, legal issues...) during the semester must inform the student delegate and/or the student management staff before the validation panel takes place, in order for those difficulties to be taken into account during the jury's deliberation.

Article 16. Jurys

Jury summons:

A notification is sent to members of the jury to state the time and place of the deliberations, at least fifteen days beforehand. The student delegates, or their deputy in their absence, are informed of the time and place by email.

Different types of juries and their assignments are as follows:

- End-of-the-year Jury

Composition of the jury: Juries are established at the start of the academic year and will be revealed one month after the beginning of the school year at the latest.

Role of the jury: Members of the jury meet and discuss based on the grades and results obtained by students. Juries discuss at their sole discretion, without having to justify their decisions.

Student delegates (or their deputies) are asked to explain the particular circumstances that might have influenced students' grade. Delegates can't take part in jury's discussions.

Grades and results are considered final only after the end of deliberations and are announced one week after the discussions at the latest.

The jury decides on:

- The validation of the year, which is decided upon the passing of the Internship Teaching Unit
- Failure of the year. Failed graduate students might only have to repeat one of the two semesters. Special adjustments can be made when repeating a semester.
- Exclusion.

Once the internships will have come to an end, and at the latest two weeks after students have returned to school, the jury will meet in order to review the cases of students who did not meet the requirements to complete the internship. The jury can make the same decisions.

"Any dispute regarding the results or any request for a clerical error rectification may be subject to a discretionary remedy in the eyes of the president of the jury, as of the publication of the results. The request for a discretionary remedy is sent by registered letter with advice of delivery according to the terms provided by the school (these terms are sent by email after each jury).

A judicial remedy can be introduced in an administrative court within two months as of the publication of the results. If a discretionary remedy is sent within those two months, it interrupts the delay for a judicial remedy."

- Pre-jury of graduation

Composition of the jury: The juries will be established at the beginning of the school year and announced a month after the start of the new academic year at the latest.

Role of the jury: for students in the second year of the Master cycle, the jury gathers and deliberates over the decisions made by the jury at the end of the year, the final internship results and the payment of tuition fees.

In view of those different elements, the pre-jury decides on:

- The graduation proposition
- The proposition to defer the student

Those propositions are submitted to the graduation jury.

- Graduation jury: see article 18.

VI. SEQUENCES IN THE WORKPLACE

Article 17. Internships integrated into the curriculum

At CY Tech, 1 company internship is compulsory:

- **an internship**, at the end of the second year – 20/22 weeks.

The duration and the terms and conditions are explained on CY Tech's e-Learning platform. The requirements in terms of duration can be adjusted with the permission of the Corporate Relations Department ("Service des Relations Entreprises" in French), in various cases : international mobility, dual degree or in any particular case of school adjustments or the student's reorientation. In the latter case, the internship will have to be in line with the new targeted training.

Each intern is assigned a pedagogical tutor (academic advisor or "enseignant référent" in French) whose name will be relayed before they start their internship. The internships lead to a written report and an oral presentation in front of a jury that will issue the internship grade. An internship evaluation sheet is filled out by the company and given to the school.

Every year, documentation regarding the internships is made available to the students.

If necessary, CY Tech may undertake to organize the oral presentations behind closed doors and to keep the reports in a safe place as well as not publishing them. However, no confidentiality clause will be able to entail an incomplete report and/or a "lightened" oral presentation.

If a student is repeating a year, their internship will still be validated and acquired if the internship was validated during the first year.

An exemption can be requested at the Board of Teaching and Training (“Direction Enseignement/Formation” in French) about the internship duration or about the workplace in order to adapt to particular constraints.

Beware: An internship cannot start if the internship contract is not signed by all the parties involved (student - company – school).

VII. CONDITIONS FOR A MASTER DEGREE ACQUISITION

Article 18. Graduation jury

Composition of the jury: The juries will be established at the beginning of the school year and announced a month after the start of the new academic year at the latest.

Two graduation juries are planned during the year: the 1st one in October and the 2nd one in February. The graduation jury, nominated by CY Tech’s Director, deliberates without appeal and decides on the Master degrees awarded under the authority of its President.

The jury deliberates on the basis of the pre-jury propositions (see article 16).

In view of the elements provided, the jury decides on:

- The graduation
- The deferral

For students who were deferred to a preliminary session, it is possible to share new developments during a two-year period of time. The jury can reexamine the situation when new developments are made known. In that case, the jury can issue the graduation or extend the deferral.

To get the Master Degree, the students have to validate the academic part, the master thesis and an internship.

The minimal grade to validate the internship is 12/20.

The minimal grade to validate the academic part of the year is 10/20.

VIII. Support Services for disabled students

Article 19. Support Services for disabled students

Depending on the invalidities, different accommodations are available.

The study assistance can be provided by an accompanying person, specific study and adaptation devices are also available.

In order to validate specific study accommodations for disabled students, the disability officer and the person in charge of the academic training work together in a team among other members.

Students with a temporary disability (injuries that limit their movements such as a sprain, fracture, ...) can benefit from a specific study accommodation just like students with a

permanent or progressive disability (visually & hearing impaired persons, motor impairment, dyslexia, progressive disease,...).

The reception service for disabled students (SAEH in French) of CY Cergy Paris University organizes and follows the progression of study accommodations, in cooperation with CY Tech. If a student thinks they should benefit from study and/or exam accommodations, they will need to register to **CY Tech** and contact the reception service for disabled students of CY Cergy Paris University (by email: handicap@ml.u-cergy.fr). They can also contact the preventive medicine service (by email: sante@ml.ucergy.fr) in order to have your situation assessed.

PLEASE BE AWARE that study accommodations from previous years are not automatically renewed and that the students must proceed to an evaluation for their accommodations each year.

For further information, please refer to the CY Cergy Paris Université website: <https://www.cyu.fr/accompagnement-du-handicap>