

**GENERAL CONDITIONS FOR PRACTICAL PLACEMENTS  
AND  
PRESENTATION OF THE FINAL DISSERTATION**

- Engineering programme
- CES - Higher Education Certificate (Specialized 2<sup>nd</sup> year Masters Course)

## 1. General conditions for Practical Placements

### 1.1. Pedagogical conditions

The ENGEES syllabus states that the training of engineers of the second-year post-graduate course is concluded by a term dedicated to practical training (TFE). This also applies to students of the Higher Education Certificate and students studying for their 2<sup>nd</sup> year specialized masters.

The practical training period consists of a practical placement in an organization and a written report.

The training period generally lasts for six months, although some courses only include four months of training.

A written agreement on training is made between the school and the host organization.

The choice of organization is wide ; ranging from private companies, planning departments, research centres, public institutions, the civil service and national organizations. It is essential that the organization incorporates the trainee by providing a personal training director as specifically stipulated in the training agreement, who explains his position and precise function in the organization.

The subject chosen for the training period, (which is also stated in the agreement) should be compatible with its length and satisfy the minimum expectations of the school. That is to give the trainee the possibility of working in depth, on a project or task on his own, and developing a methodological approach which could be included in their final report to be presented in front of an academic jury.

A written agreement will be drawn up between the student and his training director based on the subject chosen for the training period. This agreement will be validated by the school, not later than two months after the beginning of the training period.

A tutor could be provided by the school if the conditions of the placement require it.

## 1.2. Other conditions

While the trainee remains a student of the school he can receive an allowance, and if necessary, national insurance contributions and income tax should be paid.

In that case, he would be covered by the legislation concerning agricultural work accidents (law n°76222 from 10 July 1976) as he is registered at ENGEES. In case of accident, the organization must provide ENGEES all the necessary information as quickly as possible, so that they are able to complete all the formalities.

If the training period is carried out abroad, ENGEES must inform the insurance office for Agricultural accidents of the student's departure date and place of work. The school insurance does not cover the cost of emergency repatriation.

ENGEES has also taken out an insurance policy for any eventual damages caused by the trainee to the property of the host organization.

The trainee can be employed by the organization as an employee. This possibility covers in particular, situations where the salary is more than 30% of the French minimum wage.

In all cases the trainee is expected to follow the rules and regulations of the company particularly concerning the organization and methods of work, rules of hygiene and safety and the professional secrecy code. If the trainee does not abide by these regulations the host organization can terminate the placement period after consultation with the school management.

All professional costs connected with the progress of the training period are the responsibility of the host organization.

The length of the training period cannot be extended except in certain cases concerning trainees who are studying to be engineers.

## 2. The final dissertation

The title of the dissertation is stated in the written agreement in paragraph one.

The dissertation should describe the work, that the student had to deal with during his training period. It should be of at least 60 pages and the presentation should be coherent and complete without any need to consult any appended documents.

**The report is sent directly by the student to each member of his jury not later than 2 weeks before its presentation.** In the case of exceeding this time-limit, the date for the presentation could be postponed to a later date.

At the same time the dissertation is sent to the jury the student must give the ENGEES :

- One paper copy of his dissertation
- One CD-Rom copy
- An account of the training period (see attached model) which will be presented to his jury
- A mail with the abstract integrated in the analytical notice.

**The presentation must meet the following requirements :**

▪ **Format of dissertation**

Type written

On A4 paper (21 x 29,7 cm) or a similar American size paper.

▪ **Length of dissertation**

In one volume of less than a total of 100 pages

40 to 60 pages of main text

in addition, all appendages essential to the overall understanding of the subject such as written pages, maps, plans, indices should be of a reasonable length.

▪ **Information on the cover**

Name and logo of the school

Name of the organization where the training period took place

Title of the study

Name of the author

Qualifications

Date

Whether the study is confidential or not. (with end date if temporary confidentiality)°

▪ **Summary**

General idea of any problems encountered

Presented in French with a title in French on one page and in English title in English on a separated page.

▪ **Bibliography**

Edited according to the norm AFNOR Z 44-005 "Bibliography references, content, form and structure"

Following the main text and mentioned in the summary.

▪ **Analytical specifications**

Drawn up according to a form provided by the school

Reproduced on the last cover page.

**In the case of a double diploma the dissertation can be common to both if the requirements are compatible.**

**A guide called "The presentation of a final report" written by ENGEES with more detailed information and advice and accompanied by examples is given to the students.**

The distribution of the report and any publication of its contents will only be made by prior agreement with the organization where the training period was held. **If the dissertation is confidential, this must be stated on the cover page.**

**If the placement is held abroad, the report could be written in the most commonly used language in the host country after agreement with ENGEES. In that case a summary of about 10 pages in French must be attached to each copy of the report.**

### 3. The jury - The presentation

Thematic juries are formed by the school. Each jury includes two members and a president. The school is usually represented by one of the teachers.

For each presentation a reporter is named who selects the important points to be read by the other members of the jury.

- Engineering diploma : a session consisting of the largest number of presentations is organized for the beginning of July. On this occasion the themes chose for each jury are sufficiently broad to be able to group together between five to ten presentations.

**All presentations concerning engineering students must imperatively be finished by the end of October including those placements abroad.**

- CES - Masters : the juries usually meet between 15 September an 15 October, for one day, for a maximum of five presentations.

The student and the placement director are notified of the date of the presentation and the names of the jury members at least six weeks before the presentation.

The placement director must present to the school at least one week before the presentation "a confidential report" on an evaluation sheet specially prepared by ENGEES.

The placement director and the tutor are invited to the presentation.

For the engineering diploma, third-year students who have studied in another school can give one presentation to obtain a double diploma if the requirements are compatible. For this common presentation neither the members of the jury nor the evaluation sheet need to be the same except for the Higher Education Certificates (CES).

The development of the presentation is in the following order :

- **30 minutes oral presentation by the candidate**
- **30 minutes of discussion and questions from the jury**
- **10 minutes after the candidate has left the room for the jury to meet together with the placement director and the student's tutor to consult each other.**

**Exceptionally, if a training period has been carried out abroad and by prior arrangement with ENGEES and the jury, the presentation can be in English, German or Spanish.**

#### 4. Final evaluation

At the end of the hearing of all the candidates, the jury deliberates alone. They have the same evaluation sheet for both the dissertation and the presentation accompanied by a written evaluation of the form of the dissertation made by the librarian at ENGEES.

They are also provided with a report made by the placement director for the training period, an another one made by the student.

The jury arrives at an overall mark for each candidate, which is communicated to them at the end of the session and is accompanied by a short comment from the president of the jury.

➤ Engineering diploma :

The final dissertation ("TFE") will be valid when total mark obtained is greater or equal to 10/20  
This mark represents 50% of the general average mark of the third year.

Strasbourg, 18/07/2007

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