

GENERAL CONDITIONS FOR FINAL PRACTICAL PLACEMENTS AND PRESENTATION OF THE DISSERTATION

1.1. Pedagogical conditions

The ENGEES training of engineers in the third-year post-graduate course is concluded by a term dedicated to practical training (TFE). It 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 placement may also be extended during the summer months if needed. In that case, a further agreement has to be signed between the parties.

It is essential that the organization incorporates the trainee by providing a personal training director as mentioned in the agreement, which explains his position and function in the organization. A tutor can also be provided by the school if required.

The subject chosen for the training period should be compatible with its length and satisfy the expectations of the school. It should 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 his final report to be presented in front of an academic jury.

The written agreement will be drawn up between the school, the student and his training director, based on the subject chosen for the training period, no later than two months after the beginning of the placement.

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). In case of accident, the organization must provide ENGEES all the necessary information as quickly as possible.

When 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, but the student has to subscribe such an insurance.

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 also be employed by the organization as an employee except when he is a civil servant.

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.

2. The final dissertation

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

The dissertation should describe the work that the student had to deal with. 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 :

- Three copies of his dissertation (reduced to two copies for a confidential document).
- An account of the training period which will be presented to his jury.

The presentation must meet academic requirements detailed in a guide called "The presentation of a final report", that gives the student information and advice and accompanied by examples.

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

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

When 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.

A session consisting of the largest number of presentations is organized for the beginning of July. On this occasion the themes chosen for each jury are sufficiently broad to group together up to ten presentations.

All presentations concerning engineering students must imperatively be finished by the end of October including those whose placement took place abroad.

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 provided by ENGEES.

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

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 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, 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 of the placement made by the placement director for the training period.

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

A marking sheet should be completed after the deliberation of the jury with the attribution of the following coefficients :

- Course : 60
- Presentation of dissertation : 40