Rules for ER57 and ER59

Robin Roche

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1   Reference documents

- Code de l'éducation
- Règlement intérieur de l'UTBM
- Règlement des études de l'UTBM

2   Exams

- Attendance is compulsory.
- Seats are numbered and randomly assigned by the administration.
- All examination papers (*copies*) must be numbered and signed.
- Instructions sheet (*énoncés*) must be returned with examination papers.
- Communication with other students in any form (verbal or written) is forbidden.
- All electronic devices, including cell phones, smart watches and dictionnaries, are forbidden.
- In case no clock is available in the exam room, you are expected to bring a watch.
- Unless otherwise instructed in advance in class or by email, no document is allowed.
- Calculators are usually allowed. A calculator able to handle complex numbers is recommended. The memory of your calculator must be cleared before each exam.
- As soon as the exam is over (after 2 hours, typically), you must *immediately* submit your paper. No extra time will be granted, except if duly justified to the administration for medical reasons (*tiers temps* or *quart temps*).
- Penalties will be applied for each above item that is not respected.

3   Grading

- The same grading rules are used with all students, including exchange students.
- Grades are not negotiable, even if you obtained 9.9/20!.
- The level of English does not impact the grade, only the content of your answers do. An effort is nevertheless expected from your side to make sure that your explanations are as clear as possible and that your handwriting is legible.
- Graded papers are available at my office for two weeks after grades are posted. Students are welcome to receive some feedback on their paper and are encouraged to try to understand why they may have failed, if this is the case.

- There is no quota for success or failure. This means that all students can pass the course if their work justifies it.
- A student with an unjustified absence to the midterm will automatically obtain a grade of 0/20. A student with an unjustified absence to the final will automatically obtain the letter grade 'ABS' (absent) for the course[1].

4 Attendance

- Attendance will be checked during all lectures and lab sessions. It is evaluated when there is a class participation grade in the course.
- Absences may be justified for a variety of reasons, including sickness, internship interviews, or the funeral of a family member. A valid proof (e.g., a medical certificate from a medical doctor) must be provided for all reasons. Note that the provided certificate may be verified by administrative services.
- Personal comfort reasons, e.g., getting a cheaper plane ticket, are not valid reasons.

5 Ethics and academic integrity

Academic integrity is of the utmost importance: your grade should reflect *your* work, not someone else's work. Plagiarism, or the non-authorized or non-acknowledged use of someone else's work, will not be tolerated and will be considered as a theft of intellectual property.

Automatic plagiarism detection software will be used with reports. Sanctions will be applied if necessary. Sanctions can range from penalties on grades to the exclusion from any higher education institution in France (décret n°2015-652 du 10 juin 2015, or any newer revision).

Below are listed several examples of reasonable and unreasonable actions that student are respectively allowed and not allowed to do, with respect to ethics and integrity[2].

Reasonable and allowed

- Orally communicating with classmates about problems and projects.
- Discussing the course material with others in order to understand it better.
- Helping a classmate identify a bug in his/her code.
- Incorporating *a few* lines of code that you find online or elsewhere into your own code, provided that those lines are not themselves solutions to assigned problems and that you cite the lines' origins.
- Sharing a few lines of your own code online so that others might help you fix a bug.
- Turning to the web or elsewhere for references and for solutions to technical difficulties, but not for outright solutions to problems or projects.
- Whiteboarding solutions to problems with others using diagrams or pseudocode but not actual code.

Not reasonable and forbidden

- Accessing a solution to some problem or asking a classmate to see his/her solution prior to submitting your own.

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[1] Note that this may impact scholarships (*bourses*) students may receive.
[2] These lists are adapted from Harvard's CS50 course syllabus, available at `cs50.harvard.edu`.

- Viewing another student's solution to a problem and basing your own solution on it.
- Failing to cite properly the origins of code or techniques that you discover outside of the course's own lessons and integrate into your own work.
- Giving or showing a classmate a solution to a problem when it is he/she, and not you, who is struggling to solve it.
- Looking at another individual's work during an exam.
- Providing or making available solutions to problems to individuals who might take this course in the future.
- Searching for or soliciting outright solutions to problem sets online or elsewhere.
- Submitting the same or similar work to this course that you have submitted or will submit to another.

6 Civility

I aim to provide to all students a productive and respectful learning environment, with high quality teaching material. As a consequence, you can expect me to be prepared for class, knowledgeable on the course content, respectful of individual differences, open for discussion on course material and assignments, as well as rigorous and as prompt as possible in grading.

Your should however also be respectful of me and my work:

- You are expected to arrive on time when class starts. While being late can happen exceptionally, repeated tardiness will not be tolerated.
- Cell phones and other electronic devices may not be used during class, unless otherwise instructed, and must be switched to silent mode.
- You may use your laptop in class only for class-related activities.
- Excessive talking, checking of social media, playing games, sleeping, doing homework, and similar activities are rude and very disrespectful and are obviously not allowed.
- Students disrupting class will be asked to leave and will be reported to the administration.
- Classroom discussions must be respectful of everyone's opinion.
- Drinking and eating are strictly forbidden next to any electric or electronic device in the lab room. You are also asked to switch off computers after use and to clean up tables.
- The language of instruction is English. You are asked to communicate in this language, even if their English is not stellar; my English is not perfect either. The course should therefore be considered as an opportunity for practice. French may only be used if communication in English with a student is inoperant.
- While I do my best to answer your emails promptly, I may need a few days to do so due to my (many) other work activities.