Student Agreement

VIBOT - International Programme in VIsion & RoBOTics

Academic year 2023 − 2024

§1. The University of Burgundy (uB), established in Centre Universitaire Condorcet, 720 Avenue de l'Europe, 71200 Le Creusot, France,

Coordinating Institution of the VIBOT Programme in Computer Vision and Robotics, represented by Pr. David FOFI, **coordinator**, of the one part, and

Name: _____

First name: _____

Date of birth: _____

Place of birth: _____

Nationality: _____

the student, of the other part,

HAVE AGREED to the following terms and conditions.

§2. The student hereby commits him/herself on his or her honour to:

● attend compulsory lectures, courses, tutorials, examinations and other activities which form part of the programme;

● submit course work and other assignments by the specified deadlines. Any request for extension of deadline must be submitted in a timely manner to, and will be studied by the course director, and applies only for exceptional circumstances such as illness;

● reach the level of academic achievement required for your programme by the Academic Board;

● not commit any form of plagiarism. Plagiarism is an extremely serious academic offense and it will be severely penalized. If you have any questions or doubts about how to document the sources of your ideas refer to your instructor;

- inform and request authorization from the course directors for, and prior to, any publication of programme related (research) articles and studies throughout the programme period;

- comply with any professional standards applicable to your programme;

- be adequately prepared for any activity which you are required to undertake as part of your programme outside the University, and at all times conducting yourself in a proper manner;

- follow the rules and regulations of the University of Burgundy and Condorcet University Centre/Le Creusot local campus whilst on their premises, including Health and Safety guidelines and computer usage regulations;

- fully and timely perform all university, programme specific and national administrative procedures and related information updates (e.g. for student registration, 4th semester traineeship, visa/resident card, Social Security enrolment…);

- perform full and timely payment of the programme's tuition fees following the VIBOT fee payment instructions, which are provided by the programme administration, and are updated each year. Full compliance with these instructions and effective fee payment within the given timeline is required for VIBOT programme students, allowing taking of exams, issuance of academic certificates and university degree and programme academic and administrative staff support.
  Any academic year commenced is due.

- inform the Student Office of any change in personal details (e.g. new address, e-mail, bank details, liability insurance ….) and submit corresponding supporting document, if applicable;

- inform the Student Office of any absences by email, within 48 hours following the first day of absence, with the corresponding supporting document. Admissible reasons for absence are cases such as hospitalisation, illness and some exceptional situations which will be studied.
  Any planned absence such as appointments with the Prefecture for visa and resident card purposes, must be submitted, well in advance, to the Student Office
  Any other absence requires timely permission from course director with copy to Student Office. The Student Office keeps the programme's attendance records.
  Unless exceptional circumstances, no departure to home country or abroad during the semesters' teaching periods (outside the holiday period) should be foreseen by international students, compromising their course attendance and free mobility back to France.

§3. If in case of non-attendance to the course (lectures, practical sessions, field trips, informative and official meetings...)
  i) the student cannot justify his/her absence with appropriate supporting documents (see §2);
  ii) no permission has been granted by course director;

If the student fails to validate a year of study (see academic validation rules in §6).

If the student is the subject of disciplinary measures leading to his/her exclusion from the VIBOT.

If the student is the subject of legal prosecutions that prevent him/her from attending the VIBOT programme.

If the student withdraws from the VIBOT programme, on his/her own decision or by force majeure.

The student understands that he/she shall be excluded from the VIBOT Programme.

§4. Any request for programme termination by the student, needs to be submitted in writing to the programme coordinator and course director, and programme administration in copy, prior to his/her departure.

<u>Fees remain due in full</u> if the submission date of the request for termination is received by the administration beyond one month after academic year start off.

§5. Upon exclusion or course termination on student's initiative, she/he shall in due time, prior to his/her departure, pay the owed tuition fees in full, and perform all required action for termination of his/her commitments, contracts and enrolments, and payment of any remaining due costs or fees;

§6. Academic Rules:
Students enrol on a full-time basis. They must attend all classes (lectures and lab classes). Students who have to interrupt their studies for a certain period of time, and for justifiable reasons of health, or any other compelling reasons, must inform and seek approval of the coordinator and course direction. Confidential support is available in the university should your personal situation require this.

At the end of each semester, if a student fails (i.e. an average mark less than 10/20), he must re-sit all the modules which he/she has failed (a module is failed if the final mark in that module is less than 10/20). The re-sit session will be organized at most six months after the first exam. The new mark will replace the previous one.
In case of failing of M1 year exams, acceptance of repeating the first year is not automatic and will be studied by the Academic Board.

The student must perform her/his MSc thesis during the 4th semester of the Master course, in one of the institutions of the VIBOT consortium network (see the updated list in the website). Any request for 4th semester traineeship at other institutions can be submitted by the students and will be studied by the involved academic programme staff.
It is the entire responsibility of the student to choose/find and apply for her/his traineeship and follow up timely in order to conclude the agreement process following the given timeline. Default starting date of the traineeship period is February 1rst and end on June 30. Any concerns must be timely brought up and discussed with the involved course director in charge of traineeships.
If the student doesn't succeed in finding a traineeship, she/he must redo the semester the

next academic year, involving renewed student registration and fee payment. Conferring of this delayed traineeship option needs explicit approval, and would be further explained, by the course director. If a traineeship were to be performed in September of the new academic year, a fully signed work placement agreement, all required administrative action and appropriate cover and traineeship conditions must have been fully secured, by the end of June of the ongoing academic year.

Electronic transcripts are delivered at the end of each semester.

At the end of the course, if the student complies with the legislation and validation rules of the University of Burgundy, she/he will be conferred a **Master degree in Computer Vision** (only issued in French) by the Université de Bourgogne. Title in original language:

Master Recherche - Domaine : Sciences et Techniques ;
Mention : Traitement du Signal et des Images (TSI) ; Parcours : Computer Vision (VIBOT).

By signing this agreement, the students accept to sign and comply with the "Charte Informatique" (*Informatics Charter*) of the University of Burgundy.

By signing this agreement, the student declares to be aware of and abide to the academic, administrative and legal rules of the VIBOT programme.

Student's Name: Pr D. FOFI
Student's First name: VIBOT Coordinator

Signature: Signature:
Date: Date: