



上海交通大学巴黎卓越工程师学院
Ecole d'Ingénieurs Paris SJTU

学生学业手册

Students' Handbook on Studies



2026 版



上海交通大学巴黎卓越工程师学院
Ecole d'Ingénieurs Paris SJTU

学生学业手册

Students' Handbook on Studies

2026 版

本手册使用说明

1. 本手册适用于在上海交通大学巴黎卓越工程师学院在册的所有中国和国际学生。
2. 本手册的所有要求基于以下法规与准则：
 - 中华人民共和国教育法
 - 中华人民共和国高等教育法
 - 普通高等学校学生管理规定
 - 上海交通大学本科生学生手册
 - 上海交通大学研究生工作手册
 - 法国工程师职衔委员会（CTI）认证指南
3. 本手册是上海交通大学《本科生学生手册》和《研究生工作手册》的补充，未涉及之内容，请参照上海交通大学有关管理规定。
4. 本手册基于 2017 年 12 月 11 日经上海交通大学巴黎卓越工程师学院联合管理委员会会议批准版本进行修订。如因上海交通大学或法国合作学校相关政策等发生变化的，学院会每年对本手册的规定进行修订或调整，所做修订或调整将及时公开发布。

目录

I. 巴黎卓越工程师学院人才培养计划介绍.....	6
1. 培养目标.....	6
2. 基础阶段.....	7
3. 工程师阶段.....	7
4. 语言教学.....	8
法语教学.....	8
英语教学.....	8
5. 实习.....	8
认知实习.....	8
研究实习（本科毕设）	9
工程师实习（毕业实习）	9
6. 法国工程师职衔.....	10
7. 双学位机会.....	10
II. 教学管理规定	11
1. 学习年限.....	11
2. 注册报到.....	11
3. 学费缴纳.....	11
4. 休学与复学.....	12
5. 课堂纪律与考勤.....	12
6. 本科教学管理规定.....	13
选课.....	13
免修.....	13
重修.....	14
免听.....	14
重修免修考（即补考）	15
缓考.....	15
成绩与积点.....	15
退学警告、试读与退学.....	16

7. 硕士教学管理规定.....	18
培养计划制定.....	18
成绩与积点.....	18
8. 平均积点（GPA）计算.....	18
9. 成绩审核与评估会议.....	19
10. 申请进入硕士阶段要求.....	19
III. 学位要求.....	21
1. 上海交通大学学士学位.....	21
2. 上海交通大学专业硕士学位和法国工程师职衔.....	21
3. 双学位.....	22
IV. 学业诚信规范	23

English version

I. Introduction to SPEIT engineering curriculum	30
1. Missions	30
2. Fundamental cycle	31
3. Engineering cycle.....	31
4. Language teaching	32
French language teaching	32
English language teaching	32
5. Internships.....	32
Operational internship.....	33
Research internship (bachelor thesis)	33
Engineer (graduation) internship	33
6. French titre d'ingénieur.....	34
7. Double degree opportunities	35
II. Key academic regulations	36
1. Duration of the studies	36
2. Registration	36
3. Payment of tuition fees	37
4. Suspension and resumption of studies	37
5. Class attendance and absence	37

6. Course policy in undergraduate period	38
Course registration	38
Course waiver	39
Course retaking	39
Attendance waiver	40
Make-up exam	40
Deferred exam application.....	41
Grade system.....	41
Academic warning and dropout	42
7. Course policy in master period	44
Student curriculum design	44
Grade system.....	44
8. Grade point average	45
9. Grade review and evaluation meeting.....	45
10. Requirements on master entry application.....	46
III. Degree requirements	48
1. SJTU bachelor degree	48
2. SJTU master degree of engineering and titre d'ingénieur	48
3. Double degree	49
IV. Academic integrity standard of SPEIT	50

附件 Appendix

巴黎卓越工程师学院工程师实习管理规范 SPEIT Rules and Requirements for Engineer Internship	54
巴黎卓越工程师学院专业型硕士+卓越工程师培养方案.....	61
巴黎卓越工程师学院“辅修专业”管理办法.....	67
研究生校外课程学分认定与成绩转换办法（2025）	69

I. 巴黎卓越工程师学院人才培养计划介绍

1. 培养目标

上海交通大学巴黎卓越工程师学院（简称中法学院）是由上海交通大学和四所法国最顶尖工程师大学校于 2012 年合作创建。四所合作学校分别为巴黎综合理工大学集团（IP Paris）旗下的巴黎综合理工学校（Ecole Polytechnique）、法国国立高等先进技术学校（ENSTA Paris）、巴黎高等电信学校（Télécom Paris）及巴黎文理研究大学集团（PSL）旗下的巴黎高等矿业学校（Mines Paris）；同时，学院的成立还得到许多知名企业的大力支持。

学院人才培养目标与承担的办学使命如下：

- 根据我国高等教育的要求，融合、创新中法两国最好的工程教育体系，培养有潜力的高水平中国学生以及国际留学生，学习掌握信息工程、机械工程、能源与动力工程、人工智能等专业领域的前沿知识，使其成为具有广泛学科背景与全球胜任力的未来科学家、顶尖工程师、行业领袖人才与卓越创新人才。

学院整个工程教育培养共计 6.5 年：

- 从学位授予层面划分，6.5 年可分为 4 年本科阶段和 2.5 年硕士研究生阶段。在四年本科阶段学习结束时，完成上海交通大学和中法学院培养计划要求以及其他相关要求者，可通过推荐免试直升申请方式进入 2.5 年硕士研究生阶段继续学习。

按照中法学院要求完成 4+2.5 年课程学习并符合上海交通大学学位授予要求，学生可获得上海交通大学相关专业学士学位（学历）、上海交通大学专业硕士学位（学历），以及法国工程师职衔委员会（CTI）认证的工程师职衔。

- 从教学体系层面划分，在 6.5 年的教学过程中，前 2.5 年为借鉴于法国“预科”系统的“基础阶段”，接着是 4 年借鉴于法国工程师大学校课程体系的“工程师阶段”。

2. 基础阶段

基础阶段持续 2.5 学年（共 5 个学期），开始于为期半年的集中式法语学习。

基础阶段的教学内容由法语语言课、英语课、法国文化、基础科学课程（数学、物理、化学、计算机科学、人工智能基础等）、跨学科实践项目、思想政治类教育课程、体育课程、心理健康、创新创业、工程伦理与工程师文化等组成。

3. 工程师阶段

工程师阶段包括本科教育阶段的后 1.5 年和 2.5 年整个硕士教育阶段。

在工程师阶段，工科分 3 个专业进行教育。上海交大所注册的专业名称在本科和硕士阶段有所不同。硕士学位的专业名称是法国政府（法国工程师职衔委员会认证通过后）认可工程师职衔时所参考的专业。然而，本科阶段的专业名称是学校常用的名称（包括对外交流）。

具体专业名称请参考下表（表 1）：

本科专业名称	机械工程 (ME)	能源与动力工程 (EPE)	信息工程 (IE)	“法语”专业及 机械工程-辅修、 能源与动力工程- 辅修、信息工程- 辅修
硕士专业名称	机械	能源动力	电子信息	2020 级以前为 “机械工程、动力工程、电子与通信工程”

表 1：中法学院学士及硕士学位专业名称

除专业基础和专业技能课程外，工程师阶段还包括一些经济、人文和社会科学等方面的必修与选修课程。

4. 语言教学

法语教学

法语强化学习是基础阶段第一学期的教学重点，之后法语学习将一直持续。法语教学包括不同类型的课程，旨在让学生熟练掌握法语写作以及法语口语应用能力（课程包括：综合法语，法语语法、商务法语、法汉互译、法语写作、法国艺术、法国文学、语言学、人工智能应用语言学等）。

法语学习目标是学生在本科申请推免直升研究生前其法语水平达到欧洲语言参考框架（CEFR）的 B2 水平。

英语教学

英语语言课程学习主要集中在本科第一学年，按照上海交通大学英语课程体系进行设置，须修满 4 学分。英语学习目标也是学生在本科申请推免直升研究生前其英语水平达到欧洲语言参考框架（CEFR）的 B2 水平。

5. 实习

实习是培养计划和毕业要求重要的一部分。

学生根据个人兴趣与职业规划选择实习。但是，考虑到需要达到的技能要求，学生选择的实习必须经过学院的批准后才能进行。

每个实习，学生、中法学院和实习企业需要签署三方协议。

在实习结束时，学生需要提交一份实习报告，报告由企业导师和上海交通大学校内导师进行双方评估。

认知实习

培养计划中的第一次实习是“认知实习”，可在第二学年或第三学年结束时进行。其目的是通过非执行层面参与生产、销售、物流、开发研究等活动，让学生了解企业的组织结构、企业文化、市场与产品等。

在经过前两年或三年数理基础以及部分专业基础课程教育之后，学生通过这次实习获得的对企业实况的了解可以显著地帮助他们充分理解在接下来几年培养计划中所要学习的专业知识和相关实践。

本次实习要求最短时间为 4 周。

研究实习（本科毕设）

研究实习安排在第四学年的第二学期（本科学习最后一年）。其教学目的如下：

- 通过参与大学/研究机构实验室或公司研发部门的项目来进行研究与开发；
- 了解科学技术在企业中的应用；
- 分析涉及科学和技术的问题，并制定解决方案；
- 了解一个专业领域技术的未来发展趋势；
- 撰写符合科学论文标准的报告。

本次实习可在企业或学术实验室完成，主要是在上海交通大学或与法国合作学校之一的实验室，同时两种实习都需要由学院认可的上海交通大学导师参与指导。

研究实习的最短要求时长为 14 周。

研究实习结束，学生需要提交实习报告（毕业设计/论文），并参加由专家组负责的答辩。该实习是本科毕业必须完成的要求之一。

工程师实习（毕业实习）

工程师阶段以为期 24 周的工程师实习作为尾声。原则上，本次实习必须要在企业完成。

本次实习要实现的教学目标包括：

- 为复杂的工业项目做出一定的贡献；
- 与不同背景的专业人士一起工作；
- 运用所掌握的所有专业技能，包括专业交流能力和恰当的社交能力，开启职业生涯；
- 确定自己的职业定位。

实习的成果将通过实习报告和答辩来进行考核评审。

计划继续攻读博士学位者，经学生本人申请，学院审核批准，可与硕士学位论文的研究相结合，在专业实验室完成工程师实习，但在硕士培养期间，在企业的实习时间累计不得少于 14 周。

6. 国际交流交换要求

按照法国 CTI 认证要求，学院每位法国工程师体系下的学生都需要有国际交流经历，该国际交流可以采用课程学习、寒暑期夏令营或企业、实验室、国际组织实习等多种形式，累计时长原则上不少于 14 周（本科与硕士两个阶段可累计）。

国际留学生和港澳台生在中国内地的所有学习或实习被认可为国际交流。

对于其他符合交流交换性质的特殊情形，可由学生提出申请，由学院进行认定。

7. 法国工程师职衔

中法学院通过法国工程师职衔委员会认证后，学生完成学院相关培养计划要求，顺利获得上海交通大学硕士学位，方可同时获得法国工程师职衔。

8. 双学位机会

学院为学生提供了四所合作法国工程师学校（Ecole Polytechnique, ENSTA Paris, Mines Paris and Télécom Paris）的双学位修读机会，满足条件的学生均可报名申请。具体项目以及安排详见学院主页“合作交流”。

II. 教学管理规定

1. 学习年限

学院基本学制为 4 年本科与 2.5 年硕士研究生。本科最长学习年限（含休学）不得超过基本学制两年，硕士研究生不得超过基本学制一年。

2. 注册报到

第一学期，新生需持录取通知书和学校规定的有关证件在学校要求的日期内到上海交通大学办理入学手续。因故不能按期入学的，应在学校规定的期限内向学校请假，假期不得超过两周。未请假或者请假逾期的，除因不可抗力等正当事由以外，视为放弃入学资格。

从第二学期开始，学生应当按学校规定在每学期开学时办理注册手续。每学年秋季、春季学期开学前一天为注册日。

每学年，学生在注册之前应该按照学校规定完成学费、住宿费及其它费用的缴纳，未缴费学生不能注册。因家庭经济困难或发生重大变故不能按时缴纳学费的学生应向学院申请办理暂缓缴费手续，并提交相关证明材料。申请助学贷款或者其他形式资助的学生（不含留学生），必须在获得资助后两周内缴纳学费和其他应缴纳的费用。缴纳学费的学生应办理注册手续。无法按时注册的，应向学院教务办公室和学生工作办公室请假。

无故逾期两周未注册且未履行暂缓注册手续的，经催告仍不办理的，给予退学处理。

3. 学费缴纳

中法学院学费为 6.5 万元/年，硕士研究生学费自 2025 级开始调整为 6.5 万元/年。每学年的学费应该按照学校规定在报到注册前缴纳。

出国参加学院交流项目并已办理相关学籍手续的，也应按时缴纳学院学费。

本科期间，休学学生办理休学手续后该学年所交学费、住宿费经核准后，参照以下标准予以退还：

秋季学期第 4 周（含第 4 周）之前办理完休学手续的，退还 9/10 学费。第 5 周至第 8 周（含第 8 周）之前办理完休学手续的，退还 4/5 学费。第 9 周至第 12 周（含第 12 周）之前办理完休学手续的，退还 7/10 学费。第 13 周至第 16 周（含第 16 周）之前办理完休学手续的，退还 3/5 学费。

春季学期第 4 周（含第 4 周）之前办理完休学手续的，退还 2/5 学费。第 5 周至第 8 周（含第 8 周）之前办理完休学手续的，退还 3/10 学费。第 9 周至第 12 周（含第 12 周）之前办理完休学手续的，退还 1/5 学费。第 13 周至第 16 周（含第 16 周）之前办理完休学手续的，退还 1/10 学费。

中法学院研究生参加本院交流项目出国按规定办理休学的，需按时缴纳交大学费。其他原因办理研究生休学的，休学期间可以暂缓缴纳学费，但复学时需补缴齐截至当前应缴的学费。

研究生学籍异动期间的学费管理，参照《上海交通大学研究生学籍异动学费管理办法》执行。

4. 休学与复学

申请休学与复学的学生，应按照上海交通大学《本科生学生手册》或《研究生工作手册》相关要求进行办理。

5. 课堂纪律与考勤

学生必须按照教育教学计划的要求，认真参加各门课程的课堂教学、实验教学以及其他各项教学环节，并参加学校及学院的各项活动。

学生上课应遵守课堂纪律。自修时间应认真学习，保持安静，不得妨碍他人。

学生上课、实验、实习、军训、社会实践以及学校组织的其他集体活动都应实行考勤，考勤由任课教师或活动组织者负责。学生因病或其他原因无法参加学校所规定的教学和实践活动时，必须事先办理请假手续。未经批准或请假逾期者，作旷课论。旷课时数按课表内实际上课时数计算，教学实践环节按每天六学时计，学校安排的有关活动，每天按四学时计。对旷课的学生视其情节轻重，给予批评教育直至相应纪律处分。

学生请假应事先通过“交我办”申请，因病或其它原因请假须附医院就诊证明或其它有效证明。

本科生请假在三天以内（含三天）的由班主任、年级思政审批，同时提交任课老师进行销假；三天以上、一个月以内的提前与班主任、本科教务办沟通后，在“交我办”正式提交申请，并由学院主管教学副院长审批；一个月以上的由院主管教学的副院长签署意见，报学校教务处审批。

研究生因私请假须经导师同意。请假时间在 2 周（含）以内，在院系审核备案；请假时间在两周以上 3 个月（含）以内，需报研究生院备案。离校 3 个月以上的应办理休学手续。研究生请假期满应当办理销假手续，未办理销假者，超假时间作未请假处理。

学生应当恪守诚实守信，努力培养自己高尚的道德情操、社会责任感、使命感，相互间不得进行不正当竞争。

6. 本科教学管理规定

选课

学生按照学院各专业培养计划与推荐课表进行选课。每届学生的培养计划可能会有所调整。

学生所修读课程都应进行网上选课，通常情况下，学生根据修读专业的培养计划、学习能力、兴趣爱好等通过登录教务处选课系统选择修读的课程，制定自己的课表。根据上海交通大学的选课安排，每学期通常有 3 轮选课。下一学期课程的选课一般从上学期的第 14 周开始，选课时学院会为学生提供推荐课表作为参考。

免修

平均积点在 3.0 以上的学生通过自学或其他途径已掌握了某门课程，经本人申请，院（系）审核，可参加学校统一组织的免修考试，考试成绩在 80 分或 B+ 以上（含 80 分或 B+），可准予免修，成绩以“P”计入成绩大表。未获准免修的课程成绩不计入成绩大表中。

思想政治类课程、重修课程、体育、军训、大学生心理健康、实验及实践教学环节、课程设计等课程不能申请免修。

英语课报名要求：外国语学院开设的英语板块课仅春季学期组织免修考（仅秋季开放报名），学生需修读过至少一门英语课程，且最近一门英语课程期末成绩 80 分及以上。

教务处教学运行管理办公室每学期第 16、17 周受理免修申请。每学期开学初，学校统一组织免修考试，考试后一周内公布成绩。

重修

考核不合格的必修课程原则上必须重修。不及格的选修课程可选修培养计划同一模块中的其他课程或重修该课程。学校与学院不鼓励重修已通过的课程。

其中成绩记载：

本科期间仅允许 2 门次课程（含课程替代课程）以最新成绩记录，不覆盖原课程成绩记录。

针对考核不合格课程的重修，学生可在 2 门次课程内且重修过程中申请课程成绩以最新成绩记录并计入 2 门次课程，未申请的课程，重修通过成绩记录 60，不通过记录实际分数；针对考核合格课程的重修，在 2 门次课程内以最新成绩记录并计入 2 门次课程。

重修课程须按照学校有关规定选课和缴费。毕业资格审核以最终成绩计算。

免听

在第三轮选课中，“重修”课程（修读未通过，且成绩高于 41 分）可与其他课程存在最多 6 个课时的时间冲突，但须向任课教师提出书面申请并获批准后，可免听“重修”课程的冲突部分，但必须完成规定的作业，并参加该课程期中与期末考试。对于成绩在 41 分及以下的课程或该学期受到退学警告的学生重修不得申请免听。在某课程修读通过后、再次选修该课程时，不得与其他课程存在时间冲突，且不能申请免听。

如申请的免听课程包含实验与实践教学内容，则该部分内容必须修读，不能申请免听；思想政治类理论课、体育、军训、实验及教学实践环节、课程设计等课程一律不能申请免听。

学生必须填写免听申请表（可在教务处办事指南栏目下载），经任课老师同意后，在课程开课 2 周内提交学院教务办公室审批备案。学生自行免听课程按旷课处理。

重修免修考（即补考）

学生前一学期（不含夏季学期）修读不及格的课程可申请参加当前学期学校组织的重修免修考试。符合条件的学生于每学年夏季学期第三周、春季学期开学初根据通知要求登录教学信息服务网（i.sjtu.edu.cn）报名。不符合报名条件的情況請見上海交通大學本科生《學生手冊》，學生必須參加課程重修。考試相關規定如下：

考試通常安排在春季學期第 3-4 周和秋季學期開學初。參加重修免修考試的課程，成績通過的記錄 60，不通過的成績如實記錄。重修免修考試成績登記在學生參加考試的學期，列入各類積點與積分計算，原修讀學期的不及格記錄保留在成績單上。放棄報名重修免修考試者，其報名資格不順延至以後學期。

緩考

學生因病不能正常參加考試，學生本人應於考前在教學信息服务网（i.sjtu.edu.cn）提交緩考申請，並附相關證明，因病不能申請的，可由家長代為申請。因突發疾病申請緩考的需提交二級甲等以上醫院或校醫院開具的病假單（須覆蓋考試時間）；因參加活動申請緩考的需提交活動主辦單位的通知及我們的組織單位意見。詳見上海交通大學學生手冊《本科生緩考管理辦法》。

每學期開學初，學校統一組織緩考考試，緩考考試與重修免修考試合併進行。通過緩考審核的學生，修讀學期該門課程成績記“緩”；參加重修免修考試後的成績，以實際成績記錄在參加重修免修考試的學期，列入各類積點和積分計算，且不覆蓋原修讀學期的緩考標記。

成績與積點

所有課程包括教學實踐環節都必須進行考核。考試採用百分制或等級制進行記分，而考查課程則採用兩級制（合格/不合格）進行記分。各類記分方式及積點見下表：

百分制	等级制	积点
[95~100]	A+	4.3
[90~95)	A	4.0
[85~90)	A-	3.7
[80~85)	B+	3.3
[75~80)	B	3.0
[70~75)	B-	2.7
[67~70)	C+	2.3
[65~67)	C	2.0
[62~65)	C-	1.7
[60~62)	D	1.0
≥60	P (Pass)	N/A
<60	F (Failure)	0
DF (Deferred Final Exam)	DF (Deferred Final Exam)	N/A

体育及体质健康测试

体育课为公共必修课，学生体育成绩以考勤、课内学习成绩、课外锻炼活动表现和体质健康等情况进行综合评定。学生须熟练掌握一至两项运动技能，其中，游泳技能达标测试是否合格作为毕业审核的条件。因身体原因，经医院证明不能正常上体育课的，须参加学校安排的体育保健课等活动，完成锻炼要求后，视为体育课考核合格。全体学生每学年须进行体质健康测试，体质健康考核成绩记入成绩大表，因病或残疾的学生依申请准予暂缓或免于体质健康测试。

退学警告、试读与退学

学业提醒：学校对于学期平均积点（GPA）低于或等于 1.7 的学生，予以学业提醒。平均积点（GPA）为学生上一学期所有课程成绩（辅修课程除外）对应积点乘以相应学分后求和除以学分总和。

退学警告：在本科学习期间，学校对于累计平均积点（GPA）低于或等于 1.7 的学生，予以第一次退学警告；对于累计平均积点（GPA）第二次低于或等于 1.7 的学生，予以第二次退学警告。

退学警告每学期初下发。累计平均积点（GPA）为学生入学以来所有课程成绩（辅修课程除外，补考通过的成绩按 P 计算，不及格的课程重修通过且积点低于 1.7 的成绩按 P 计算）对应积点乘以相应学分后求和除以学分总和。该算法仅用于退警、试读与退学计算。

试读：本科在校期间，累计平均积点（GPA）第二次低于或等于 1.7 的学生，予以第二次退学警告。学生可以申请试读。试读由学生本人提出申请，并与学院签署承诺书，经学院审查同意，教务处会同学生处审核报主管校领导批准后，可给予学生一次试读机会。

试读时间为一学期，试读期间保留学籍，试读合格（累计平均积点大于 1.7）恢复学籍。

全日制本科学生在校期间仅有一次试读机会。

退学：学生有下列情形之一的，应予退学：

- 1) 在试读期或解除试读后再次出现学期累计平均积点（GPA）第三次低于或等于 1.7 的；
- 2) 休学期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格的；
- 3) 应征参加中国人民解放军（含中国人民武装警察部队）退役后两年未提出复学申请的；
- 4) 休学时间（不含创业休学）已满两学年，再次遇到须休学情况的；
- 5) 经过学校指定医院诊断，患有疾病或者意外伤残不能继续在校学习的；
- 6) 未经批准连续两周未参加学校规定的教学活动的；
- 7) 超过学校规定期限未注册而又未履行暂缓注册手续的；
- 8) 未达到试读标准或试读申请未被批准的；
- 9) 在学校规定的学习年限内未完成学业应予退学的其他情形。

7. 硕士教学管理规定

培养计划制定

学院根据国家及学校相关要求并结合实际，制定所在学科或专业学位类别的硕士生培养方案。学生应根据所在学科或专业学位类别培养方案，在导师指导下制定个人培养计划，并在培养期间完成培养方案规定的课程学习、科学研究、专业实践和论文撰写等工作。

个人培养计划因客观情况发生变化而不能执行或不能完全执行的，必须于培养计划制定开放期间申请修订。完成修订后，经导师（组）审定同意，递交院系审核并存档。

成绩与积点

所有的研究生课程，包括实践和实习，考核成绩采用 A+ 至 F 的十一级等级制或者通过/不通过进行评分。

具体分数等级和相应积点列表如下：

百分制	分级制	积点
[95~100]	A+	4.0
[90~95)	A	4.0
[85~90)	A-	3.7
[82~85)	B+	3.3
[78~82)	B	3.0
[75~78)	B-	2.7
[71~75)	C+	2.3
[67~71)	C	2.0
[63~67)	C-	1.7
[60~63)	D	1.0
[0~60)	F	0
	P（通过）	N/A
	F（不及格）	N/A

8. 平均积点（GPA）计算

在上海交通大学，学生的学习质量与效果通常用平均积点（GPA）来评定。

每个学期结束后，学生的积点和平均积点（GPA）都会进行计算。

学积分与平均积点（GPA）的计算方式如下：

$$\text{总学积分} = \frac{\sum (\text{课程学分} \times \text{成绩})}{\sum \text{课程学分}}$$

$$\text{平均积点 GPA} = \frac{\sum (\text{课程学分} \times \text{积点})}{\sum \text{课程学分}}$$

9. 成绩审核与评估会议

每学期期末考试结束后，所有课程成绩由中法学院教学工作委员会审核评估。委员会成员包括党总支书记、中方院长、法方院长、主管教学工作副院长、主管学生工作副书记、基础阶段教学协调人与协调人助理、工程师阶段教学协调人、教务办公室主任、学生工作办公室主任。部分参与课程授课的老师将被邀请参加会议。会议将对所有学生的课程成绩进行审核与评估。

被评估不适合继续进行更高年级学习的学生，学院领导、教务办公室和学生工作办公室相关人员将与学生进行沟通，同时学院将给予这些学生合理的学习建议，包括重学上学期的课程，或者在老师和同学的帮助下重修不及格的课程。

被给予不适合继续学习的学生，如经过沟通，仍然希望继续在学院学习的，学生需要在进入下一学年之前了解所有相关的信息，可能会面临达不到进入硕士阶段学习的要求或不能按时获得学位的风险。

10. 申请进入硕士阶段要求

学院借鉴法国工程师培养模式与课程体系，学制为4+2.5年，分为基础教育和工程师教育两个阶段。学院本科生可通过申请“推荐免试攻读硕士研究生资格（推免资格）”进入本院硕士阶段，完成工程师培养。为全面落实工程领域精英人才培养目标，严格保证培养质量，结合学校本科和硕士学制设置，严格学籍管理，学院对推免资格申请按照学校要求进行严格的审核。

推免资格申请在本科四年级开学初进行（时间如有调整，根据教育部及上海交通大学整体安排进行），成功获得推免资格需首先通过本科前三年学业要求审核，同时需在本科四年级结束时通过资格终审。

两次资格审核要求如下：

1. 在本科三年级结束时，无以下所列任何情况：

- 1) 在校学习期间受到过校纪校规处分，受过退学警告；思想品德考核不合格者；
- 2) 在本科前 3 年学习结束时没有修完本阶段教学计划规定的课程；
- 3) 在本科前 3 年学习结束时已修完教学计划规定的课程，但核心课程平均学积分在 70 以下者；
- 4) 在本科前 3 年学习结束时有两门或两门以上课程（不包括法语语言课程，及非本院辅修、个性化课程）有不及格记录；
- 5) 全国大学英语六级成绩低于 425 分（或托福成绩低于 90 分；或新托福成绩不低于 4.5 分；或雅思成绩低于 6.0 分）；
- 6) 法语未能达到 TCF/TEF/DELF/ DALF 等通过外部认证的欧洲语言参考框架（CEFR）B2 水平；证书无有效期的限制，只要曾通过 B2 水平考试即可；
- 7) 个人主动提出放弃推免进入我院硕士阶段学习，申请从本科毕业生者。

2. 在本科四年级结束时，该学年无以下所列任何情况：

- 1) 出现两门或两门以上不及格课程（不包括非本院辅修及个性化课程），或学年核心课程平均学积分在 70 以下，或未能通过本科毕业资格审核；
- 2) 有违法违纪、考试舞弊行为或受到校纪校规处分；
- 3) 未能获得学士学位证书和我院辅修专业学位证书；
- 4) 本科毕业设计（论文）成绩或辅修专业毕业报告为 B- 及以下。

所有完成学院本科培养计划及满足相关毕业与学位授予要求的学生，均可在本科四年级结束后获得上海交通大学学士学位（学历）。

未尽事宜按照《上海交通大学推荐优秀应届本科毕业生免试攻读研究生工作指导意见》执行，详细的推免工作实施细则如有变更以当年发布通知为准。

III. 学位要求

学院按照《中华人民共和国学位条例》以及上海交通大学规定由上海交通大学授予学士与硕士学位。

1. 上海交通大学学士学位

顺利完成中法学院本科培养计划与满足其它相关毕业与学位授予要求者，可在相应毕业年份获得上海交通大学本科毕业证书和学士学位证书。

学位获得要求如下：

- a) 无违法违纪、考试舞弊行为或未受到过校纪校规处分；
- b) 完成培养计划中所有课程并获得相应学分（含通过游泳技能达标测试和修满劳动教育实践学分）；
- c) 通过本科毕业设计（论文）答辩。

参加中法学院双学位交流项目的学生，在完成交流学校相应学年的学业要求以及上海交通大学本科毕业设计（论文）后，可获得上海交通大学学士学位（学历），授予学历学位的批次为 8 月 15 日。

如有辅修专业的同学，在主修专业毕业（含结转毕）时，同时达到主修专业和辅修专业培养要求者，发放辅修专业证书。对具有辅修学士学位授予权的辅修专业，辅修学士学位在主修学士学位证书中予以注明。

满足提前毕业要求的学生，由学生申请，经学院审核、学校教务处审批，报请国家教育行政部门备案后，可提前毕业。

2. 上海交通大学专业硕士学位和法国工程师职衔

顺利完成中法学院工程师阶段的学习，且满足以下要求者，可获得上海交通大学工程硕士学位证书与硕士研究生毕业证书。

- a) 无违法违纪、考试舞弊行为或未受到过校纪校规处分；
- b) 通过培养计划中课程的学习并修满培养方案所要求的学分；
- c) GPA 不低于 2.7；
- d) 通过硕士论文/规定的实践成果答辩以及完成相关科研成果要求(请参考附件二)；

e) 顺利完成工程师实习；

f) 达到英语和法语水平要求。

- **英语要求：**通过大学英语六级考试（CET6，分数高于 425）或达到以下英语水平要求：
 - 托福考试 200 分（机考）、550（纸考）、72（网考）、4.5（新托福）
 - 雅思 6.0
 - 托业：700
- **法语要求：**达到欧洲语言参考框架（CEFR）B2 水平，考试须通过外部认证：如 TCF/TEF/DELF/ DALF。证书无有效期的限制，只要曾通过 B2 水平考试即可。

顺利获得上海交通大学硕士学位将同时获得法国工程师职衔。

3. 双学位

参加双学位交流项目的学生在完成交流学校和上海交通大学双方要求后，可获得法国交流学校的工程师学位。硕士阶段，在法国修读的课程须转学分至上海交通大学。

IV. 学业诚信规范

学业诚信规范

诚信为做人之本，我校更有“求第一等学问、成第一等事业、育第一等人才、必先砥砺第一等人品”的教育思想，故诚信当为人才培养以及学生学业成功的根本。

巴黎卓越工程师学院立志成为培养社会精英和卓越领袖人才的摇篮。为打造世界第一等的工程师学院，培养具有一等品格的人才，学院与学生一起，共同发扬诚信精神，维护学院良好的学习与学术氛围。

根据上海交通大学《学生学业诚信守则》内容，结合学院的管理模式与特点，经学院诚信委员会讨论，特制定本规范。

一、 学业诚信（部分内容摘编于上海交通大学学生学业诚信守则 沪交教（2024）13号）

学业诚信是指学生在所有学业环节中均应遵循诚信原则。学业环节包括作业、实验、论文、考试、竞赛和测评等。其中，论文是指以公认的文字、数字或图形等表达形式所撰写并公开发表的学术论文和技术成果，以及学位论文。

学业诚信要求学生在学业过程中应以个人的努力获得真实的学业成果，不接受他人不恰当的帮助，亦不给予他人不恰当的帮助。

二、 学业诚信要求（部分内部摘编于上海交大学生学业诚信守则沪交教（2024）13号）

1. 学生在作业和实验环节中应按照任课（指导）教师的要求完成作业和实验；学生作业和实验环节的不诚信行为包括：

- （一）篡改或编造作业或实验（报告）数据；
- （二）篡改或抄袭他人作业或实验报告；
- （三）由他人代替或代替他人完成作业或实验（报告）；
- （四）除上述行为之外的其他不诚信行为。

2. 学生在论文环节中应使用真实的数据和信息来进行学术研究和文档撰写，应独立撰写论文，并通过注释和引用等形式尊重他人的学术成果；学生论文环节的不诚信行为包括：

- （一）编造论文数据或内容；
- （二）抄袭或剽窃他人成果或论文；
- （三）直接引用他人成果或论文内容且未标明出处；
- （四）由他人代替或代替他人撰写论文；
- （五）除上述行为之外的其他不诚信行为。

3. 学生在考试环节中应严格遵守《上海交通大学学生考试纪律规定》。学生在参加国家组织的非校内考试时，应同时遵守其相关考试规范。

4. 学生在竞赛环节中应遵循公平、公正的基本原则；学生竞赛环节的不诚信行为包括：

- （一）在竞赛前通过不正当手段获取赛题或泄露赛题；
- （二）在竞赛过程中存在抄袭、剽窃等作弊现象；
- （三）在竞赛过程中出现篡改数据、提供虚假结果等造假行为；
- （四）篡改或销毁自己或他人比赛记录或结果；
- （五）由他人代替或代替他人参加竞赛；
- （六）除上述行为之外的其他不诚信行为。

5. 学生在综合测评环节中不得出现提供虚假材料、伪造综合测评证明等不诚信行为。

6. 学生在其他学业环节中的不诚信行为包括：

- （一）由他人或代他人签到；
- （二）妨碍教师准确获取报告或作业的信息；
- （三）在任课教师明令禁止情况下，在网络等公开场合发布作业答案或实验报告等；
- （四）伪造证件或证明参加学业活动并获得成绩；
- （五）谎报或捏造学术成果；
- （六）篡改、伪造或销毁各类学术成绩单、课程修读证明或其他学业经

历；

- （七）篡改或伪造奖学金及其他荣誉证书；
- （八）篡改或伪造肄业、结业、毕业或学位证书等；
- （九）除上述行为之外的其他不诚信行为。

三、 诚信委员会

为加强诚信意识，发扬诚信精神，监督非诚信行为，学院成立诚信委员会。诚信委员会成员按照学校要求组成，主要负责学院诚信规范的制定和监督；负责本学院学生学业不诚信行为的处理工作。

四、 违反诚信规范的处理规则

对于学生在作业、实验等课堂教学环节中出现不诚信行为的，对该考核环节的成绩作零分处理；对在同一门课程教学过程中出现两次及以上不诚信行为的，对该课程成绩作零分处理；上述不诚信行为的认定及处理由任课（指导）教师负责执行，并将具体情况上报至学生所在学院（系）学生诚信工作分委员会备案。

对于学生在论文环节中出现不诚信行为的，由校学位评定委员会负责组织认定和处理。

对于学生在竞赛环节中出现不诚信行为的，取消其参赛资格或撤销其所获荣誉，由竞赛组织者负责进行认定和处理，并报至学生所在学院（系）学生诚信工作分委员会备案。

对于学生在综合测评环节中出现不诚信行为的，撤销其所获荣誉或相应参评资格，由综合测评组织者负责进行认定和处理，并报至学生所在学院（系）学生诚信工作分委员会备案。

对于学生在考试环节中出现不诚信行为的，由监考教师或举报人报至教务处，经核定后报至学生工作处按照《上海交通大学学生违纪处分规定》进行处理。

其他处理规则：

（一）学生在修读某课程过程中，若有违反学业诚信行为且受到纪律处分的，该课程重修后成绩最高为 60 分；

（二）对于已认定发生不诚信行为的学生，一年内不得参评各类奖学金和其他荣誉称号；对于在事后发现不诚信行为的，撤销相关荣誉称号并收回所发奖励；

（三）对于论文环节在事后发现不诚信行为的，可进行追溯认定和处理；

（四）除当事人为未成年人外，对情节严重的的不诚信行为进行公示。

五、 违反诚信规范的处理流程

诚信委员会在收到不诚信行为的报告后，具体处理流程为：

1. 任课（指导）老师或学生向诚信委员会秘书报告不诚信行为的具体情况，并提供相关证据。
2. 学院诚信工作委员会组织调查和取证，在收到举报后10个工作日内给出认定结果和处理意见，并书面通知相关人员。
3. 对涉及到学生纪律处分的案例，学院学生诚信工作委员会应报至校学生诚信工作委员会进行复核，并按照纪律处分程序进行处理。

六、 其它

1. 所有任课老师有义务在课程开始阶段和教学过程中向学生说明此诚信规范的细节规定。
2. 所有学生和教职员工有义务向学院诚信委员会举报发现的任何不诚信行为。
3. 为确保处理的公正性，相关课程的教师如为诚信委员会的成员，在处理过程中，其必须回避；
4. 诚信委员会在工作过程中须遵守保密原则，所有处理过程及决议不向无关人员公开。
5. 若本规范条款与《上海交通大学学生学业诚信守则》（沪交教〔2024〕13号）存在不一致之处，应以《上海交通大学学生学业诚信守则》（沪交教

〔2024〕13号〕的规定为准。



上海交通大学巴黎卓越工程师学院
Ecole d'Ingénieurs Paris SJTU

SJTU Paris Elite Institute of Technology (SPEIT)

Students' Handbook on Studies

2026

Notes on the Use of This Handbook

1. This handbook is applicable to all Chinese and International students registered in SJTU Paris Elite Institute of Technology at Shanghai Jiao Tong University.
2. The requirements in this handbook are based on:
 - Law of the People's Republic of China on Education
 - Higher Education Law of the People's Republic of China
 - Student Management Regulations of General Colleges and Universities
 - SJTU Handbook for Undergraduates
 - SJTU Handbook for Graduates
 - Reference and Orientations of CTI
3. Rules and regulations in this handbook are supplement to SJTU Handbook for Undergraduates and SJTU Handbook for Graduates. In regard of any points not mentioned in this handbook, relevant rules and regulations at SJTU shall be observed.
4. The handbook is revised based on the version approved by Joint Board Meeting of SPEIT on Dec. 11, 2017. Some rules and regulations in this handbook may be changed or adapted based on the change of policy and laws related at SJTU or French Partner schools.

I. Introduction to SPEIT engineering curriculum

1. Missions

SJTU Paris Elite Institute of Technology (SPEIT) was established in 2012 by Shanghai Jiao Tong University and four leading French *Grandes Ecoles* (Ecole Polytechnique, ENSTA Paris, Télécom Paris in IP Paris, and Mines Paris in PSL), with the support of many industrial companies.

The institute has been given the following missions:

- to combine the best of the Chinese and French engineering education systems to train high-potential Chinese and international students, in order to make them future scientists, elite engineers, industrial leaders and innovators with a broad-based scientific background, the ability to evolve in a multicultural business environment, and a forefront knowledge in one specialty field: Information Engineering, Mechanical Engineering, Energy and Power Engineering and AI.
- to develop Sino-French research and innovation collaborations.

The whole engineering education curriculum lasts 6.5 years

- From the point of view of the degrees delivered, these 6.5 years are divided in a 4-year undergraduate study cycle and 2.5 years of postgraduate study cycle. By the end of the 4-year undergraduate study, students who meet both SJTU and SPEIT requirements on direct entry to postgraduate study are entitled to enter 2.5-year postgraduate study period without having to take a specific examination.

After fulfilling all the requirements of SPEIT at the end of the 6.5 years, students will obtain a Bachelor Degree of SJTU, as well as a Master Degree of SJTU and an engineering title authenticated by CTI (Commission des Titres d'Ingénieur).

- From the point of view of content and pedagogical approach, these 6.5 years are divided into a 2.5-year “Fundamental cycle”, that is inspired from the French system of “classes préparatoires”, followed by a 4-year “Engineering Cycle” that is inspired from the curriculum of the French “Grandes Ecoles d'Ingénieurs”:

2. Fundamental cycle

The fundamental cycle lasts 5 semesters, starting with a half- year intensive French language Training period.

This cycle is composed of French language, English, French culture, fundamental scientific courses (mathematics, physics, chemistry, computer science, Introduction to AI and etc.), interdisciplinary scientific team projects, Chinese political education courses, Physical Education, Psychological health, Innovation and Entrepreneurship, Engineering Ethics and Engineer Culture and etc.

It combines a variety of teaching approaches: lectures, TP, tutorials (TD), one-to-one oral examination training (known in French as “colles”, as well as experimental teaching sessions to improve students’ research and innovation ability.

3. Engineering cycle

The engineering cycle includes the last 1.5 years of undergraduate education and the whole training period of 2.5-year master education.

3 engineering majors (specialties) are offered. The names of the registered specialties of SJTU differ between the bachelor and the master degree. The names that appear on the master degrees are the reference for the admission by the French State (following CTI accreditation). Yet the names commonly used in the school (and in its external communication) are the ones that appear on the bachelor degree. They are the ones that will also be used in this document (Table 1).

Name of Bachelor degree	Mechanical Engineering (ME)	Energy and Power Engineering (EPE)	Information Engineering (IE)	French Language, and “Minor” in ME, EPE or IE
Name of Master degree	Mechanical Engineering	Energy and Power Engineering	Electronic Information	-

Table 1: Name of the specialties of SPEIT as they appear on the bachelor and master degrees of SJTU

Besides scientific and technical courses, the Engineering Cycle includes a significant share of mandatory or optional courses in Economic, Humanity and Social sciences.

4. Language teaching

Foreign language teaching is present throughout the curriculum. Additionally, most courses of both the fundamental cycle and the engineering cycle are taught in French or English.

French language teaching

French intensive learning is the focus in the first semester of the Fundamental cycle, and will be throughout the whole education program. French teaching includes different types of courses, aiming at providing a good command of French both in writing and in speaking (Comprehensive French, Grammar, Business French, Translation, French writing, French arts, French literature, Linguistics, Applied Linguistics for AI and etc.). The requirement is to achieve B2 level of the European Reference Framework for Languages (CEFR) before application of entry to master.

English language teaching

English teaching is mainly concentrated in the first year of undergraduate period. It is designed according to the English system of Shanghai Jiao Tong University, with completion of at least 4 credits.

The requirement is to achieve the B2 level of the European Reference Framework for Languages (CEFR) before application of entry to master.

5. Internships

Internships are an integral part of the curriculum and of graduation requirements.

Students choose their internships according to their personal preferences and career planning; however, they must be approved by the institute in consideration of the targeted skills.

For each internship, the student, SPEIT and the hosting company should sign a 3-party agreement.

At the end of the internship, the student needs to submit a report which is evaluated by a company tutor and a SJTU tutor.

Operational internship

The first internship of the curriculum is the “Operational Internship”. It is completed at the end of the third year. Its educational goal is to give students an insight of the organization, culture, markets, and products of an industrial company through involvement in such activities as production, sales, logistics, research and etc., at a non-executive level.

In addition to fundamental science study, the awareness of company reality gained through this operational internship significantly helps students to fully understand the professional relevance and applications in the following years of their engineering curriculum.

Its minimal duration is 4 weeks.

Research internship (bachelor thesis)

The Research internship takes place in the second semester of year 4 (last year of the Bachelor degree). Its educational goals are the following:

- Discover research and development through involvement in a project in a university or research institute lab, or in a company R&D department
- Get an insight of applications of science and technology in industry
- Analyze a problem involving scientific and technical issues, and work out a solution
- Get an insight of the future trend of technology in one’s field of specialization
- Write a report that obeys the standards of a quality scientific document

It can be completed in the industry or in an academic laboratory, particularly at SJTU or in one of the French partner schools. In any case, a professor from SJTU approved by SPEIT needs to be involved in the supervision.

The minimal duration of the Research internship is 14 weeks.

It is evaluated through a report (the bachelor thesis) and a defense in face of a jury, and it is a requirement for bachelor graduation.

Engineer (graduation) internship

The Engineering cycle ends with 24-week engineer internship.

In general, this internship shall be completed in a company.

Its goals are:

- to bring a significant contribution to a complex industrial project
- to practice work with professionals of different backgrounds
- to exert all the range of professional skills of an engineer beginning his / her career, including professional communication and appropriate social behavior
- to confirm one's personal career orientation.

The internship is evaluated through a report and a defense.

Students who aim at pursuing a PhD may apply to complete their engineer internship in an academic laboratory and merge it with their master thesis work. This is subject to approval by SPEIT, before the due time of start of their engineer internship. These students must have managed their previous internships in order to have completed an accumulated period of at least **14 weeks in companies** during master study period.

6. International exchange requirements

In accordance with the requirements of the CTI accreditation, all students under SPEIT engineering system are required to have an international exchange experience. This international exchange can be made in various ways, including course-based study, winter/summer camps, or internships in enterprises, laboratories, and international organizations. The cumulative duration shall in principle be no less than 14 weeks, including undergraduate and master periods.

For international students and students from Hong Kong, Macao and Taiwan, all their study or internship experiences in Chinese mainland are recognized as valid international exchange.

For other special circumstances, students may submit an application for recognition by SPEIT.

7. French titre d'ingénieur

Accreditation of the SPEIT by the French Commission des Titres d'Ingénieurs (CTI) allows the recipients of the master degrees delivered after completion of the SPEIT curriculum to benefit from a *Titre d'Ingénieur* in France.

8. Double degree opportunities

Students have the opportunity to apply for a dual degree in one of the four schools in cooperation (Ecole Polytechnique, ENSTA Paris, Mines Paris and Télécom Paris). The detailed information could refer to the homepage of SPEIT: speit.sjtu.edu.cn

II. Key academic regulations

1. Duration of the studies

The total education program includes 4 years of undergraduate study and 2.5 years of postgraduate study. Undergraduate roll time (including suspension) cannot be extended by more than 2 years than the nominal duration, and postgraduate study cannot be extended by more than 1 year.

2. Registration

First year new students should register on the date required by the university with their letter of admission and the related documents. If a student is not able to be registered at the expected date, the student should write a letter of application with the necessary documents of proof to the university. The extension should be no more than two weeks. Students who do not apply for extension or do not get registered within the permitted extension period will be deemed as a waiver of admission, unless there is justifiable reason like unexpected natural disasters.

From the second semester, students are expected to register at the beginning of each semester based on SJTU requirement. The registration usually should be made one day before the first classes commence.

For every academic year, students must pay the full annual tuition fees before getting registered. Students with financial difficulties or distressing family events may seek a document allowing permission for delay in payment from the SJTU Student Division, to allow them to register. Those applying for student loans or other forms of financial support (excluding international students) must pay tuition fees and other fees payable within two weeks after receiving financial support. Students who have paid tuition should go through the designated registration procedures in SPEIT Academic Affairs Office. Those who are unable to be registered on time should apply for extension with the approval of SPEIT Academic Affairs Office or the SPEIT Student Affairs Office. Those who do not get registered without extension application within two weeks after the registration day will be regarded as dropping out.

3. Payment of tuition fees

The tuition of SPEIT is 65,000 RMB per academic year. The graduate tuition of SPEIT will be adapted to 65,000 RMB per academic year from Master 2025. It must be paid before registration.

SPEIT students going abroad to attend SPEIT's exchange programs and having gone through the suspension formalities shall pay tuition regularly on time.

In case a student takes a year of suspension during the undergraduate period, the tuition will be refunded according to the policy below:

In fall semester, if a student suspends his study before week 4 (including week 4), 9/10 of the tuition for that semester will be refunded; If from week 5 - 8, 4/5 be refunded; if from week 9-12, 7/10 be refunded; if from week 13-16, 3/5 be refunded.

In spring semester, if a student suspends his study before week 4 (including week 4), 2/5 of the tuition for that semester will be refunded; If from week 5- 8, 3/10 be refunded; if from week 9-12, 1/5 be refunded; if from week 13-16, 1/10 be refunded

SPEIT graduates going abroad to attend SPEIT's exchange programs and having gone through the suspension formalities according to relevant rules shall pay tuition on time. Students suspending schooling out of other reasons shall make supplementary payments before resuming of schooling.

For more details about tuition management during graduate period, please refer to the related regulation issued by SJTU Graduate school.

4. Suspension and resumption of studies

Students who apply for suspension or resumption of studies should follow the relevant requirements of the "Undergraduate Student Handbook" or "Graduate Student Work Handbook" of Shanghai Jiao Tong University.

5. Class attendance and absence

Students should be actively involved in classroom learning, experiment practice and other practice and activities according to the requirements of the curriculum.

Students should keep discipline in class, study hard and keep quiet during the self-study time in class. Disturbing others is prohibited.

Classes, experiments, internship, military training, social surveys and other group activities organized by SJTU and SPEIT are checked for attendance; and teachers or organizers are responsible for that. Students must apply for a leave if he/she is unable to participate in teaching and practice activities due to illness or other reasons. If not, it will be considered as absence. Absent hours are calculated according to actual teaching hours in class schedule. A six-hour absence is counted as a whole day in the scope of practice, and four-hour for activities organized officially by SJTU or SPEIT. The punishments will be given to students according to the related rules.

Written application is required in advance for absence. Hospital or relevant proof is necessary for sick leave.

For undergraduate students, the application for no longer than 3 days off should be applied online by My SJTU (交我办) and approved by student affairs office (student instructor or class advisor), and then the professors of the courses concerned has to be notified. For over 3 days off up to a month, both Academic Affairs Office and student affairs office need to be informed first, and then apply online by My SJTU (交我办). The approval of the vice-dean in charge of academics is needed. The request of leave for over one month should be reported to SJTU.

For master students, if the duration of such leave is less than 2 weeks (included), the application shall be approved and recorded by the School or Department; if the duration of such leave is more than 2 weeks but less than 3 months (included), the Graduate School shall be notified. Students who leave for longer than 3 months shall apply for suspension of schooling.

Students should strictly observe honesty and integrity principle, have high sense of responsibility, and avoid unfair competition between each other.

6. Course policy in undergraduate period

Course registration

Students need to register to courses according to the curriculum designed for them. Each year there may be slight changes in the curriculum offered to the students.

All courses taken by students should be registered in the SJTU teaching and information service system. Based on SJTU course selection rules, there will usually be 3 rounds course selection each semester. The selection and registration of courses for a new

semester begins usually from week 14 of the previous semester. Recommended schedules will be made for students.

Course waiver

If a student whose GPA is above 3.0 has mastered a course in the curriculum by self-studying or other ways, and does not want to take it again, he/she can attend a special exam for course waiver. With 80 or above (B+ or above), the course will be marked as “passed” although he/she does not take the course at all. The final grade for this course will be recorded as “P” in official transcript.

Waiver is not allowed for some courses, for instance, ideological and political courses, retake courses, physical education, military training, psychological health, practice, internships and courses involving experiments, bachelor thesis etc.

Requirements for English course waiver: The waiver test for English courses offered by the School of Foreign Languages is only organized in the spring semester (Application is only open in the fall). Students must have completed at least one English course, with a final grade of 80 or above in their most recent English course.

The waiver should be applied during week 16-17 in each semester. And the exam will be organized at the beginning of the semester followed; Then the result shall be released within 1 week after the exam.

Course retaking

A course for which a student failed must be retaken in principle. The optional courses failed could be replaced by others in the same curriculum module. Both SJTU and SPEIT do not encourage students to retake the courses that have already been passed.

Grade recording way is as follows:

Undergraduate students are permitted to have the grades of a maximum of two retake courses (including substituted courses) recorded as the most recent score. The original grade will remain on the academic record and will not be overwritten.

For retaking a failed course: Students can apply to have the new grade recorded as the most recent score for up to two courses. This application must be made during the retake time period and will count toward the two-course limit. For retaken courses not applied for under this policy, a passing grade will be recorded as 60, while a failing grade will be recorded as the actual score.

For retaking a passed course: The new grade will be recorded as the most recent score for up to two courses and will count toward the two-course limit.

The retake course should be registered and paid. The most recent grade will be used for the graduation evaluation.

Attendance waiver

In the case of retaking a course already passed, students are not entitled to the attendance waiver and not to the time collision. On the other hand, if there is time collision between compulsory courses and retaking courses failed at first, in the third round of course registration, there may be a time conflict of up to 6 teaching hours between the "retaking" course (retaking the failed course with grade over 41) and other courses. However, after a written application is submitted to the teacher and approved, students can apply within the first two weeks for being waived from attending the colliding parts or the whole course; but students must finish the homework and attend the mid-term exam as well as final exam.

Students with a score of 41 or below or who have been warned academically in the semester shall not be entitled to apply for waiver; The following courses are not open for attendance waiver: ideological and political courses, physical education, military training, practice, internships and courses involving experiment and bachelor thesis.

The attendance waiver should be applied from Academic Affairs office in 2 weeks after the course starts. For the intensive courses by visiting professors or industry experts, please finish the application before the beginning of the course. The application form could be downloaded from jwc.sjtu.edu.cn. No application will be regarded as absence.

Make-up exam

If some students failed the exam of a certain course in curriculum of the previous semester, students could apply for a makeup exam in the current semester, unless there is a special notification of the related courses. Students who meet for the requirements could apply for the make-up exam at the beginning of spring semester and week 3 of summer semester. For situations which the application is not applicable, please refer to the Student Handbook of SJTU, students must retake the related course(s).

Rules about the makeup exam:

As planned by SJTU, the makeup exam of spring semester is usually carried out in the 3rd or 4th week; and the date for makeup exam of autumn semester will be before student registration.

In case of passing the makeup exam, the grade will be recorded as “60” no matter what the grade is; however, if failing, the grade will be recorded as “the actual score”, both results will be calculated into the grade point calculation. The grade is recorded in the current semester of exam, which will not cover the result of study in the original semester. If he/she gives up the makeup exam, the application qualification will not be postponed to next semesters.

Deferred exam application

Under the circumstance that students cannot take the exam because of illness, students need to apply for exam delay before the exam in the system i.sjtu.edu.cn. The related proof materials by hospital should be provided. please refer to SJTU Regulations on Deferred Exam.

The exam is organized at the beginning of each semester by SJTU. The arrangement of the deferred exam is combined with the make-up exam. For the students who successfully apply for the deferred exam, their result of the related course will be recorded as “Defer” in the study semester. The result after taking the make-up exam will be recorded as actual scores in the exam semester. The score will be calculated into the GPA and Grade Point, and it will not cover the mark of “Defer” in the original semester.

Grade system

All courses, including practice and internships, must be evaluated. Exams are scored centesimally or hierarchically, whereas check courses are scored by a two-level system pass/failure. All kinds of scoring methods and grade points are shown in the table below:

Centesimal	Hierarchical	Grade Points
[95~100]	A+	4.3
[90~95)	A	4.0
[85~90)	A-	3.7
[80~85)	B+	3.3
[75~80)	B	3.0
[70~75)	B-	2.7

[67~70)	C+	2.3
[65~67)	C	2.0
[62~65)	C-	1.7
[60~62)	D	1.0
≥60	P (Pass)	N/A
<60	F (Failure)	0
DF (Deferred Final Exam)	DF (Deferred Final Exam)	N/A

Physical education and fitness test

Physical education is a compulsory public course. Students' PE performance is comprehensively evaluated through multiple dimensions including attendance, in-class academic results, extracurricular exercise participation and physical fitness status.

All students are expected to achieve proficiency in 1 to 2 sports, with a passing result in the swimming competency test listed as a non-negotiable graduation requirement.

Students who cannot attend regular PE classes with valid hospital certification must participate in designated adaptive wellness courses arranged by SJTU. Completion of all prescribed fitness tasks will count as a passing grade for the PE requirement.

All students are required to complete the physical fitness test every academic year. The physical fitness test result will be officially recorded in the full academic transcript. Students with illnesses or disabilities may submit an application for approved postponement or exemption from the test.

Academic warning and dropout

Academic Reminder: During undergraduate study period, SJTU will give an academic reminder to students with a semester average GPA of 1.7 or below. The GPA is the sum of the accumulated points for all courses taken by a student in the previous semester (excluding minor courses) multiplied by the corresponding credits, and then divided by the total credits.

Academic Warning: During undergraduate study period, SJTU will issue a first academic warning to students with a cumulative average GPA of 1.7 or below; For students whose cumulative average GPA is less than or equal to 1.7 for the second time, a second academic warning will be issued.

The warning is issued at the beginning of each semester. The cumulative Grade Point Average (GPA) is calculated by summing the product of the grade points of all course grades earned since enrollment (excluding minor program courses) and their respective credits, then dividing by the total number of credits.

In addition, the passed make -up exam are calculated as "P" ; retaken courses that are passed with a grade point below 1.7 are calculated as "P" .This calculation method is used only for academic warning, probation and dismissal.

Probation: During the whole undergraduate period, for students whose cumulative average GPA is less than or equal to 1.7 for the second time, a second academic warning will be issued. Under these circumstances, students can apply for probation. It should be applied by students first, and a promise letter be signed, then the application needs to be approved by the Institute and SJTU. Afterwards, students can have one more chance to have a try.

Probation is for one semester. During probation period, the schooling status will be retained, and it will be resumed if cumulative GPA higher than 1.7.

Undergraduate students have only one application chance for probation during the whole study period.

Dropout: dropout from the SJTU will occur if students:

- 1) Semester cumulative GPA during probation or after the termination of probation is less than or equal to 1.7 for the third time.
- 2) Have not resumed registration within the required time at the end of the suspension period or have failed the recheck.
- 3) Have not applied for resumption of study within two years after they have retired from the Chinese people's Liberation Army (including the Chinese people's Armed Police Forces).
- 4) The suspension time (excluding entrepreneurship suspension) has completed two academic years, and the suspension is required again.
- 5) Are unable to continue their study because of illness or accidental disability confirmed by the designated hospitals.
- 6) Leave school for two weeks without application for leave.
- 7) Do not register within the required time and without any justifiable reasons.

- 8) Do not meet the requirement on study probation or the probation application is not approved.
- 9) Other circumstances under which students should dropout if they fail to complete their curriculum within required study years.

7. Course policy in master period

Student curriculum design

SPEIT will provide a general training plan for each year of master students. Based on the training plan, students make their own curriculum under the guidance of supervisors. The Master students shall complete the coursework, scientific research, professional practice, thesis work and other work as specified in the program curriculum.

If it turns out that the training plan is unable to be implemented either fully or partly due to objective reasons, the master student can apply for a revision within the authorized period of the relevant semester. The student shall fill out the application form, ask for approval from the supervisor and the discipline chair, and then submit to the Graduate Affairs Office of the School (Department) for revision and archive.

Grade system

All graduate courses, including practice and internships, shall be graded varying from A + to F or Pass/ Fail.

Centesimal	Hierarchical	Grade Points
[95~100]	A+	4.0
[90~95)	A	4.0
[85~90)	A-	3.7
[82~85)	B+	3.3
[78~82)	B	3.0
[75~78)	B-	2.7
[71~75)	C+	2.3
[67~71)	C	2.0
[63~67)	C-	1.7
[60~63)	D	1.0

[0~60)	F	0
	P (Pass)	N/A
	F (Failure)	N/A

8. Grade point average

At SJTU, the Grade Points and the Grade Point Average (GPA) are generally used to value the students' academic performance.

Grade Points and GPA are computed for every student at the end of each semester, and then students will be ranked by Grade Points and GPA.

The calculation of Grade Points and GPA is shown as follows:

$$\text{Grade Points} = \frac{\sum (\text{course credit} \times \text{grade for that course})}{\sum \text{course credit}}$$

$$\text{GPA} = \frac{\sum (\text{course credit} \times \text{grade point for that course})}{\sum \text{course credit}}$$

9. Grade review and evaluation meeting

After the examinations at the end of each semester, all the grades will be reviewed and evaluated by the SPEIT teaching affairs committee. The committee members are the Party secretary, Chinese dean, French dean, vice dean in charge of Academic affairs, vice Party secretary in charge of student affairs, coordinators and assistants of fundamental cycle, coordinators of engineering cycle, director of academic affairs office, director of student affairs office. Some professors involved in the courses of the period will be invited to attend the grade review and evaluation meeting. In the meeting, the academic performance of all students will be commented and evaluated.

Any student who is considered unsuitable for higher grade learning will be notified by deans, academic affairs office or student affairs office. Suggestions may include restudy the previous year, or retaking the courses failed with the help of professors or classmates.

Students, who are evaluated as unsuitable to continue in SPEIT but still wish to study in the institute, must be aware of all the relevant information before going to the next

year. These students are highly likely to fail the requirement to enter the master cycle or maybe unable to obtain the degree on time.

10. Requirements on master entry application

Based on the French engineer training mode and curriculum system, the study duration of SPEIT is 4 + 2.5 years, which is divided into two cycles: fundamental cycle and engineering cycle. Undergraduate students of SPEIT can continue the master study in the institute by applying for the "Exemption from Master Entry Examination by Recommendation (Free Ticket)" to complete the whole training as qualified engineers. In order to fully implement the training objectives of elite talents in the engineering field, strictly ensure the training quality, combine the undergraduate and master education system settings of SJTU, and strictly manage the student status, SPEIT conducts strict qualification evaluation on the Free Ticket application.

The application for Free Ticket is carried out at the beginning of the fourth year of undergraduate period (any changes to the schedule will be made in accordance with the overall arrangements of the MOE and SJTU). The successful application must first pass the evaluation made for the first three years of undergraduate, and pass the final evaluation at the end of the fourth year of undergraduate as well.

The requirements on the two evaluations are as follows respectively:

I. No any one case listed below by the end of third year:

- 1) The students who received academic warning of SJTU, or administrative penalty because of violation of laws and/ or SJTU rules and regulations, and those with unqualified ideological and moral evaluation
- 2) The students who have not completed all courses listed in the curriculum for the first 3 years.
- 3) The students who have finished the curriculum for the first 3 years, but with an average grade below 70.
- 4) The students who failed 2 or more courses by the end of year 3 (excluding French language courses, and courses for minor bachelor degree as well as courses selected by students but not required).
- 5) The students who have not passed the English level test (425 for CET 6, 90 for TOEFL, 4.5 for TOEFL iBT, and 6.0 for IELTS).

- 6) The students who have not achieved French level B2 (TCF/TEF/DELF/DALF) of the European Reference Framework for Languages (CEFR). The expiry date of the certificate does not affect the evaluation.
- 7) The students who apply not to continue their postgraduate study and would like to end as a bachelor student.

II. No any one case listed below by the end of fourth year:

- 1) If two or more courses are failed (excluding courses for second bachelor degree/ minor out of SPEIT as well as courses selected by students but not required), or the average grade is below 70, or the graduation evaluation is not passed.
- 2) If any penalty/ punishment is received due to violate laws and /or SJTU rules and regulations, and due to exam cheating.
- 3) In case of failure to get the bachelor degree.
- 4) In case the result of bachelor thesis or the minor final report is B- and below.

All students who meet the requirements on bachelor degree and graduation will be granted SJTU bachelor degree certificate and graduation certificate at end of year 4.

III. Degree requirements

The bachelor and master degree of SPEIT are awarded by Shanghai Jiao Tong University in accordance with the regulations of the people's Republic of China on academic degrees as well as the regulations of Shanghai Jiao Tong University.

1. SJTU bachelor degree

After successfully completing all the requirements for their undergraduate study at SPEIT and SJTU degree, students will receive the Graduation Certificate and a Bachelor Degree Certificate from SJTU by the graduation time each year.

The main requirements are the following:

- a) No any violation of related laws and regulations.
- b) Pass all the courses listed in the curriculum and get the corresponding credits (including pass the swimming skills proficiency test and full completion of labor education practical credits).
- c) Pass the bachelor thesis/ project defense.

Students participating to the double degree exchange program of SPEIT, upon completion of each host school's academic requirements of corresponding years and the bachelor thesis of SJTU, will receive a Bachelor Degree from SJTU and Graduation Certificate. The degree and the diploma are conferred on August 15.

If students fulfill the requirements on Minor study of SJTU upon the graduation time of the major, a minor certificate will be delivered; In addition, the minor information will be noted in bachelor degree certificate.

Students who satisfy all graduation requirements in advance can apply for early graduation upon application and approval by SJTU and Ministry of Education of China.

2. SJTU master degree of engineering and titre d'ingénieur

Students who finish the engineering cycle study at SPEIT and meet the following requirements can obtain the master degree of engineering and graduation certificate of SJTU:

- a) No any violation of related laws and regulations.
- b) Pass all the courses listed in the curriculum and get the corresponding credits.

- c) The GPA is no lower than 2.7.
- d) Pass the master thesis/practical achievements defense and meet related research achievements requirement (Please refer to Appendix 2 for details).
- e) Finish the engineer internship successfully.
- f) Meet the requirements on English and French level:
 - English: pass China's current national college English test (CET6) (score higher than 425) or achieve English proficiency requirements below:
 - TOEFL test 200 points (computer test), 550 (paper pen test), 72 (internet test) , 4.5 (TOEFL iBT)
 - IELTS 6
 - TOEIC :700
 - French: achieve a B2 level of European Reference Framework for Languages (CEFR), validated by an external certification: TCF, TEF, DELF or DALF. The expiry date of the certificate does not affect the degree evaluation.

Obtention of the master degree of SJTU confers the French *titred'ingénieur*.

3. Double degree

Students participating to the double degree program of SPEIT will be granted the engineer diploma of exchange school, upon completion of the requirements of the exchange school and of SJTU. In master period, the credits gained in France need to be transferred to SJTU.

IV. Academic integrity standard of SPEIT

In order to avoid cheating or plagiarism, enhance the sense of academic integrity and maintain a good academic atmosphere, this standard is set according to SJTU related rules and the real situation of SJTU Paris Elite Institute of Technology (SPEIT).

In order to avoid cheating or plagiarism, enhance the sense of academic integrity and maintain a good academic atmosphere, this standard is set according to SJTU related rules and the real situation of SJTU Paris Elite Institute of Technology (SPEIT).

1. Academic integrity

Academic integrity is the principle that students should observe regarding all kind of academic areas during the whole study period. Academic areas include homework, experiments, papers, examinations, contests, evaluation and so on. Among those, papers refer to thesis and technological achievements which have been published in way of accepted words, data or figures and dissertations.

Academic integrity requires students to obtain original academic achievements by their own efforts, instead of accepting others' inappropriate help or providing improper help to others.

2. Requirement of Academic Integrity

- 1) Students must complete assignments and experiments in accordance with the requirements set by their instructors (or supervisors). Dishonest conduct in assignments and experiments includes:
 - ① Falsifying or fabricating assignment or experiment (report) data;
 - ② Altering or plagiarizing another person's assignment or experiment report;
 - ③ Having another person complete an assignment or experiment (report) on one's behalf, or completing such work for another person;
 - ④ Any other dishonest conduct not listed above.
- 2) Students must use authentic data and information for academic research and documentation in thesis work. Theses must be independently authored, with proper acknowledgment and citation of others' academic contributions. Dishonest practices in thesis work include:
 - ① Fabricating thesis data or content;
 - ② Plagiarizing or appropriating others' work or theses;
 - ③ Directly using others' work or thesis content without proper attribution;

- ④ Having others write the thesis on one's behalf or writing another's thesis;
 - ⑤ Any other dishonest conduct not explicitly listed above.
- 3) Students must strictly adhere to Student Examination Regulations of Shanghai Jiao Tong University during examinations. When participating in nationally organized non-campus examinations, students must also comply with the relevant examination regulations of those organizations.
- 4) Students must follow the fundamental principles of fairness and impartiality during competitions. Dishonest conduct in student competitions includes:
- ① Obtaining or disclosing competition questions through improper means prior to the event;
 - ② Engaging in plagiarism or other forms of cheating during competitions;
 - ③ Falsifying data or submitting fabricated results during competitions;
 - ④ Tampering with or destroying one's own or others' competition records or results;
 - ⑤ Having another person compete in one's place or competing in another person's place;
 - ⑥ Other dishonest acts not specified above.
- 5) Students must not engage in dishonest practices such as submitting false materials or forging comprehensive assessment certificates during the comprehensive evaluation phase.
- 6) Dishonest practices by students in other academic contexts include:
- ① Signing in for or by others;
 - ② Obstructing instructors from accurately obtaining report or assignment information;
 - ③ Publishing assignment answers or lab reports in public forums like online platforms despite explicit prohibition by instructors;
 - ④ Forging documents or certificates to participate in academic activities and obtain grades;
 - ⑤ Falsifying or fabricating academic achievements;
 - ⑥ Altering, forging, or destroying academic transcripts, course completion certificates, or other academic records;
 - ⑦ Altering or forging scholarship certificates or other honorary certificates;

⑧ Altering or forging certificates of withdrawal, completion, graduation, or degree conferral;

⑨ Other dishonest acts not listed above.

3. Integrity Committee

Integrity Committee of SPEIT is made up based on the specific requirements of SJTU. The main responsibility of Integrity Committee is to set norms and supervise the integrity work.

If any professor or student finds some behaviors against this standard, he or she has the obligation to report to the secretary of Integrity Committee. After receiving the report, the Integrity Committee should organize an investigation to find out the truth with evidence. Accordingly, a punishment proposal needs to be made by the working group according to the severity of the situation.

4. Handling rules on integrity violations

For instances of academic dishonesty occurring during classroom activities such as assignments or experiments, the grade for that specific assessment component shall be recorded as zero. Should a student commit academic dishonesty twice or more within the same course, the overall grade for that course shall be recorded as zero. The determination and handling of such dishonest conduct shall be carried out by the instructor (or supervisor) responsible for the course, with specific details reported to the Student Integrity Subcommittee of the student's respective college (or department) for record-keeping.

For dishonest conduct in thesis-related activities, the University Degree Evaluation Committee shall organize the determination and handling.

For dishonest conduct in competition-related activities, the student's eligibility to participate shall be revoked or any honors awarded shall be withdrawn. The competition organizer shall be responsible for determining and handling such cases, with records submitted to the Student Integrity Subcommittee of the student's college (department) for filing.

5. The procedures to handle integrity violations

Upon receiving reports of dishonest conduct, the Integrity Committee follows this specific procedure:

- 1) The instructor (or advisor) or student reports the details of the dishonest conduct to the Integrity Committee Secretary and provides relevant evidence.

- 2) The School Integrity Committee conducts investigations and gathers evidence. Within 10 working days of receiving the report, it issues a determination and proposed disciplinary action, notifying all relevant parties in writing.
- 3) For cases involving student disciplinary sanctions, the School Student Integrity Committee must submit the case to the University Student Integrity Committee for review and processing according to the disciplinary procedures.

Other Rules of Procedure:

- (1) Where a student commits an act of academic dishonesty whilst undertaking a course and is subject to disciplinary action, the maximum mark they may achieve upon retaking that course shall be 60 marks;
- (2) Students found to have committed acts of academic dishonesty shall be ineligible to apply for any scholarships or other honors for a period of one year; where acts of academic dishonesty are discovered retrospectively, the relevant honors shall be revoked and any awards granted shall be withdrawn;
- (3) Where academic misconduct is discovered retrospectively in relation to a dissertation, retrospective determination and disciplinary action may be taken;
- (4) Except where the individual concerned is a minor, serious cases of academic misconduct shall be made public.

6. Others

- 1) All instructors are obligated to explain the detailed provisions of this Code of Integrity to students at the beginning of the course and throughout the teaching process.
- 2) All students and faculty members are obligated to report any observed acts of dishonesty to the School Integrity Committee.
- 3) To ensure fairness in handling cases, instructors of relevant courses who are members of the Integrity Committee must recuse themselves from the process.
- 4) The Integrity Committee must adhere to confidentiality principles during its work; all proceedings and resolutions shall not be disclosed to unrelated parties.

In case of any inconsistency between the provisions of this Code and the Shanghai Jiao Tong University Student Academic Integrity Code, the provisions of the Shanghai Jiao Tong University Student Academic Integrity Code shall prevail.

附件一：

巴黎卓越工程师学院工程师实习管理规范

SPEIT Rules and Requirements for Engineer Internship

注重实践与实习是法国工程师培养的主要特色之一，巴黎卓越工程师学院工程师培养过程中包含 3 个阶段的实习：认知实习、研究实习与工程师实习。三个实习循序渐进、相辅相成。其中，硕士培养方案中要求完成的 24 周“工程师实习”安排在 2.5 年硕士培养的最后一年，作为工程师培养的尾声。工程师实习进行学分制管理，计入硕士培养方案要求的总学分。

工程师实习旨在让学生以一名工程师的身份，结合自己未来的职业规划，参与到企业项目中。通过本实习，学生可运用所掌握的所有专业知识与技能，包括专业交流能力与社交能力，与不同背景的专业人士一起工作，体验工程师职业生涯起步所需的各种工作要求，确定自己未来的职业定位，并为复杂的企业项目做出一定的贡献。

为了实现实习目标，保证学生顺利、有序、高质量完成实习，特制定本管理规范：

一、工程师实习概述

工程师实习要求在企业或类似机构全职完成，实习时间原则上不少于 24 周，通常自硕士第二学年第一学期结束，学生完成在校的课程类学习后开始。学生的实习申请须经导师及学院审核同意后，方可进行。

计划继续攻读博士学位者，经学生本人申请，学院审核批准，可与硕士论文相结合，可在专业实验室内完成实习，但在硕士培养期间，在企业实习时间累计不少于 14 周。申请人需提交“攻读博士意向书”，同时提供实习相关的实习协议、实习报告以及企业实习评估表。

对于中断学业申请休学在中国、法国或其他国家企业内进行全职实习的情况，如要认定为 24 周的工程师实习，学生应在申请休学时提出，经学院审核批准后，方可被认定为工程师实习。实习结束后，须一并提交实习协议、实习报告与企业评估表，并参加实习答辩。

申请到海外开展工程师实习的学生，除导师及学院审核同意外，还应按照上海交通大学的要求办理《上海交通大学因公出国（境）审批》手续、出国（境）超过 3 个月（含）的学生还需办理研究生休学手续后，方可离校。学生自行负责签证申请与实习期间的安全问题。

二、实习岗位与领域要求

学院将为学生提供一些实习岗位，同时学生也可根据兴趣与职业规划自己寻找实习机会。

实习岗位须有一定的技术性，可以但不局限于以下领域：

- 1) 技术或产品开发；
- 2) 工程或项目设计；
- 3) 工程或项目管理；
- 4) 应用研究类；
- 5) 工艺流程；
- 6) 市场以及服务类；
- 7) 金融与管理类；
- 8) 软件开发类；
- 9) 其他技术相关领域。

三、实习申请流程

实习开始前，学生应提前发起实习申请，经学院审核批准后，再与企业签订实习协议。学生应按照签署的实习协议开展实习，原则上实习期间应有保险，保险期限覆盖实习期限。如须更改实习时间、地点或职位等，应在三个工作日通知学院备案。申请流程以当年通知为准。

四、实习导师

学生需要至少两名导师来指导实习，一名上海交通大学校内导师以及一名实习企业的专家。

五、实习过程管理

在实习过程中，学生应与校内导师保持联系，定期向校内导师汇报实习情况。在实习中期，学生应按要求向学院提交中期检查材料。

六、实习考核标准

实习结束，学院将统一组织实习答辩，评估实习成果。考核结果分为“通过”或“不通过”。考核内容主要包含三部分：企业导师评估、实习报告撰写质量以及实习答辩表现。

1) 企业导师评估

评估内容包含有：实习纪律（出勤、安全意识等）、工作态度（认真努力，责任心等）、专业精神（自我管理能力、沟通能力、团队合作精神等）、专业能力（知识掌握、应用和实践技能、适应能力和快速学习能力等）以及加分项（领导力、创新能力等）。具体见企业评估表。

2) 实习报告

答辩前学生必须按时提交实习报告。正文一般包含以下几部分内容：1) 相关领域与行业的发展现状; 2) 工作职责及要解决的主要问题; 3) 采取的主要解决方案与取得的结果; 4) 对实习企业的主要贡献; 5) 实习体会与收获。

实习报告撰写具体要求如下：

- a) 需用英文撰写、小四号字体、A4大小纸张撰写，须提供至少2页中文大摘要。
- b) 报告正文不少于 25 页，封面、摘要、参考文献和附录不包括在内。具体要求请参考学院实习报告模板。
- c) 图片（表格、流程图和图表除外）所占比重不可超过正文全部的 20%，且必须与正文相关，图片下附简要说明。

3) 实习答辩

学生完成实习主体内容后，可申请参加实习答辩。实习答辩由学院在每年 11 月统一组织，如因特殊客观情况无法参加统一答辩的学生，经学生申请学院审核同意后，须在硕士学位申请前完成实习答辩。原则上学生答辩时应已完成实习内容的主体部分。学生应按时提交实习报告、企业签章版的企业评估表，否则无答辩资格。答辩组至少由三名评委组成，学院将邀请本院教师、校内合作单位教师、企业专家、法国合作院校来访教师等担任评委。

七、其它

实习申请人应充分评估因各种原因导致学习年限延长的情况，充分考虑实习安排与学习年限的适配问题，因个人实习安排与学校相关规定不适配导致的相应后果由本人承担。

本办法自 2025 级研究生起开始执行，解释权归属巴黎卓越工程师学院。

巴黎卓越工程师学院工程师实习管理规范

SPEIT Rules and Requirements for Engineer Internship

One of the hallmarks of French engineering education emphasizes on practice and internships. The curriculum of SJTU Paris Elite Institute of Technology (SPEIT) comprises three progressive and mutually reinforcing internship phases: an operational internship, a research internship and a final engineer internship. The engineer internship, which lasts no less than 24 weeks, is scheduled in the last year of the 2.5-year master's program. It is counted to the total credits required for the master's degree.

The engineer internship is designed to immerse students, acting as junior engineers, in real industrial projects that align with their career plans. During the internship, students apply the full range of knowledge and skills acquired during their studies, including technical expertise, professional communication, interpersonal abilities, while collaborating with professionals from diverse backgrounds. Through this experience, they gain first-hand insight into the demands of launching an engineering career, clarify their professional goals, and make meaningful contributions to complex corporate projects.

To ensure that these objectives are met and that every student completes the internship in an orderly and high-quality manner, the following rules and requirements are hereby established

I. Overview of the Engineer Internship

The engineer internship must be completed full-time in a company or equivalent organization and, in principle, lasts no less than 24 weeks. It usually begins at the end of the first semester of the second year of master cycle, while all the courses are completed. The application must first be approved by the student's academic supervisor and by the institute.

Students who intend to pursue a PhD may, upon personal request and with the Institute's approval, combine the internship with their master's thesis in an academic laboratory. In this case, the student must still accumulate a minimum of 14 weeks of internship in industry during the master's program. The student must submit a "PhD Intention Form" together with the internship agreement, internship report and company evaluation form.

If a student interrupts his/her studies to take a full-time leave of absence for an internship in a company located in China, France or any other country, the experience

can only be recognized as the 24-week engineer internship if the student applies for the leave with this intention and obtains prior approval. After the internship, the student must submit the internship agreement, internship report and company evaluation form and attend the internship defense.

Students wishing to carry out their engineer internship overseas must, in addition to obtaining approval from their supervisor and the institute, complete Shanghai Jiao Tong University's "Approval Procedure for University-Sponsored Travel Abroad". Students who will be abroad for three months or more must also apply for a leave of absence before leaving campus. Visa applications and personal safety during the internship are the student's sole responsibility.

II. Position and Field Requirements

The institute will publish a list of internship positions offered by partner companies; students may also search for positions on their own according to their interests and career plans. The internship must be technical in nature and may fall into, but is not limited to, the following areas:

1. Technology or product development
2. Engineering or project design
3. Engineering or project management
4. Applied research
5. Process engineering
6. Marketing and services
7. Finance and management
8. Software development
9. Other technology-related fields

III. Application Procedure

Students must initiate the internship application in advance. The internship must be carried out in accordance with the signed agreement, and the student must be covered by insurance for the entire duration of the internship. Any change of dates, location or position must be reported to the Institute at least three working days in advance.

IV. Internship Supervisors

Each student must be supervised by at least two persons: one academic supervisor from Shanghai Jiao Tong University and one professional supervisor from the host company.

V. On-going Management

During the internship, the student must maintain regular contact with the academic supervisor and submit progress reports as required. A mid-term check must be submitted to the Institute as required.

VI. Assessment

After the internship, students need to participate in the defense organized by SPEIT. The result will be “Pass” or “Fail”. The assessment is based on three components: evaluation by the company supervisor, quality of the internship report and defense performance.

1. Company Supervisor Evaluation, which includes: discipline, work attitude, professionalism, technical competence, bonus items, details are provided in the Company Evaluation Form.
2. Internship Report, which must be submitted before the organization of defense.
The main content should be:
 - 1) Current status of the relevant sector and industry
 - 2) Duties and main problems to be solved
 - 3) Key solutions adopted and results achieved
 - 4) Main contributions to the host company
 - 5) Reflections and takeaways from the internship

Formatting requirements as follow:

- 1) Written in English, font size 12 pt, A4 paper, accompanied by a Chinese summary of two pages.
- 2) Main text more than 25 pages (cover page, abstract, references and appendices excluded). Follow the Institute’s template.
- 3) Illustrations (excluding tables, flowcharts and graphs) may not exceed 20 % of the main text and must be relevant; each must carry a brief caption.
3. Defense, after completing the core internship tasks, the student may apply for the defense, which will probably be held in November. Students who cannot attend the scheduled defense for objective reasons must, upon approval, complete the defense before applying for the master’s degree. Students who fail to submit the internship report and the company-stamped evaluation form on time will not be allowed to defend. The defense jury members consist of at least

three members from Institute faculty, partner university teachers, company experts or visiting professors from French partner institutions.

VII. Miscellaneous

Applicants should fully evaluate the risk of study-extension caused by various factors and ensure that internship arrangements are compatible with the prescribed length of study. Any consequences arising from a mismatch between personal arrangements and University regulations are the student's sole responsibility.

These regulations take effect from the 2025 master students and are interpreted by SJTU Paris Elite Institute of Technology.

附件二：

巴黎卓越工程师学院专业型硕士+卓越工程师培养方案

2012 年，为积极响应《国家中长期教育改革和发展规划纲要(2010-2020)》中提出的“卓越工程师教育培养计划”重大改革项目的号召，依托上海交大优势学科及办学条件，引进法国先进的工程师培养理念和优质教学资源，经教育部批准，上海交通大学与法国最具盛名的工程师培养大学“巴黎高科技工程师学校集团”合作，成立了“巴黎卓越工程师学院”（后文简称学院）。

学院人才培养模式与课程设置主要借鉴于独特的法国工程师体系，并同时融合我国高等教育的人才培养要求，学院将学制设置为 4 年本科+2.5 年硕士，教学分为“基础教学阶段(本科前 2.5 年)”与“工程师教学阶段(本科后 1.5 年+硕士 2.5 年)”。

学生顺利完成 4 年本科培养，按时获得上海交通大学学士学位，并满足推荐免试直升硕士的条件后，学生可进入学院硕士阶段修读工程硕士专业学位，并继续工程师阶段的学习。在同时完成双方课程、论文、语言、实习等要求的前提下，可获得上海交通大学工程硕士专业学位以及学院与法方合作学校共同颁发且通过法国工程师职衔委员会(CTI)认证的法国工程师职衔。

为贯彻“立德树人、教书育人”的教育理念，落实以“人才培养”为中心的教育机制，保证学院人才培养质量，特制定本培养方案。

一、培养目标

学院以培养复合型、应用型、具有国际视野与人文素养的杰出工程技术人才和企业界领袖为主要目标，以培养适应经济与社会发展的优秀的社会主义建设者与接班人为根本使命。具体体现在：

- 1.1 培养超越某一专业技能、兼具人文素养的全面发展的卓越工程人才。在课程体系建设中，打破专业、学科壁垒，每个专业之间都有一部分课程互享，学生可以跨专业选修其它专业的课程；此外，学院还开设有约 30%的人文、社科、经济、管理以及法律、设计、营销等学生必修课程，打造具有良好人文素养、管理能力与社会责任感的人才与高级管理人才。
- 1.2 中法双方联合培养，打造“多语种+”的国际化人才。在研究生培养过程中，80%的课程由法国合作学校选派资深法国教师承担，其余课程由企业高管或专家，以及上海交大资深教授承担，授课语言以法语为主，英文、中文为辅，且英语与法语语言课程也贯穿其中；此外，100%的学生均有 6 个月至 1.5 年的海外交流学习机会，全方位培养学生多语种国际化交流能力与全球视野。

- 1.3 注重学生实践与创新能力培养。在课程体系中，设置有多种多样的“实践项目”，项目不仅有学校具有工程实践经验的教师指导，同时资深企业研发人员也带着行业最前沿技术与知识走进课堂教学。此外，学生在研究生期间需要在企业完成 24 周的“工程师实习，以工程师的身份参与到实际的企业项目中去，有效提升学生的实践能力与职业能力。

二、专业学科介绍

学院设有三个专业领域，分别为电子信息、机械、能源动力，分别对接学校本科阶段的信息工程、机械工程、能源与动力工程三个专业及相关的学科。

2.1 电子信息

当今信息科技技术迅速发展，并与相关的专业领域交叉融合，具有前沿性与交叉学科的特点。建立了围绕通信系统、网络技术与数据科学的课程体系，并且开设大数据与安全、物联网与 5G 和感知技术与智能汽车等专业应用模块，构建集前沿科学研究与工业技术应用的多目标体系。获得了法国合作方的大力支持，有 50% 以上的课程由法方提供专业教学与实践团队，20% 课程由业界专业人士参与授课。

课程覆盖信息通讯工程、计算机科学、自动化与控制、和信息安全等专业领域，配以知识产权、创新管理与工程文化等软科学培训与实践，培养学生掌握扎实的基础理论与理解专业知识体系的同时，深入了解国内外该领域前沿技术、发展动向和最新应用，从而具备较强的解决工程问题的能力和一定的创新能力。学生能熟练地掌握英语和法语，具备跨文化沟通能力和管理能力，并有强烈的社会责任感。

2.2 机械

该专业以有关的科学技术为基础，结合新材料、现代先进制造业、交通等工业需求，是一门研究各种机械装置在设计、制造、安装、运用和维修过程中所需要的基础理论和实际问题解决方案的应用学科。研究领域有机械设计制造及其自动化、材料成型及控制工程、工业设计、过程装备与控制工程、机械工程及自动化、车辆工程、机械电子工程、汽车服务工程、制造自动化与测控工程、微机电系统工程、制造工程等领域。

课程涵盖机械、材料和控制等多学科，配以工业工程、创新管理与文化等软科学培训与实践，着眼于培养学生掌握丰富而扎实的机械工程领域基础理论，并理解掌握机械相关专业基础知识。本专业设置大量实践和实习课程，重在培养、提高学生对专业知识的运用能力，与法国顶尖工程师学校联合开设的国际化教育课程，帮助学生深入了解国内外机械工程的前沿技术及未来发展新动向。在专业课程之外，配合经管类与文化类课程、英语与法语课程，培养学生具有立足国际的视野以及优秀的社会活动与管理能力，成为未来的卓越工程师。

2.3 能源动力

该专业主要研究能源转换从而提供所需各种动力的过程和控制，是现代工业的重要基石，是 21 世纪能源科技领域的主力专业。主要研究领域包括“各种能源转换装置：内燃机(汽车发动机、船舶发动机、坦克发动机等)、热能工程(发电厂、电站锅炉、工业锅炉等)、叶轮机械(电站汽轮机、车舰船航天航空用燃气轮机、压气机等)、工程热物理(能源利用中的传热、流动等基础科学问题)、制冷与低温(空调、制冷机、低温技术)等，主要目的是高效、清洁使用能源，实现可持续发展的目标。

课程包括动力、能源和环境等多学科，着眼于培养学生掌握丰富而扎实的能源与动力工程领域基础理论，在此基础上通过设置大量实践与实习课程，重在培养和提高学生对专业知识的运用能力；通过与法国顶尖工程师学校联合开设的国际化教育课程，学生得以深入了解该领域的国际前沿技术及未来发展新动向。在专业课程之外，配合经管类与人文类课程、英语与法语等语言类课程，以及提供国外交流与企业实习机会等，多方位培养学生扎实专业创新能力、国际化视野与优秀沟通管理能力，使学生成为未来的卓越工程精英。

三、学习年限

学院硕士+工程师的学习年限为 2.5 年，最长不超过 3.5 年。

四、中法双方专业型硕士+卓越工程师人才培养的要求

4.1 获得法国工程师职衔的要求

根据法国工程师职衔委员会(CTI)要求，获得工程师职衔需要满足的基本要求包含：

- 4.1.1 面对面教学应不少于 1800 学时(约 115 学分，含 Y3S2 及 Y4 所学课程)；
- 4.1.2 课程应包含不少于 30% 的经济、社会、人文、法律科学以及商业管理等方面的课程；
- 4.1.3 国际化的文化视野，包括通晓国内外企业的内外部文化；
- 4.1.4 工程师阶段学习结束时，英语最低水平应达到 B2 等级，法语最低水平应达到 B2 等级；
- 4.1.5 在工程师阶段，累计完成至少 28 周的实习(含 Y4 所做实习)；
- 4.1.6 在海外交流至少一个学期。

4.2 获得上海交通大学专业硕士学位的要求

硕士专业学位研究生在规定的学习年限内完成培养计划，课程成绩合格并达到规定的总学分和积点要求；符合学院规定的科研成果要求，通过硕士学位论文/规定的实践成果评审及答辩，无学术诚信问题者，可申请授予硕士专业学位。

五、中法学院专业型硕士+卓越工程师的培养方案

在依托中法双方优势学科以及双方师资力量基础上，学院融合创新中法双方对人才培养的要求，制定学院研究生培养方案如下，须同时满足如下要求方可获得上海交通大学专业型硕士与法国工程师头衔，不能单独获得任意一个证书。

5.1 课程修读要求

学分要求：攻读硕士研究生(专业型)与工程师职衔，最低要求完成 55 学分，其中 GPA 学分须不少于 19 学分。详细方案请见各专业课程设置一览表。

5.2 语言要求

5.2.1 **英语要求：**通过大学英语六级考试(CET6，分数高于 425 分)或达到以下英语水平考试之一：

- 托福考试：200 分(机考)、550(纸考)、72(网考)、4.5 (新托福)
- 雅思：6.0
- 托业：700

5.2.2 **法语要求：**达到欧洲语言参考框架(CEFR)B2 水平，考试须通过外部认证：如 TCF、TEF、DALF 或 DELF。

5.3 实习要求

注重实践与实习是工程硕士以及法国工程师培养的主要特色之一，中法学院工程师培养过程中包含 3 个阶段的实习：认知实习、研究实习与工程师实习。三个实习循序渐进、相辅相成。

其中，硕士培养方案中要求学生在企业连续完成 24 周“工程师实习”(继续攻读博士学位者，可在专业实验室内完成实习，但在企业实习时间累计不能少于 14 周)，实习旨在让学生以一个名副其实的年轻工程师的身份，结合自己未来的职业规划，参与到企业项目中。通过本实习，学生可运用所掌握的所有专业知识与技能，包括专业交流能力与社交能力，与不同背景的专业人士一起工作，体验工程师职业生涯起步所需的各种工作要求，确定自己未来的职业定位，并为复杂的企业项目做出一定的贡献。

从 2025 级硕士开始，工程师实习进行学分制管理，学生完成工程师实习获得的学分计入培养方案总学分要求。学生在申请学位论文/实践成果答辩之前，需要完成工程师实习答辩。尚未完成工程师实习要求的学生，无法申请学位论文/实践成果答辩、也无法办理毕业或结业申请。

5.4 科研成果要求

为提高学院研究生培养和学位授予质量，加强对学生科研能力与学术论文写作能力的培养，学生应积极参加校内外导师承担的科研项目，选择有重要应用价值的课题进行科学技术研究或承担专门技术工作的综合训练，并结合硕士学位论文研究内容，积极探索并形成一定的与学位论文相关的创新性研究成果。

在申请学位论文/规定的实践成果答辩之前，每位硕士生必须完成下列研究成果之一，数量要求 1 篇或 1 项以上：

5.4.1 **学术论文**：在各专业相关核心期刊或重要会议上发表至少 1 篇学术论文。学位申请人为第一作者发表的论文以 1 篇计；以第二作者发表的论文(第一作者必须是其导师)以 1/2 篇计；第三作者及以后者不计。

5.4.2 **发明专利申请获得受理**：学位申请人应为第一发明人；导师为第一发明人时学位申请人为第二发明人。

5.4.3 **软件著作权登记**：学位申请人应为第一著作权人；导师为第一著作权人时学位申请人为第二著作权人。

5.4.4 **技术报告**：根据所做课题内容及实习阶段的成果形成技术报告，由导师或企业实习指导老师审核，给出通过/不通过的评定。

以上 5.4.1-5.4.3 项成果第一单位应为上海交通大学。在企业完成的研究成果，企业为第一单位时，上海交通大学可以为第二单位。

对达不到成果完成要求的硕士生，可以先答辩、结业离校，但学位委员会将不予审批其学位申请。该生如能在离校一年内补充完成所要求的学术论文，学位委员会将再审批其学位申请，合格后，发给学位证书和毕业证书。

5.5 学位论文撰写要求

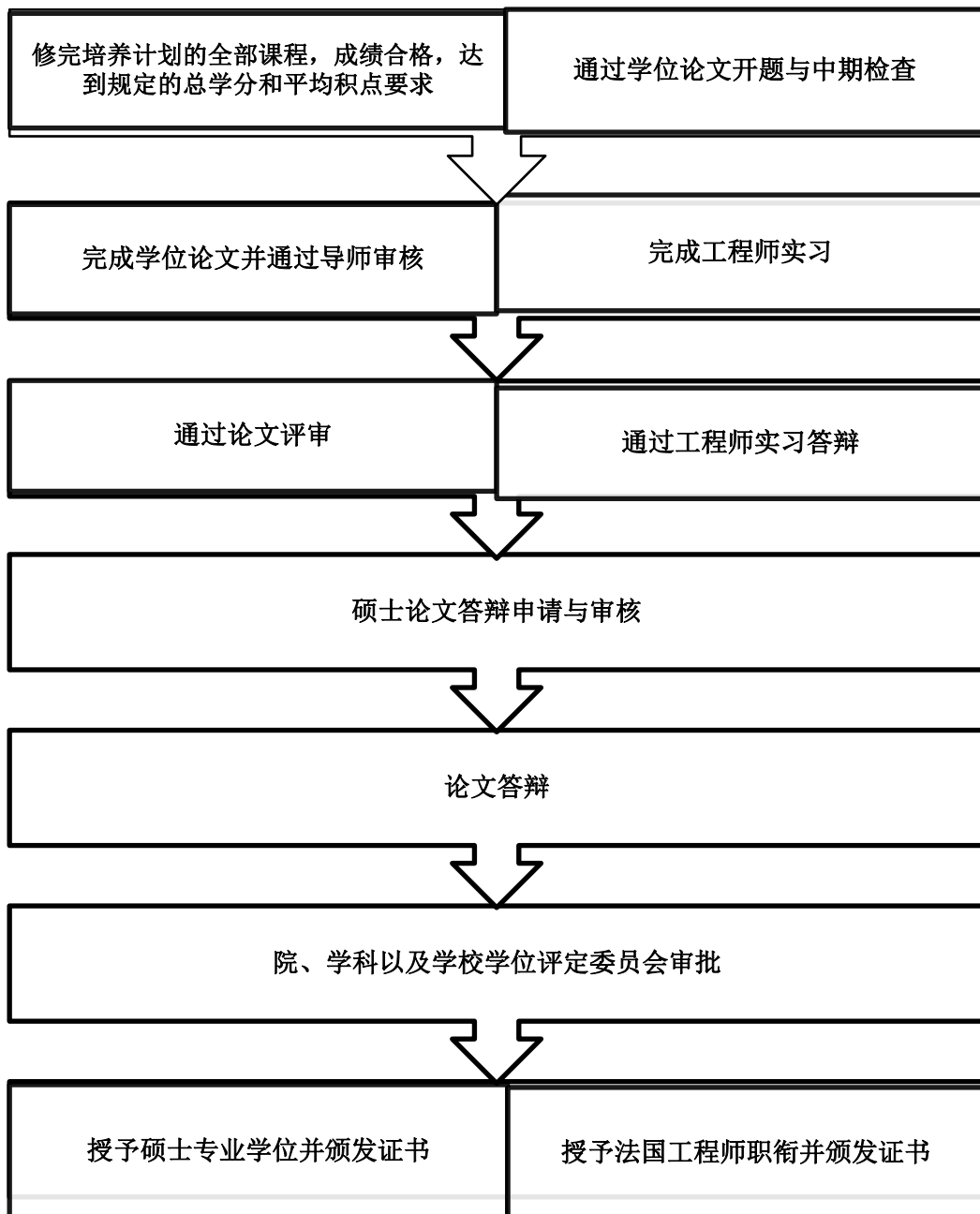
学院鼓励学生在企业结合实习研究项目完成学位论文，论文由企业导师直接指导完成，并同时选择 1 名校内导师共同指导。

学位论文选题应具有一定的与专业相关的工程背景与理论研究深度，拟解决的问题要有一定的创新性、技术难度与实际应用价值，最终论文能反映工作成果的实用性与创新性。

学位论文根据其研究成果的内容，可以为先进技术与方法、产品研发、工程设计、应用研究、工程/项目管理等，此外论文研究成果以及内容必须遵守学术道德与诚信原则，撰写格式要符合上海交通大学硕士学位论文撰写规范。

本培养方案自 2025 级硕士研究生开始实施，由巴黎卓越工程师学院负责解释。

授予专业型硕士学位与工程师职衔流程



附件三：

巴黎卓越工程师学院“辅修专业”管理办法

为了充分发挥学院法语教学的优势，从 2015 年起，根据国家与上海交通大学相关招生政策，学院开始招收法语专业学生。为对接学院 4 年本科+2.5 年硕士的培养模式，同时为了培养复合型的跨学科人才，学院为法语专业学生专门开设了 3 个辅修专业：“机械工程-辅修、信息工程-辅修、能源与动力工程-辅修”。学生主修专业为法语，同时可辅修学院 3 个工科专业之一。

由于学院独特的培养模式与课程体系设置，在学校辅修专业管理办法之外，特制定本管理办法。本学院三个辅修专业的管理，参照本办法执行。

一、专业申请与录取办法

学院 3 个辅修专业仅为巴黎卓越工程师学院法语专业学生开放申请。申请时间为第三学期，申请与录取办法与相应工科主修专业相同，专业录取名额以及排名也同时视相应工科主修专业学生情况变化而变化。

经学院审批录取后，在第三学期学校“辅修专业”报名期间，注册在学院录取的相应辅修专业。

二、课程修读

课程自第四学期开始修读，学期期限为 5 个学期。课程修读要求请参考各专业培养计划。

成功申请辅修专业的学生，在每学期规定的选课时间内选修辅修的课程（允许免修的课程也须选课）。

因学院辅修专业课程安排以及要求与主修专业相同课程保持一致，故学生第一次考核不及格的课程可申请参加学校组织的重修免修考试一次，申请条件与成绩记录方式同主修专业，但在进行退学警告或退学平均积点计算时重修免修考的成绩不包含在内。

学生考试期间因病及其它客观原因不能正常参加考试，必须在课程考试前办理缓考手续，擅自缺考的课程按零分计。具体办理流程见《上海交通大学本科生缓考管理办法》。

出国进行双学位交流的学生，如顺利完成对方教学计划内容，满足我院要求，则在获得法语主修学士学位同时，在学历学位证书中注明辅修专业相关信息，不再进行课程学分转换。

在免试直升硕士研究生时，法语专业同学也有资格申请学院 3 个硕士专业，但辅修专业的课程修读结果与法语主修专业课程的修读结果合并进行考核评估。考核要求与相应工科主修专业的相同。

三、 自主调整专业

经学生申请，学院审核批准，第五学期末学生可进行一次专业调整。此次调整的专业结果将作为推荐免试直升硕士研究生录取专业的参考。

四、 费用

法语主修专业学费已包含辅修专业的培养费用，故辅修专业课程修读不再额外收取费用。

五、 其它

本办法适用于 2018 级及以后年级法语专业学生，2018 级以前年级仍按照原“第二学科学士学位”规定实施。其它未及事宜按照上海交通大学“本科生辅修专业修读”管理办法执行。

附件四：

研究生校外课程学分认定与成绩转换办法（2026）

第一章 总则

第一条 随着我院研究生跨境交流活动日益增多，交流形式更加多样，为了进一步规范研究生在合作高校及所取得学分的认定及成绩转换工作，根据《上海交通大学研究生校外学习课程的学分认定与成绩转换办法》，结合本院实际情况，特修订本办法。

第二条 本办法适用于巴黎卓越工程师学院研究生在国家公派项目、校际交流项目、院际交流项目派出交流期间于合作高校所修课程，以及双学位、联授学位等联合培养项目外派、来校研究生在合作学校所修课程。本科阶段跨境流动涉及的学分认定工作，以本科教务管理部门的规定为准。

第二章 学分认定及成绩转换的要求

第三条 研究生的校外学习单位应为我校认可的高校或科研机构，在校外所学课程与其专业培养方案规定的课程内容相近或相同，学时相当，学院可以按专业培养方案规定的同类课程认定，具体规定如下：

- （1）申请转换的我校课程应为学生培养计划中尚未修读课程；
- （2）双学位、联授学位等联合培养项目协议中对可转换课程有具体约定的，在约定目录内的课程可申请转换；
- （3）对于我校派出研究生，其必修的思想政治理论课学分必须在我校取得；
- （4）研究生在合作高校学习期间，不允许以自修的方式取得本校课程和其他教学环节的学分。

第三章 学分认定及成绩转换的程序

第四条 双学位、联授学位等派出研究生，应依据联合培养协议的约定，参照合作院校的课程设置并结合本人专业培养方案情况，与导师（组）及学院在合作高校学习期间的学习计划，并填写《上海交通大学申请选修外校研究生课程审批表》（学习计划/Learning agreement/Contrat d'étude 等效），经导师同意和学院批准，至学院研究生教务办公室备案。未经双方导师同意和学院批准，学生在外校学习期间不得更改学习计划，私自学习的课程不列入认定范围。

第五条 原则上，申请转换学分的课程均需在赴合作高校交流前或返校前进行审批。如遇对方院校课程调整等情况，学生交流期间临时修课，或因交流前没有课程介绍等原因，学生应尽早补办选修外校研究生课程的申请报备工作。

第六条 研究生回校后应在复学后的一个月通过流程平台提交学分认定及成绩转换申请。如有特殊情况无法在复学后一个月内提交的，学生应向学院说明情况，原则上应在复学后的学期结束前完成学分认定流程。

第七条 学分认定及成绩转换基本工作流程为：研究生提交申请、院系初审、导师审核、责任教师审核、院系审核、研究生院审核并确认转换后我校成绩。研究生提交申请时需提交的材料包括：

- （1）合作高校出具的课程正式成绩单（清楚显示学生个人信息、课程信息及成绩信息，并且有外校单位的签字盖章）；
- （2）申请转换的外校课程的课程大纲或课程简介；
- （3）学生派出前审批通过的《上海交通大学申请选修外校研究生课程审批表》（通过双学位、联授学位等联合培养项目来校的学生不需提交）。

第八条 凡上述手续不完备、派出前未办理审批手续、回校后未办理相关手续及提交相关材料者，其课程成绩和学分不予认定、转换。

第四章 各交流合作学校成绩转换参考标准

第九条 研究生在合作高校获得的成绩，若为与我校相同的评分等级，则直接以等级登录；若为百分制或其它评分方式，则按参考标准换算为我校评分等级后登录。

1. 等级制

(1) 巴黎综合理工大学 (Ecole Polytechnique)

交流学校 (EP)		上海交通大学
A+	Exceptional	A+
A	Excellent	A
A-	Very good	A-
B+	Good	B+
B	Fairly good	B
B-	Satisfactory	B-
C	Marginal pass	C+
D	Insufficient	D
F	Fail	F

(2) 巴黎高等矿业学校 (Mines Paris)

Mines Paris		上海交通大学	
A	Excellent	A	Très Honorable avec Felicitations du Jury (Highly Honorable with Praise)
B+	Très Bien	A	Très Bien (Very good- Highest Honors)
B	Bien	A-/B+	Bien(Good- High Honors)
C+	Assez Bien	B	Assez Bien (Quite Good- Honors)
C	Convenable (Satisfactory)	C	Passable (Satisfactory)
D+	Passable (Sufficient)	D/C-	Passable (Sufficient)
F	Echec (Fail)	F	Échec (Fail)

(3) 其他交流学校获得的成绩，若为与我校相同的评分等级，则直接以等级登录。

2. 分数制

(1) 巴黎综合理工学校 (Ecole Polytechnique)、巴黎高等电信学校 (Télécom Paris)、巴黎高等先进技术学校 (ENSTA Paris)、巴黎高等矿业学校 (Mines Paris) 分数制参考以下标准转换为我校相应等级。

交流学校	上海交通大学	
19-20	A+	Très Honorable avec Felicitations du Jury (Highly Honorable with Praise)
16-18.99	A	Très Bien (Very good- Highest Honors)
15-15.99	A-	Bien(Good- High Honors)
14-14.99	B+	Assez Bien (Quite Good- Honors)
12-13.99	B	
11-11.99	C+	Passable (Satisfactory)
10-10.99	C	
9-9.99	C-	Passable (Sufficient)
8-8.99	D	
0-7.99	F	Échec (Fail)

(2) 其他合作学校分数制成绩转换参照研究生院标准执行。

3. 通过制

(1) 如交流学校课程成绩为无具体成绩的“通过”，P (Pass) 或 V (Valid)，则对应转换为我校 (B-)；

(2) 如交流学校成绩为有具体等级的P (对应 10-11.99 Satisfactory 或 8-9.99 Sufficient 或 补考成绩等)，则参考分数制评分体系对应转换为我校相应的等级。

4. 注意事项

(1) 国外成绩单如同时出现等级制与分数制，同一份成绩单选择一种进行转换；

(2) 国外模块化的课程，如转为交大学分，拟转交大课程应与模块下的课程进行对应（按课程转换，不按模块转换）；

(3) 我校 1 学时按照 45 分钟计算，1 学分不少于 16 学时；交流学校的学时按照实际小时数填写。

第十条 最终转换结果以学校审核为准，其他未尽事宜按照《上海交通大学研究生校外学习课程的学分认定与成绩转换办法》执行。

本标准自 2026 年秋季学期开始执行。



上海交通大学巴黎卓越工程师学院
Ecole d'Ingénieurs Paris SJTU

上海市闵行区东川路800号
学院网址：<http://speit.sjtu.edu.cn>
微信公众号：speit2013
电话：021-54741670