**Contact information**

**M1=Master 1**

**M2=Master 2**

**Administration or assistant :** Raphael Baudrand-Chaudeyrac. His email [raphael.baudrand@u-pec.fr](mailto:raphael.baudrand@u-pec.fr)

Director or head of the Master program : Prof. Amine NAIT-ALI, email: [naitali@u-pec.fr](mailto:naitali@u-pec.fr)

Defence= soutenance (in french).

**Who is the head of this Master ?**

**Who is the director of this Master ?**

**Who is the responsible of this Master ?**

The head of the International Master is Prof. Amine NAIT-ALI

**How can we contact Prof. Amine NAIT-ALI ?**

**How can we contact the director of this Master ?**

**How can we contact the responsible of this master ?**

You can contact the director, only if you are not satisfied with my answers, or you didn’t get an answer from the administration: raphael.baudrand@u-pec.fr

**Who is the secretary of this Master?**

**Who is the assistant of this Master?**

**How can we contact the assistant of this master ?**

The secretary/assistant is located in building P of the faculty of sciences and technology, room number P2 031. Phone: (+33) 1 45 17 15 14

It’s Raphael Baudrand-Chaudeyrac. His email raphael.baudrand@u-pec.fr

**Information about the Master Program**

**Master 1 program, 1st semester (semester 1)**

-Semester 1

Data capture and processing (6 ECTS)

Pattern recognition (6 ECTS)

Software integration I (6 ECTS)

Communication technique (3 ECTS)

Bioscience (3 ECTS)

Project I (6 ECTS)

**Master 1 program, 2nd, semester ((semester 2)**

Computer vision and machine learning I (6 ECTS)

Biometrics I (6 ECTS)

Software integration II (6 ECTS)

Project management (3 ECTS)

Ethics and privacy (3 ECTS)

Project II (6 ECTS)

**Master 2 program, 1st semester (semester 1)**

Biometrics II (6 ECTS)

Computer vision and machine learning II (6 ECTS)

AI and innovative workshops (6 ECTS)

Virtual and augmented reality (3 ECTS)

Research and professional culture ( 3 ECTS)

Project II (3 ECTS)

**Master 2 program, 2nd semester (semester 2)**

Internship (30 ECTS)

Program link : <https://www.international-education-biometrics.org/>

**How long is this Master programme ?**

This is a two years Master Programme (Master 1 ) and (Master 2).

Depending on your level, you can access this programme, either from M1, or directly from M2.

**Where can I get the syllabus of the Master?**

**Can I get the syllabus of the Master ?**

Please, contact the administration.

**Presentation and greeting**

**Who are you?**

I am Lora. I am the virtual assistant of the International Master of biometrics and Intelligent Vision. I am still learning. Please, don't ask me difficult questions.

**Tell me about yourself**

I am Lora. I am the virtual assistant of the International Master of biometrics and Intelligent Vision. I am still learning. Please, don't ask me difficult questions.

**What’s your name?**

I am Laura. Nice to meet you.

**Hello/Hi/Good morning.**

Hello, how are you doing?

**Information about Master program schedule/start and end period**

**When do M1 and M2 courses start?**

The first semester starts on Monday of week 39 until the last Friday of week 4.

For Master 1, the first session starts at 10:30 AM until 12:30 PM.

For Master 2, the first session starts at 1:30 PM until 3:30 PM.

**When does the first semester M1 and M2 start and end?**

The first semester starts on Monday of week 39 until the last Friday of week 4.

**When does the second semester of M1 and M2 start and end?**

For Master 1, the second semester starts in week 6 until Friday of week 21.

For Master 2, the second semester starts on week 5 until the internship defense.

**Information about Project schedule/start and end period**

**When does the M1 project defense take place for the Master 1?**

For Master 1, the project defense of the first semester will be on Thursday of week 4, while the project defense of the second semester will be on Friday of week 25.

**When does the M2 project defense take place for the Master 2?**

For Master 2, the project defense will be on Friday of week 4

**How can online students present their defence or project work?**

They can record their presentation and submit it in the LMS at least 24 h before the presentation. Or, in some cases, they may be asked to present their work in live. Please, contact the administration for the guidelines.

**Information about application**

**What is the admission deadline to apply?**

For each academic year, the applications are open from October 1st until1st july (deadline ). However, since the number of places is limited, it is highly recommended to apply early.

**How to apply to M1 and M2 Program biometrics and intelligent vision:**

For international students currently residing abroad, the application process for studying in France consists of two phases:

1. Phase 1: Begin your application by applying through the official "Etude en France" portal: [Etude en France](https://pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentification/login.html).
2. Phase 2: After completing Phase 1, proceed to provide additional technical details through the Master Website, accessible at [Master Website](https://www.international-master-biometrics-intelligent-vision.org/). Here, you will need to fill out a technical form that highlights your skills and talents. Additionally, include a video presentation that serves as a substitute for the traditional interview process.
3. By following these two phases meticulously, you can ensure a comprehensive and successful application for your studies in France.

For international students currently residing in France or those who dont need a visa, the application process for studying in France consists of two phases:

1. Phase 1: Begin your application by applying through the official "Etude en France" portal:ECandidat at <https://candidatures.u-pec.fr/ecandidat/#!accueilView>
2. Phase 2: After completing Phase 1, proceed to provide additional technical details through the Master Website, accessible at [Master Website](https://www.international-master-biometrics-intelligent-vision.org/). Here, you will need to fill out a technical form that highlights your skills and talents. Additionally, include a video presentation that serves as a substitute for the traditional interview process.

**About exams**

**When are the exams scheduled ?**

Starting from 2019, there will be no specific exam periods. You will be evaluated on the fly through: projects, assignments, exercises, etc. Each lecturer is supposed to evaluate you at any moment. The provided marks are then submitted to the head of the Master, no later than one week after the end of the last session of the course. Marks are averaged.

**About accommodations**

**I am a foreigner student, does the university provide accommodations?**

No. But you can contact the administration.

You can also check this link in the site of the faculty of sciences and technology of UPEC: <https://sciences-tech.u-pec.fr/international/international-students/student-life>

**About online classes**

**Can I join the whole programme as an online student ?**

Contact the administration.

**How can I take the exams as an online student ?**

Starting from 2019, there will be no specific exam periods. You will be evaluated on the fly through: projects, assignments, exercises, etc. Each lecturer is supposed to evaluate you at any moment. The provided marks are then submitted to the head of the Master, no later than one week after the end of the last session of the course. Marks are then averaged.

**How can I join the courses as an online student ?**

Generally, courses including the materials can be downloaded from our LMS system. Occasionally, online students can be invited to join in live sessions. Live courses are not systematic.

**About exams and marks**

**I need my evaluation marks, when can I get them?**

**I need my evaluation grades, when can I get them?**

**I need my grades transcripts, when can I get them?**

**How can I get my grades?**

**How can I get my exam results?**

Please, contact the administration

**What are the conditions to pass the exams?**

Please, contact the administration.

**Information about Registration**

**What is the deadline for registration in the M1 and M2?**

The deadline for registration is based on the calendar of registration of the UPEC: until the third week of July and between the last week of August and the third week of September.

Please, note that it is highly recommended to register, no later than three weeks after being accepted. However, if you get an acceptance in July or September, you need to register, no later after one week.

**What is the process of administrative registration?**

**How can I register?**

If this is your first registration in a french university the process is the the following:

STEP 1: Create a personal account and pay the Student and Campus Life Contribution (CVEC\*) on: <https://cvec.etudiant.gouv.fr/>

If you need help with the procedure of CVEC, please access this tutorial link:

<https://www.campusfrance.org/system/files/medias/documents/2018-08/Proc%C3%A9dure%20CVEC_EN.pdf>

STEP 2: Ask for a paper registration file\* from the “bureau d’accueil de la Faculté des Sciences” (reception desk of the faculty of sciences, building P). When you get the registration form, the officer of the service of reception schedules an appointment for you with the Service Inscriptions et Organisation des Études (SIOE), in the building I of the UPEC.

STEP 3: Fill the paper registration form and attach it all the necessary supporting documents (to know what are the supporting documents, you have a registration tutorial, which is given wih the paper registration file).

STEP 4: Attend the appointment in the SIOE and register in person. Once the appointment finishes, your registration is validated, you receive (at the end of the appointment) your certificates and student card.

STEP 5 Following your registration, you receive by email a link to secure your digital services account.

The CVEC stands for “Contribution Vie Étudiante et de Campus” (Student Life and Campus Contribution). It finances a wide range of actions such as health and prevention, sports, arts and culture... To be able to register at UPEC or any other higher education institution, you must first obtain a certificate of payment or exemption from the Crous. The procedure is carried out online and is mandatory for all students (except exchange students).

The paper registration file is in french. If you need help, please contact the administration.

If you have already been registered in a french university

If you already have an INE number (French National Student Identifier) or a French diploma, you can also complete the administrative registration process online.

**When can I register?**

**What is the deadline for registration?**

If you have never studied at a french university, the registration takes place in September and October. The deadline is the last day of October.

**What is the amount of registration for the master?**

**What are the tuition fees?**

**Does the fee is different for UE student and Non-UE student?**

The cost of the fee (admission and tuition) for the entire year is the same for UE students and Non-UE students.

The total amount is divided into two items:

* 92 euros de “CVEC” (Contribution à la vie étudiante et de campus). It’s the first step for your registration. It is like an admission fee. You pay it to create your account for your registration.
* 243 euros of registration fees. It is the second and last step. You can pay it several times.

**Information about Scholarships**

**Does the Master provide funds or scholarship?**

No, but you can find information about possible scholarships in the following link:

<https://www.en.u-pec.fr/en/student-life/before-your-arrival/scholarships-financial-assistance>

<https://www.campusfrance.org/en/bursaries-foreign-students>

**Information about technical issues**

If your Teams account doesn’t work, try to use your student email provided by UPEC. Make sure that the lectures added you in th group. Activate your notifications so taht you can receive the information sublmitted by the lecturers.

**Information about Alumni**

About ALUMNI

Q : How can I get the list of Alumni ?

A: Contact the administration.

**Information about recommendation letter**

Question : I am interested to pursue my studies by a PhD?

Answer : If you achieve an internship in a research lab ask your supervisor if there are opportunities of a PhD. You can also contact any research lab in France or around the world. You need to start this procedure during your internship.

**Information about recommendation letter**

If you need a recommendation letter, inform the administration and the director of the master by email. The master doesn’t provide a recommendation letter if your grades are less than 12/20.

**Information about classes and sessions**

Class sessions typically run from 9:30 AM to 12:30 PM and from 1:30 PM to 4:30 PM. However, there may be occasional deviations from this schedule, with classes either starting earlier or ending later. Students are kindly urged to regularly consult the online schedule for any updates.

Access to the class schedule online is granted exclusively to enrolled students through administrative-provided passwords.

Our standard class sessions typically run from 9:30 AM to 12:30 PM and from 1:30 PM to 4:30 PM. However, please be aware that there may be occasional deviations from this schedule, with classes either starting earlier or ending later. We kindly request all students to regularly check the online schedule for any updates.

Access to the online class schedule is exclusively provided to enrolled students through administrative-assigned passwords.

Punctuality is of utmost importance, and we encourage all students to make every effort to be on time for their classes. Arriving late should be avoided whenever possible. In the event that a student cannot attend a class, a valid certificate must be submitted as a prerequisite.

Please submit your assignments exclusively via Teams, and ensure that all files are in PDF format. Any other file formats will not be accepted.

At the end of each semester, the master program committee will assess and approve student results. Following this assessment, the administration will have the opportunity to make edits to transcripts or issue any necessary certificates.

Upon successful validation of both semesters in M2, the final transcript and certificate will be provided. The official master’s degree will be processed within 2-3 months after the program’s conclusion, and a graduation ceremony will be organized for this purpose. If, for any reason, you cannot attend the graduation ceremony, please contact the administration to make suitable arrangements.

Students should note that re-sit exams do not apply in this master’s program for students who do not successfully complete the semester. This policy is rooted in the belief that students have ample opportunities to enhance their grades during class sessions through consistent and timely submission of assignments, active participation in sessions, and the avoidance of unjustified absences.

In the majority of cases, students who do not successfully complete M1 are not permitted to progress to M2 and are not provided the opportunity to retake courses that were not successfully completed. However, there is an option for students to submit a written request to the director of the master’s program seeking authorization to re-enroll in M1 for the following academic year. The director will then review the request with the master’s committee. It’s crucial to note that approximately 98% of such requests are usually declined, as the committee can only consider truly exceptional cases.

In most instances, students who do not successfully complete M2 are not granted the chance to retake courses that were not successfully completed, and their status is considered as “FAIL.” However, there is an option for students to submit a written request to the director of the master’s program, seeking authorization to re-enroll in M2 for the following academic year. The director will then review the request with the master’s committee. It’s vital to emphasize that approximately 98% of these requests are typically declined, as the committee can only entertain truly exceptional cases.

**Information about the internship**

**What is the duration and period of internships for the Master 2?**

It should be 5 or 6 months, between Feb and August. Please, note that the defense can be either in July or in September.

**When does the internship defense take place in M2?**

The internship defense takes place on Friday of week 26 for Session 1 and Friday of week 38 for Session 2.

**I am looking for an internship. Can you provide a list of potential companies?**

Please contact the administration: Raphael Baudrand-Chaudeyrac. His email raphael.baudrand@u-pec.fr

**Is it possible to achieve my internship in another country ?**

Yes, it is allowed.

**Is it possible to achieve my internship outside France?**

Yes, it is allowed.

**For an internship outside France, what would be the procedure?**

**I have been accepted for an internship, what are the steps to follow ?**

Please contact the administration:Raphael Baudrand-Chaudeyrac. His email raphael.baudrand@u-pec.fr

**Can I achieve an internship over more than 6 months ?**

No, the duration of the internship should be 5 and 6 months.

**Can I achieve an internship less than 5 months ?**

No.

**How long should the internship be?**

No more than 6 months and no less than five months.

**The host company offered to me an internship of more than six months. Is it possible?**

No. You need to ask the company to reduce the duration to six months (max).

**Is it possible to take an internship during the M1?**

Yes, it is. Please contact the administration.

**Is it possible to start the internship before february?**

No, it is not possible.

**Is it possible to extend the duration of my internship ?**

Yes, before signing the agreement, you can extend your internship till mid-september. In any case, it cannot be more than 6 months internship.

**Are there some restrictions regarding the internship ?**

Before starting the signature process of the internship, be sure that you will not change your mind regarding the internship because you cannot change the internship agreement after signature.

The internship duration cannot be more than 6 months internship.

**How and where can I find an internship?**

1. Visit websites like: Indeed.fr
2. Have a look on these french Research organizations, called in GdR (Groupement de Recherche).

* Bioinformatique moléculaire (BIM)​​.
* Génie de la Programmation et du Logiciel (GPL)​​.
* Raisonnement, Apprentissage et Décision en Intelligence Artificielle (RADIA)​​.
* Informatique Géométrique et Graphique, Réalité Virtuelle et Visualisation (IG-RV)​​.
* Informatique Mathématique (IM)​​.
* Information, signal, images, vision (ISIS)​​.
* Modélisation, analyse et conduite des systèmes dynamiques (MACS)​​.
* Masses de Données, Informations et Connaissances en Sciences (MaDICS)​​.
* Méthodes et Applications pour la Géomatique et l’Information Spatiale (MAGIS)​​.
* Recherche Opérationnelle (RO)​​.
* Robotique​​.
* Réseaux et Systèmes Distribués (RSD)​​.
* Sécurité Informatique (Sécurité)​​.
* System On Chip, Systèmes embarqués et Objets Connectés (SOC2) (rattaché à l’INSIS)​​.
* Traitement automatique des langues (TAL)​​.

1. Association Bernard Gregoryie
2. Contact also International research labs.
3. Contact the administration to get the list of previous companies/research labs who hosted our former students.
4. Contact the Alumni.

**Can I take and internship only in France ?**

Internships can be achieved in any country of the world.

**What is the procedure once I find an internship ?**

For students of the Faculty of Science and Technology, the submission of internship agreements (within France) should be done through the Pstage application, which is accessible via e-campus. Navigate to the orientation/insertion tab and select 'internship agreement' to proceed.

\*\*FOR INTERNATIONAL INTERNSHIPS, PLEASE REACH OUT TO MRS. LAL GURMES AT:\*\* kania.lal-gurmes@u-pec.fr

Comprehensive information and supplementary documents (liaison sheet, FAQs, internship scope, etc.) can be found on the faculty's website:

[https://sciences-tech.u-pec.fr/stages-emplois/creer-une-convention-de-stage-en-ligne](https://sciences-tech.u-pec.fr/stages-emplois/creer-une-convention-de-stage-en-ligne)

It is imperative to fill out the liaison form in conjunction with the company to ensure it mirrors the online agreement fields accurately—this aids in the creation process.

\*\*ENSURE THE INTERNSHIP AGREEMENT IS CREATED AT LEAST 48 HOURS (working days) BEFORE THE START DATE OF THE INTERNSHIP.\*\* Internships may commence only after all required signatures are collected.

Expect a MINIMUM OF ONE WEEK for the processing of agreements.

To remind you, here are the vital steps to undertake before initiating your internship:

1. Complete the liaison form with the host organization or forward it to them for completion.

2. Discuss your internship topic with your program's coordinator, who will appoint a supervising teacher. Then, send me the confirmation of your internship approval to this email: kania.lal-gurmes@u-pec.fr

3. Secure a certificate of civil liability insurance, a mandatory document for the finalization of the agreement.

4. With your liaison form at hand, access PSTAGE to fill in all agreement fields and proceed to create it.

Your internship agreement will be emailed to you by the internship office, requiring signatures from all involved parties (M. BASSAGLIA, DEAN OF THE UFR OF SCIENCES AND TECHNOLOGY, is an exception, as I will manage that signature).

Once the PSTAGE agreement is validated by the internship office, it will be locked from editing. Should you need to rectify an error or make an amendment online, please contact: kania.lal-gurmes@u-pec.fr to regain access.

\*\*DO NOT CREATE MULTIPLE AGREEMENTS FOR THE SAME INTERNSHIP.\*\*

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