



# GENERAL REGULATIONS AND PROCEDURES FOR INTERNSHIPS, FINAL DISSERTATION, ACADEMIC STUDY COURSES ABROAD, EXTERNAL EXAMINATIONS

## ACADEMIC YEAR 2021-2022

### MASTER IN MANAGEMENT DEGREE

Release 1.50, Mar. 28<sup>th</sup> 2022

This document describes the procedures currently in place for validating the different requirements which students must fulfil during their professional internships and academic study periods abroad, together with the regulations for the final year Dissertation.

***The dates and deadlines indicated in the document are final and cannot be changed. If students do not adhere to them, this will make it impossible for their grades and grade reports to be discussed by the Examination Board. This will inevitably have repercussions for the Board's ability to grant the ICN Master Degree to students concerned.***

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Important:

- Make sure the documents you are viewing are for the current academic year.
- Also consult the special "covid19" arrangements valid for the current year.
- Be aware of the special conditions that apply to any double degree program.

## PROFESSIONAL QUITUS

The professional quitus is granted **at the very end of the program, when all the professional experiences have been completed**, and if at least nine months<sup>1</sup> of professional experience have been validated by the Faculty tutor, including at least one short experience (at least 10 weeks) and one long experience (at least 5 months)<sup>2</sup>.

### APPRECIATION OF THE DURATION OF PROFESSIONAL EXPERIENCES

The duration of professional experience must be calculated in proportion to the legal working time, i.e. 35 hours per week. In order to assess the real duration to be taken into account to validate the professional quitus, we will refer to the following equivalences:

- One week = 35 hours
- One month = 4,33 weeks = 151,67 hours

Thus, a five-month experience corresponds to 21.67 weeks, or 758.35 hours. In the case of an internship abroad, the duration must be in accordance with the rules of the host country, but always at least 30 hours per week.

**IMPORTANT NOTICE:** in the context of an alternance (alternating internship agreement, apprenticeship contract, professionalization contract, etc.) the duration to be used is that corresponding to the periods spent within the company only. This naturally excludes time spent at school.

### TYPES OF WORK EXPERIENCES

■ **Short experience:** minimum of 10 weeks (unless a special dispensation has been agreed because the student has chosen to participate either in a humanitarian mission or in the welcome and reception of student candidates).

Short-term experiences take place at the end of PGE1 and PGE2; they can take the form of internships, summer jobs, which can be contracted under an internship agreement or a classic employment contract. Language stays, summer schools and humanitarian missions are also accepted; they are not recorded by the careers and internship office, but only by your tutor. Whatever the activity, your tutor must be provided with documents proving its duration and nature.

Mission forms corresponding to any activity completed in associations are managed by PEPS.

☞ *Documents which need to be submitted to validate the professional experience (CDD, VIE, Interim):*

- Internship report + student's self-assessment form + work placement summary ;
- Appraisal form by the host company;
- Any document attesting to the duration and nature of the activity (agreement, work contract, official certificate, etc.)

☞ *Documents which need to be submitted to validate all other experience (humanitarian mission, welcome of student candidates):*

- Report describing your mission, its context, and the results you achieved;
- Letter of recommendation, if applicable;
- Any official certificate attesting to the duration and nature of the activity;

📌 Grading the experience by the ICN academic tutor will be based on the *ICN Short Internship Grading Sheet (Fiche Notation Ecole PGE Stage Court (v1.6))*.

AST & BCE May – July	4.5 weeks Reception of candidates validated	=	10 weeks of internship validated
Foreign students August – September	1 week Reception of candidates validated	=	2 weeks of internship validated

<sup>1</sup> This is the general case. Consult MyICN to find out about specific situations related to your course of study.

<sup>2</sup> In the context of alternance, the long experience corresponds to the time spent in the company during the S6 semester of the PGE3.

Students who complete less than 10 weeks of internship must either complete their professional experience obligation by doing another experience or participate in welcoming student candidates, in which case the following will apply:

*1 week of reception of candidates = 2 weeks of internship validated*

■ **Long experience:** 5 to 6 months, it is part of a "managerial" mission (appreciated by the tutor).

Long-term experiences can take place during the gap year (in compliance with the legislation on the gap year) or during the PGE3; they can be carried out in the form of internships (under an internship agreement), jobs (under an employment contract) or VIE. In any case, your tutor must first validate the assignment form that you will submit to him/her.

☞ *Documents which must be produced:*

- Internship report + student's self-assessment form + work placement summary;
- Appraisal form by the host company;
- Any document attesting to the duration and nature of the activity (agreement, work contract, official certificate, etc.)

☞ Grading the experience by the ICN academic tutor will be based on the *ICN Long Term Internship Grading Sheet (Fiche Notation Ecole PGE Stage Long (v2.3))*.

## POSSIBLE EXTENSIONS

- A short experience at the end of PGE2 can be extended into a long experience if the student chooses to do a gap year. In this case, only one long experience will be considered.
- A long experience at the end of PGE3 can be extended until the day before the November jury without additional registration.
- If only the professional quitus has not been validated at the end of the 2020-2021 PGE3 (i.e. at the time of the October/November jury), a re-registration is authorized in 2021-2022 ("prolongation" or "PGE3+"). It lasts for the entire following academic year. This re-registration gives the student the opportunity to complete a single 6-month internship, in order to validate his or her professional quitus.
- Exceptionally, re-enrolment in "extension" is free of charge for the 2021-2022 academic year alone.
- A student who has completed work experiences totaling the minimum length of time required for professional quitus, but has not completed a graduation experience due to an academic stay in PGE3 2020-2021 or the Covid-19 health situation may be granted an extension in 2021-2022 equivalent to the above provisions, subject to re-enrollment at the current rate.

## PROCEDURES

NB:

- All documentation and information regarding internships is available on Career Center: <http://icn.jobteaser.com>, section Content / To help you and in the section «internships and apprenticeship» on MyICN.
- For humanitarian missions in your associations, please contact PEPS office (Nacera Berbara – [nacera.berbara@icn-artem.com](mailto:nacera.berbara@icn-artem.com))
- For welcoming student candidates, our communication department will send to your academic tutor a confirmation of participation.
- The internship agreement is a contract like any other: fixed term work contract (CDD), temporary work contract (interim), and other special work contracts are also acceptable; it is imperative to consult the Careers and internship office before starting an internship
- Be sure to save your internship reports and upload them to our platform according to the instructions you will receive.

## WORK-BASED MODE (ALTERNANCE) AND APPRENTICESHIP

Please refer to the “guide de l’alternant” for specific information.

**Contacts:** [apprentissage@icn-artem.com](mailto:apprentissage@icn-artem.com)

### TO OBTAIN AN INTERNSHIP AGREEMENT OR REGISTER A WORK CONTRACT

#### Stages in the automated procedure:

- ➔ Student starts an assignment form (dates, information about the host company, mission, etc.)
- ➔ The company completes the missing data
- ➔ The student checks and validates the data
- ➔ The Faculty tutor validates the mission (allow a minimum of 48 hours)
- ➔ The Career and internships office validates the assignment form
- ➔ The student downloads the pre-filled agreement in order to sign it and have the host company sign it (ICN is the last signatory), or submits the copy of the employment contract
- ➔ One month before the end of the internship, the evaluation process takes place. It requires the submission of the following documents: student appraisal form from the internship supervisor or manager, work placement summary, self-assessment form, and report.



**Deadlines to obtain an agreement:** 8 days in France / 15 days abroad

**Scanning:** only possible for quick start-ups

**Reminder:** under no circumstances should you start in a company without having signed a contract (work contract or internship agreement).

**The school does not issue backdates.**

### TO ENSURE THAT YOUR PROFESSIONAL QUITUS IS VALIDATED

The validation of the professional quitus is based in part on the evaluation of **all** the company experiences (see examination regulations). Each experience must be evaluated *separately* on the basis of two elements:

1. **A report** (see Student booklet on internships).  
→ The student is responsible for submitting the reports directly on MyICN / Internships / My evaluations.  
*The dates are specified by the registrar.*
2. **An appraisal form by the host company.**  
→ The company must complete the appraisal form sent via the internship management tool (this is available one month before the end of the internship). It is the student's responsibility to make sure that the company's supervisor or manager has completed this form. He/she must attach a copy to his/her report to his/her faculty tutor.

**Reminder : 9 months of professional experiences must be completed during the PGE – Master in Program (general case)**

➤ The registration of the professional quitus with the registrar is initiated by the tutor by sending the *Professional Quitus Validation Form (v2.2)* and all the useful documents (scoring sheets).

## IMPORTANT DATES

***The internship report (or any other form of work experience) must be submitted on MyICN / Internships / My Evaluations, for each experience, no later than one month after the end date and, in any case, before the dates below.***

	<u>Deadline for the return of the student's documents to the tutor:</u>	
	<i>To be graduated in July 2022 :</i>	27/05/2022
	<i>To be graduated in November 2022 :</i>	07/10/2022
	<i>To be graduated in February 2023 :</i>	06/01/2023
	<u>Deadline for submission of grades to the registrar by the tutor:</u>	
	<i>To be graduated in July 2022 :</i>	17/06/2022
	<i>To be graduated in November 2022 :</i>	28/10/2022
	<i>To be graduated in February 2023 :</i>	27/01/2023

## CONTACTS AND REFERENCES

The Career and internships office provides you with two tools:

- Administrative management: MyICN / Internships.
- *Career Center*: MyICN / Internships / Career Center ICN (internship offers, advice, legislation).

For the management of internships: career and internships office.

### **Contacts:**

For questions about internship agreements: [hassina.boulahbal@icn-artem.com](mailto:hassina.boulahbal@icn-artem.com)

For aspects related to the examination regulations: the program direction and the registrar.

**Reference:** [www.myicn.fr](http://www.myicn.fr) : Student services / Useful documents / PGE, sections internships / internship rules...

**Contacts:** [asq@icn-artem.com](mailto:asq@icn-artem.com)

For report writing guidelines:

**Reference:** Long experience practical guide and Short internship practical guide (MyICN)

## PROFESSIONAL EXPERIENCE PLANNING

### EXPERIENCE YEAR (GAP YEAR) ORGANIZATION

We distinguish:

- The experience year (or gap year), as described in the examination regulations, may include internships and academic stays. It requires registration at the school and the student benefits from all ICN services.
- The 'césure' year itself, which is in fact a temporary interruption of studies. In this case, the student is not registered at the school and therefore does not benefit from any services (in particular, no internship agreement or academic stay is possible).

The experience year (as well as the 'césure' year) is optional and subject to authorization (see below). Any student who wishes to do so must draw up a project indicating precisely what he or she intends to do during this year.

If the project does not include an internship (e.g. sabbatical year, other studies, road trip, personal experience...), the organization of the year is free. In the case of internship(s) in a company, regulatory constraints must be taken into account.

Professional experience realized during the program, including the experience year, under a work contract or as part of a VIE, can be taken into account for the validation of the professional quitus, under the same conditions as internships. In particular, we remind you that all professional experience must be validated beforehand by the school tutor. Otherwise, it will not be taken into account.

#### Legal aspects

**Gap year legislation:** students interested in a gap year must submit a prior request to the program director, with reasons, in order to specify the planned project, and require his authorization (the registrar will provide you with an electronic questionnaire for this purpose in April during your PGE2). The project must correspond to the notion of an experience year in the PGE/MIM program.

Please note: any credits acquired during this period cannot be taken into account for the PGE/MIM program.

**Internships legislation:** the internship, which may last a maximum of **6 months** (i.e. **132 days**, consecutive or not, in the same company during the same academic year, equivalent to **924 hours**), must be integrated into an educational program in which the volume of teaching carried out by the students is at least **50 hours per academic year**.

**ORGANIZATION OF THE ICN EXPERIENCE YEAR**

SEMESTER 1	SEMESTER 2
<p><b>1 long-term internship of 5 to 6 months in a company</b></p>	<p><b>Academic Stay in a Partner University</b></p> <p><i>OR</i></p> <p><b>Work contract, VIE, personal experience</b></p> <p><i>OR</i></p> <p><b>1 long-term internship of 5 to 6 months</b></p>
<p><b>Academic Stay in a Partner University</b></p>	<p><b>1 long-term internship of 5 to 6 months in a company</b></p> <p><i>OR</i></p> <p><b>Work contract, VIE, personal experience</b></p>
<p><b>Work contract, VIE, personal experience</b></p>	<p><b>Academic Stay in a Partner University</b></p> <p><i>OR</i></p> <p><b>Work contract, VIE, personal experience</b></p> <p><i>OR</i></p> <p><b>1 long-term internship of 5 to 6 months</b></p>

## INTERNSHIP DEADLINES

Authorized internship periods are set differently depending on the PGE/MIM year in which they are scheduled.

For the end of PGE1 or PGE2 internships:

- Start: the day after the last scheduled event (class, exam, return from academic stay);
- End: the day before the start of the following academic year;

For PGE2 internships prior to an academic stay in S4:

- Start: the day following the last scheduled event corresponding to the S3 semester (course, exam);
- End: the day before the start of the following academic year;

For the internships during the Experience year:

- Start: the day following the last scheduled PGE2 event (course, exam, return from academic stay) ;
- End: the day before the start of the following academic year;

For end of PGE3 internships:

- Start: the day after the last scheduled event (class, exam, return from academic stay);
- End: the day before the scheduled graduation jury date.

Students on an academic stay in the 2nd semester of the PGE3 program can complete an internship:

- Before the stay, until the day before the planned start date of the stay, and
- After the stay, from the day after the official end of the stay and for a maximum duration of 6 months.

**As an indication**, please consider the following examples:

YEAR	CAMPUS	INDICATIVE DATES
PGE1	Nancy / Paris	16/05/2022 – 28/08/2022
PGE2	Nancy	16/05/2022 – 28/08/2022
PGE2	Paris	16/05/2022 – 28/08/2022
PGE2	Berlin	16/05/2022 – 28/08/2022
A/E 2021-2022	<i>All campus</i>	17/05/2021 – 28/08/2022
PGE3	Nancy	20/12/2021 – 30/06/2022
PGE3	Paris	
PGE3	Berlin	28/02/2022 – 30/06/2022

**Students at the end of their studies are reminded that graduation immediately removes their student status and that, consequently, any internship must be immediately ended by an amendment. To avoid the difficulties associated with this sudden and often uncoordinated interruption with the host company, you must choose between two options:**

	<ol style="list-style-type: none"> <li>1. Schedule an internship that ends <b><u>no later than 6/30/2022</u></b> and aim for the July jury</li> <li>2. Schedule an internship that ends <b><u>no later than 10/31/2022</u></b> and aim for the November jury</li> </ol>
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In both cases, you will need to anticipate the writing of your internship report in order to submit it to your tutor in time (see deadlines). Also make sure that your host company tutor will have received, completed and returned his or her own appraisal form in time.

You are also reminded that **the professional quibus is suspended, as soon as a work experience is in progress**, even if the previous experiences allow to reach the minimum required. A grade of zero will appear on any grade report issued and graduation cannot occur.

## INTERNSHIPS AND RE-TAKE EXAMS PERIODS

All students on internship are required to attend the re-take exams organized by the school. In case of absence, the student may be considered as failing and the validation of the module(s) considered will be impossible for the current year.

***The scheduled partial/re-take exams periods in 2021-2022 are:***

	SESSION 1	SESSION 2
PGE1 Nancy/Paris	S1: 3 – 5 Jan 2022 S2: 9 – 13 May 2022	S1: 14 – 18 Mar 2022 S2: 16 – 19 Aug 2022
PGE2 Nancy/Paris/Berlin	S3: 13 – 17 Dec 2021 S4: 9 – 13 May 2022	S3: 14 – 18 Mar 2022 S4: 16 – 19 Aug 2022
PGE2 Apprenticeship	S3: 13 – 17 Dec 2021 S4: 9 – 13 May 2022	S3: 14 – 18 Mar 2022 S4: 16 – 19 Aug 2022
PGE3 Nancy	S5: 13 – 16 Dec 2021	S5: 20 – 24 Jun 2022
PGE3 Paris	S5: 13 – 16 Dec 2021	S5: 20 – 24 Jun 2022
PGE3 Berlin	S5: 13 – 16 Dec 2021	S5: 20 – 24 Jun 2022

Important: these dates are subject to change. Please consult the published schedule.

## SEQUENCE OF INTERNSHIPS

Internships are subject to strict regulations, particularly in terms of:

- maximum duration for each internship ;
- period during which the internship can be carried out;
- total duration of internship periods over the entire course of study.

Depending on your situation, it may not be possible to issue an internship agreement. Any internship completed is taken into account as soon as an assignment form and an agreement have been drawn up, whether or not you have already submitted your internship report.

### Important notice!

- **Once an internship agreement has been signed, the internship must be evaluated by the school and the host company. Therefore, the internship report is mandatory!**
- The above rule applies to all internships under agreement, even if the agreement was issued by another institution (case of academic stays, double degrees, ...). If the evaluation of the internship was carried out by the issuing institution, the grade may be repeated with the authorization of the program director. In any case, the report must be sent to the ICN tutor.
- Before committing yourself to a company, be sure to check with the Careers and internship department to ensure that the internship is feasible.

## THE FINAL YEAR DISSERTATION (MFE)

Note: the PGE/MIM, like any degreeconferring a master's degree, is subject to the validation of a thesis (MFE). In the case of a double degree, it is possible to take into account an equivalent work validated by the host university, with the authorization of the program director.

### PROCEDURE AND IMPORTANT DATES

**Strictly adhere** to the instructions and deadlines provided and published via the MFE follow-up e-learning platform.

### CONTACTS AND REFERENCES

Master Thesis (MFE) management platform: <https://extranet.icn-artem.com/mfe/>

Master Thesis e-Learning module: <http://elearning.myicn.fr>

Module leader: Dr Coralie Fiori-Khayat: [coralie.fiori-khayat@icn-artem.com](mailto:coralie.fiori-khayat@icn-artem.com)

### **IMPORTANT NOTICE**

***The MFE represents a heavy workload: you must scrupulously respect the deadlines set by the e-Learning platform for the MFE.***

***The MFE is a long task that requires bibliographical research: anticipate this work as much as possible, especially if you are away from the ICN campuses during the first semester.***

***You will run out of time as soon as you start a professional activity, whatever it may be: only strict adherence to the deadlines will guarantee a timely evaluation of your MFE and a rapid graduation.***

***Any MFE that is not handed in, validated and defended on time may result in a year retake.***

***Do not rely on the November session as an alternative to get more time: you will be desperately short of it, you will not have assistance from your dissertation tutor (on leave), and you will most likely fail (repeat).***

***In the event of repetition, the entire process of work will have to be repeated over the entire following academic year. The February jury is therefore not an option for early graduation.***

**ANTICIPATE AND FOLLOW STRICTLY DEADLINES!**

## INTERNATIONAL QUITUS

① *It is essential that you seriously consider the international experience in your curriculum and that you carefully examine the possibilities of doing it before the end of your studies (in the form of an internship, a stay at a university, or a final year on our Berlin campus). **Non-validation of the international quitus is a frequent reason for delay or non graduation.***

■ **A semester of study or a Double Degree** in a foreign university.

*For academic stays, please refer to the information guide published by the SRI and the information published on MyICN.*

A successful stay in a partner university abroad of at least one semester (i.e. earning at least 30 ECTS credits or equivalent) validates the international quitus without any intervention on your part.

This stay can take place during the 2nd semester of the PGE2, during the experience year or during one of the two semesters of the PGE3. In the latter case, the semester not devoted to the stay will be dedicated to an internship (which implies that the students concerned **do not follow** the classic 1st semester of courses at ICN).

The assessment board decides on the basis of the grade transcript issued by the host institution and the opinion of the SRI (particularly in the case of failure to obtain the number of credits stipulated in the learning agreement).

☞ *Documents to be submitted:*

- Grades transcript (usually sent directly to the SRI, who will forward it with any comments to the registrar for assessment board review)

■ **Studies abroad (DD and ICN certificates - Berlin).**

They result in an ICN transcript.

☞ *No particular formalities are required.*

■ **Long-term professional experience abroad.**

It is evaluated by the tutor, according to the usual procedures.

☞ *No particular formalities are required.*

■ **Particular situations.**

Foreign students are exempt from international quitus (dual nationality allowed).

☞ *Submit a proof on MyICN.*

The total exemption of the international quitus is granted only to students:

- as an apprenticeship in one of the specializations (with apprentice status, or under a professionalization contract);
- in a two-year double degree program: engineering, master C.C.A. and DU Droit followed by M2;

☞ *Submit a proof to the registrar.*

**IMPORTANT NOTICE:** in the event of termination of the apprenticeship contract, the quitus becomes due again, in case of loss of apprentice status.

## PROCEDURES AND DOCUMENTS

### **VERY IMPORTANT:**

- If the international quitus is not validated at the end of the PGE3, you cannot graduate. You will then be deferred until you have validated a long experience (at least 5 months) abroad. Deferral cannot exceed one year; at the end of this period, the assessment board will declare that you are not allowed to re-enroll, and you will lose all chance of graduating.

- The SRI is able to offer you stays adapted to your profile. You should not refuse these proposals, in order not to jeopardize your international quitus.

## CONTACTS AND REFERENCES

### ***For academic stay:***

**Contact:** the International Relations Office (SRI).

**Reference:** SRI brochures; MyICN.

### ***For studying in Berlin:***

**Reference:** Specialization brochure (MyICN); specific MSc or certificate documentation.

## QUITUS FOR ENGLISH PROFICIENCY

*① It is essential to anticipate the preparation and passing of your external language certificate as early as possible in your studies. In addition, possession of a valid external certification with a good score is an important CV element. **Failure to validate your English language certification is a frequent reason for delay or non graduation.***

At the suggestion of the head of the Foreign Languages Center, the minimum levels required to obtain this quitus are:

TEST	REQUIRED LEVEL
TOEFL IBT	78
GMAT	550
TOEIC	750
IELTS	6.0
BULATS	65
LINGUASKILL	170

Important reminders :

- **The English language quitus is completely independent of the international quitus.** Both must be validated separately.

	<p>Be sure to register your scores on MyICN :</p> <ul style="list-style-type: none"><li>- for the July jury: by June 15 at the latest;</li><li>- for the November jury: by October 15 at the latest.</li></ul>
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- **Obtaining the minimum score is a must.** The degree will not be issued without the validation of the English language quitus, even if the student meets all the other requirements of the exam regulations.

## REGISTRATION OF ALL QUITUS

For proper consideration of releases, ***it is the student's responsibility*** to ensure that:

- His school tutor has in his possession all the elements allowing him to approve his quitus (in general, only the professional quitus is approved by the tutor);  
*☞ Contact your tutor if in doubt.*
- The results of external language tests (TOEFL, TOEIC, GMAT, etc.) have been communicated to the registrar via the MyICN website;  
*☞ Check the MyICN website before contacting the registrar.*
- The results of partner universities have been transmitted to the SRI.  
*☞ Check your emails before contacting the SRI.*



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