



PGE/MiM Quitus

Graduate as soon as possible!

Information & reminder

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Information valid for 2023-2024 only

This document is available on...

my**icn**



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*Programme:

- programme PGE
 - ALTERNANCE
 - SCOLARITE | REGISTRAR
 - STAGES | INTERNSHIPS
 - REGLEMENTATION PROGRAMME**
 - Délégués de promotion (élus)
 - Conseil de discipline
 - Spécialisations PGE et MSc
 - Mémoire de fin d'études MFE
 - Ateliers PGE2
 - DATES & CALENDRIERS | DATES
 - DOUBLES DIPLOMES | DOUBLE
 - LIVRETS DE L'ETUDIANT | STUDE

Nom
MiM regulations / règlement du PGE
Information QUITUS PGE.pdf
Rentrée PGE - Kick Off Meeting MiM 2023-2024.pdf
_Procédure_demandes_dérogation_quitus_-_dispensation_request_procedure (7).pdf
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Conseil de discipline
Mémoire de fin d'études MFE / Master thesis



Context and objective

Graduate as soon as possible

- QUITUS are **mandatory graduating conditions**.
- Rules can be found on the **Programme Regulations**; they are also presented each year, during the welcoming meeting in September (*see MyICN for prog. Regulations, and meetings slides*)
- Some quitus are related to **legal constraints** (French University master level) – *LV1 & Int'l*
- Failure to obtain a quitus **systematically results in delayed graduation**
- It is very important to anticipate, and make sure everything is / will be OK to graduate ASAP PGE3

Attention points

- Rules are clear: do not interpret them, and never suppose what the assessment board may decide.
- Rules do change: programme regulations is your unique reference (not alumni!).
- Any dispensation request must be justified, submitted to the registrar, and documented.
- Do not count on dispensations; rejections are many.
- It's your duty to **verify that everything is ready for graduation**: check with your tutor(s), companies, etc.
→ Please check the *General Procedures* published on MyICN.

Quitus LV1

External English certification

RULE = required minimum score:

- TOEIC : 750
- TOEFL : 78
- GMAT : 550

WARNING: expectations will increase in Sep. 2024.

Automatic exemptions:

- Native speakers (English = mother tongue)

Quitus LV1

Dispensation request

When submitting a dispensation request, expected mitigating circumstances may be:

- An official score very close to the minimum (TOEIC, or others)
- Enough time spent on GlobalExam (proof of serious and continuous preparation)
- GlobalExam scores



There is no guarantee that the assessment board will grant the exemption.

GlobalExam tests and other Covid-19-specific provisions are not valid anymore to automatically obtain the LV1 Quitus

International Quitus

One semester abroad

ONE SINGLE RULE = minimum 5 months abroad during the PGE/MiM course:

- Professional experience abroad (including Switzerland, Belgium, Luxembourg, ...), whatever the contract type (*CDD, VIE, internship, ...*)
- Academic semester in Partner University

Automatic exemptions:

- Foreign students – *based on foreign passport or ID*
- Two-year apprenticeship (PGE2+PGE3) – *based on contract (for PGE3 23-24 only)*
- Two-year double degree (A/E + PGE3 like Engineer, Law D.D.) – *based on transcript*

International Quitus Dispensation request

When submitting a dispensation request, expected mitigating circumstances may be:

- Professional experience in an international context (with **strong** evidence)
- Student integrated in PGE2, and PGE3 as an apprentice (one-year apprenticeship)
- International Competency Certificate (from SRI), fully or partially validated
- Significant international experience *before* PGE/MiM course



There is no guarantee that the assessment board will grant the exemption.

Covid-19-specific provisions are not valid anymore to automatically obtain this quitus

Professional Quitus

Nine months of validated experience

ONE SINGLE RULE = minimum of 9 months of [approved](#) and [validated](#) professional experience during the PGE/MiM course:

- Includes internships, apprenticeships, entrepreneurship, CDD, CDI, VIE, job contracts, ...
- With at least one long experience (≥ 5 months) – *In Gap Year and/or PGE3*
- Final validation in PGE3, based on a “professional portfolio” (*see below*)
- **Includes the “3-month bonus”** obtained in 19-20 or 20-21.

“Approved” = prior registered in our system, and mission approved by ICN

“Validated” = successful experience, assessed by ICN (deliverables + company appraisal)

Professional Quitus Dispensation request

When submitting a dispensation request, expected mitigating circumstances may be:

- PGE/MiM level of prior significant professional experience (with **strong** evidence, and ICN evaluation)
- Student integrated in PGE2 (two-year MiM course)
- Student enrolled in two-year double degree



There is no guarantee that the assessment board will grant the exemption.

Professional Quitus

Validating rules till 2021-2022 (*included*)

For each professional experience realised in former years (before 2022-2023):

- Self assessment
- Synthesis
- Student report

→ **Follow the rules** of “guide du stage court” / “guide du stage long” (MyICN)

→ Have a look to “Guide des expériences professionnelles PGE v4” “Professionnal Experiences Guide PGE v4”(MyICN).

Professional Quitus

Validating rules from 2022-2023

For each professional experiences realised in 2022-2023, and after:

- Self assessment
- Synthesis
- Student report **only for the first experience in the PGE/MiM course.**
 - *That means:* You do not have to write a report for your experience this year, provided you already submitted a report related to a former experience.

→ **Follow the rules** of “Guide des expériences professionnelles PGE v4” / “Professionnal Experiences Guide PGE v4” (MyICN)



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 - Règlements des stages | Internships**
 - Présentation : départ en stage
 - Guide utilisation outil de gestion
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Nom	Type	Date	
 Cover page 23-24.docx	DOCX	27/10/2023	 
 Page de garde 23-24.docx	DOCX	27/10/2023	 
 Guide des expériences professionnelles PGE v4.pdf	PDF	27/10/2023	 
 Professional Experiences Guide PGE v4.pdf	PDF	27/10/2023	 
 Information QCM OS PGE.pdf	PDF	22/09/2023	 
 Cover page 22-23.docx	DOCX	04/05/2023	 
 Page de garde 22-23.docx	DOCX	05/01/2023	 
 Stage court short internship (PGE 1, PGE 2)	HTML	24/11/2022	 
 Stage long Long internship (classic & alternate & apprenticeship)	HTML	24/11/2022	 
 Interrompre un stage Interrupting an internship	HTML	23/11/2022	 

Professional Quitus Professional Portfolio

To validate the Professional Quitus you will be asked to sum up all your professional experiences realised in the PGE/MiM course in a “Professional Portfolio”

- Self assessment, synthesis, and reports of all of your experiences are useful
- The portfolio is expected for the PGE3 Seminar, in May (even if you cannot participate)
- Portfolio assessment **gives a grade for the Seminar module** (PGE3, Semester 6)

→ *See instructions & information on MyICN*



Mes liens



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 - Etudier à BERLIN ou à CHE
 - 2022-2023
 - 2023-2024
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 - Mémoire de fin d'étude
 - Ateliers PGE2
 - PGE3 Seminar
 - 2024-2025

Nom	Type	Date	
Seminar PGE3 - Portfolio template 23-24.docx	DOCX	16/04/2024	
Seminar Principes PGE3 23-24.pdf	PDF	16/04/2024	
Principe du séminaire PGE3 23-24.pdf	PDF	16/04/2024	

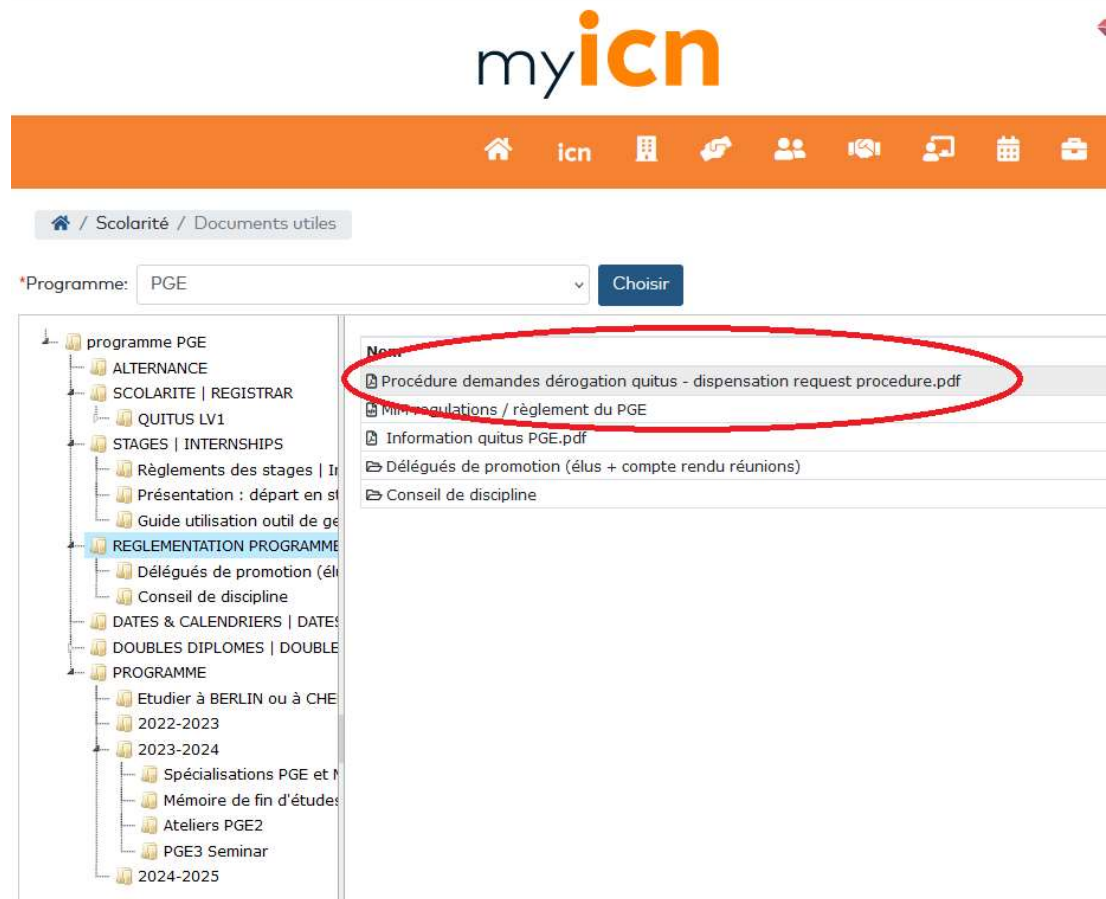
Dispensation Request Warning

- **No assurance** that any dispensation will be granted
- Must be submitted on MyICN **prior** the assessment board meeting
- Must be carefully ***justified and documented: requires evidences***
- Must rely on **mitigating circumstances**. Immediate rejection for:
 - « I had no time to... » / « I've got a job now... »
 - « I decided not to... » / « I'd rather... »
 - « I thought that... » / « I've heard that... »
 - Requests without any justification, documents, evidence, ...

Dispensation Request Procedure

- All requests for dispensation must be submitted as a ZIP or PDF file, and uploaded on Myicn. **No request by email!**

Precise instructions here:
→→→



Reference

Check, (re)Read, Participate, Ask...

- On MyICN (registrar / useful documents PGE / ...)
 - **General Procedures**
 - Programme regulations
 - Guides
- Via ASQ
 - For all your questions & requests
 - Avoid any direct emails to the staff (only ASQ ensures effective request tracking)
- During videoconferences, organised by the Programme Director
 - Every semester, two sessions are organised in the evening (*dates & invitations sent by email*)
 - Please attend and ask your questions at that time



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PGE



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REGLEMENT D'EXAMENS / ACADEMIC REGULATIONS

Dernière mise-à-jour / last update: Nov. 15th 2023

Le règlement d'examens est le document de référence sur lequel le jury s'appuie. Il est donc important que vous en preniez connaissance pour connaître toutes les exigences du Programme et les conditions nécessaires pour obtenir votre diplôme le plus rapidement possible.

The "règlement d'examens" contains general regulations for the PGE (master in management), used by the assessment board. It is important that you read carefully this document, in order to understand program requirements, so that you can graduate as soon as possible.

Année universitaire / academic year 2023-2024

Le règlement d'examens se compose de plusieurs documents :

The "règlement d'examens" consists in several documents:

1. Le règlement pédagogique qui décrit les règles générales s'appliquant au PGE / Diplôme ICN Grande Ecole.
Course regulations describe general regulations applicable to the PGE / Master in Management
2. Les **procédures générales** de validation des différents séjours académiques, professionnels et internationaux et de votre mémoire de fin d'études, qui indiquent, notamment, les dates limites de rendu et soutenance.
General procedures explain how to validate our Professional, International, and Foreign Language 1 (English) quitus, and the master thesis. It also gives some important deadlines.
3. Les exigences liées à la validation des Quitus International et Professionnel en fonction de votre cursus à l'Ecole.
Quitus validation rules give more information about Quitus validation, depending on your specific situation.

Voir aussi / see also: PGE/MiM Quitus Validation in 2023-2024.

ARCHIVES / academic year 2022-2023

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