

### **PGE/MiM Quitus**

Graduate as soon as possible!
Information & reminder

#### **Gérald DUFFING**

Directeur du programme Grande Ecole

Information valid for 2024-2025 only

















## **Context and objective Graduate as soon as possible**

- QUITUS are mandatory graduating conditions.
- Rules can be found on the Programme Regulations
  - **Note:** they are also presented each year, during the welcoming meeting in September (see MyICN for prog. Regulations, and kick-off meeting 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 after PGE3



### **Attention points**

- Rules are clear: **do not interpret them**, and **never suppose** what the assessment board may decide
- Rules may change: <u>programme regulations is your unique reference</u> (not alumni!)
- Dispensation requests:
  - All requests must relate solely to the situations listed (see: "dispensation request procedures" on MyICN)
  - All requests 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
- → Please check the *General Procedures* published on MyICN



# Quitus LV1 External English certification

### Required minimum score:

TOEIC: 750 – 785 (new PGE1 students in 24-25)

• TOEFL: 78 – 88 (new PGE1 students in 24-25)

• **GMAT**: 550

#### **Automatic exemptions:**

Native speakers (English = mother tongue)



# **Quitus LV1 Dispensation request**

#### Accepted mitigating circumstances must be:

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



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**

### **Required experience**:

- Academic stay in partner university (a least one semester)
- Professional experience abroad, including Switzerland, Belgium, Luxembourg, ...
  - Whatever the contract type (CDD, VIE, internship, ...) / minimum 5 months
- ICN Certificate in Berlin or Chengdu
- GICC Certificate Global Int'l Competency Certificate

#### **Exemptions**:

- Foreign students, either:
  - Coming to study in France in the MiM
  - Based on foreign passport or ID
- For AST2 students only , either:
  - Two-year apprenticeship (PGE2+PGE3)
  - Two-year double degree (A/E+PGE3)



# **International Quitus Dispensation request**

### Accepted mitigating circumstances must be:

- <u>During MiM</u>: professional experience in France with assignments of a highly international nature carried out abroad for at least 50% of the planned working time
- <u>Before MiM</u>: significant international experience



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 Validated professional experience

### **Required professional experience:**

- Minimum of 9 months (6 months for students entering MiM directly in PGE2: AST2, Lorrain2)
  - Of approved, ie prior registered in our system, and mission approved by ICN
  - And validated, ie assessed by ICN with deliverables + company appraisal
- Successful professional experience during the PGE/MiM course:
  - 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)

#### **Exemptions**:

None



# **Professional Quitus Dispensation request**

#### Accepted mitigating circumstances must be:

- Prior significant professional experience:
  - With missions corresponding to MiM expectations
  - With **strong** evidence, and ICN evaluation
- Student enrolled in two-year double degree



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



# Professional Quitus Validating rules

### For <u>each</u> professional experiences:

- 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" / "Professionnal Experiences Guide PGE" (MyICN)



### 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



## Dispensation Request Warning

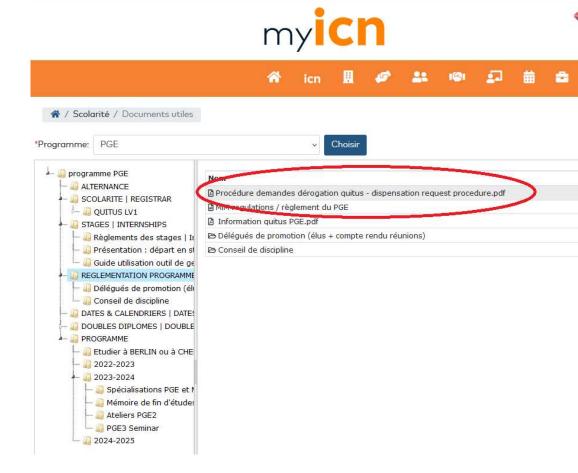
- Must rely on listed mitigating circumstances. Immediate rejection for:
  - « I had no time to... » / « I've got a job now... »
  - « I decided not to... » / « I'd rather... »
  - « I thought that... » / « I've heard that... »
  - Requests without any justification, documents, evidence, ...
- No assurance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



### 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:  $\rightarrow \rightarrow \rightarrow$ 



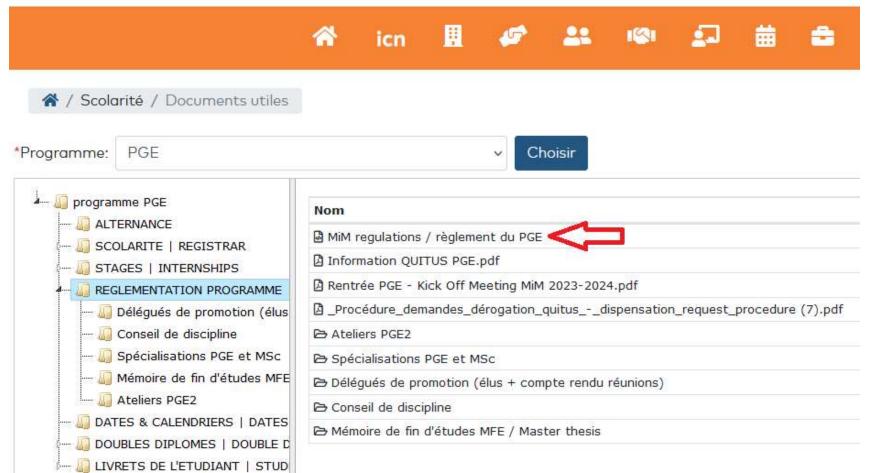


### Reference Check, (re)Read, Participate, Ask...

- 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)
- **<u>During videoconferences</u>**, 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











#### 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 connaître toutes les exigences du Programme et les conditions nécessaires pour obtenir votre diplôme le plus rapidement

The "règlement d'examens" contains general requirements, so that you can graduate as soon as

#### Année universitaire / academic year 2023-2024

Le règlement d'examens se compose de plusieurs documents :

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

- 1. Le règlement pédagagique qui décrit les règles générales s'appliquant au PGE / Diplôme ICN Grande Ecole.
- ourse regulations describe, reneral regulations applicable to the PGE / Master in Management
- 2. Les procédures générales de volidation 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. Le 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

Le règlement d'examens se compose de plusieurs documents :

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

- 1. Le règlement pédagogique qui décrit les règles générales s'appliquant au PGE / Diplôme ICN Grande Ecole. This document describes 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. This document explains 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.

This document gives more information about Quitus validation, depending on your specific situation.







LEWIS CARROLL

#### **Programme Grande Ecole**

Director: Gerald Duffing

Assisted by: Vanessa Jacquemin

#### **ICN Business School**

86 rue du Sergent Blandan

CS 70148

FR 54003 Nancy Cedex