

	ICN Business School Master in Management <i>Grande Ecole</i> Degree Program
Title	<b>General Regulations and Procedures for Internships, Final Dissertation, Academic Study Courses Abroad, External Examinations</b>
Author	Gérald Duffing
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ICN Business School – ICN *Grande Ecole* / Master in Management Degree

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:** Please check that the document you are consulting is the correct one for the current year.

## Professional Quitus

The professional quitus is obtained when nine months of professional experience has been validated by the Faculty tutor, based on at least one short experience (minimum 10 weeks), and a long experience (minimum 5 months).

■ **Short experience:** minimum 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 for the Master Degree course).

Short experiences may take place at the end of year 1 and year 2; internships, summer jobs, are accepted whatever the contract you may sign. Summer school, humanitarian mission, and language period of residence are also welcome. Make sure your Faculty tutor receives documents that justify duration and activity (internship agreement, contract, certificate).

Mission forms corresponding to any activity completed in associations are managed by PEPS (contact: Isabelle Montigny).

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

- Written report + students' self-assessment report + synthesis
- Company assessment of the student
- Any document that states duration and activity

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

- Written report describing your mission, the context, and outcome
- Recommendation, or assessment of the student, whenever possible
- Any document that states duration and activity

✂ Grading the experience by the ICN academic tutor will be based on the ICN **Short Internship** Grading Sheet, version 1.4 (*Fiche Notation Ecole PGE Stage Court, v 1.5*).

<i>Passerelle &amp; BCE June – July Nancy+Metz</i>	<i>4.5 weeks Reception of candidates validated</i>	=	<i>10 weeks of internship validated</i>
<i>Foreign students August – September Nancy</i>	<i>1 week reception of candidates validated</i>	=	<i>2 weeks of internship validated</i>

*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. This must involve an executive or managerial mission, the managerial level of which will be decided by the academic tutor.

Long experience takes place during the gap year, or year 3. Internships (with an internship agreement), jobs (with a regular contract), or VIE agreements are accepted. Make sure your Faculty tutor validates your mission.

☞ *Documents which must be produced:*

- Student report + students' self-assessment report + synthesis
- Company assessment of student, and
- Any document, issued by the company, that states duration and activity.

✎ Grading the internship by the ICN academic tutor will be based on the ICN **Long Internship** Grading Sheet, version 2.1 (*Fiche Notation Ecole PGE Stage Long*, v 2.2).

Note: a short internship/experience at the end of year 2 may be extended into a long one, if the student decides to complete an 'Experience/Gap year'. In this case it will be considered as one and the same long experience.

## Procedures

NB :

- All documentation and information regarding internships is available on the Careers and Internships Service web pages: <http://careercenter.icn-groupe.fr/fr> section : Content/To help you ('Contenu/Pour vous guider').
- For humanitarian missions in your associations, please contact Isabelle Montigny (PEPS service).
- For welcoming student candidates, our communication department will send to your academic tutor a confirmation of participation.
- Note that 10 days (more for an internship abroad) are necessary for you to obtain a full internship agreement.
- The Internship Agreement is a contract like any other. Fixed term work contracts (CDD) temporary work contracts (Interim), and other special work contracts are also acceptable. If you do have a contract which is out of the ordinary however, it is important to contact the Careers and Internships Service to check before the beginning of the internship.
- Please make sure you have backups of your reports, and do not forget to upload them on Campus.

### Obtaining your Internship Agreement for an internship

#### Stages in the procedure:

- ➔ Student starts to complete the mission form (*fiche de mission*) with dates, information about the company and the mission, task or project,
- ➔ Company completes the missing information,
- ➔ Student checks the information,
- ➔ Student sends a request for academic approval to the Faculty tutor,
- ➔ Careers and Internships Service gives final approval,
- ➔ Internship agreement, already completed, is put on-line for downloading.
- ➔ Evaluation process: evaluation sheet (filled-in by your professional tutor or manager), synthesis sheet, self-evaluation sheet, report to be uploaded.



**Length of time necessary to obtain internship agreement:** 8 days for internship in France / 15 days for internship abroad.

**Internships abroad:** Engagement letter about insurance to be signed.

**Scanning documents:** possible only for urgent/imminent start of internship (sending documents to personal addresses is not accepted).

**Reminder:** In no case should students begin their internship before signing the agreement or contract (work contract or internship agreement).

**The School does not issue pre-dated agreements.**

### Making sure that your Professional Quitus is validated

To validate your Professional Quitus you must, amongst other conditions, pass the **course requirement** to have minimum professional experience in companies (see Examination regulations). **Every experience** that you have in a company or organization must be assessed and graded **separately**. The following two components must be assessed :

1. **A report** (see: Student booklet on internships).  
→ It is the student's responsibility to up-load his/her experience report using the *Campus* tool. Due date is published by the Program Offices.
2. **An assessment or evaluation of the student's performance by the host company itself.**  
→ The company must complete the assessment form on *Campus* (it will be available on *Campus* one month before the end of the experience). *It is the student's responsibility to ensure that the company supervisor has completed this form. The student should then enclose this form with his/her experience report when this is sent to the Faculty tutor.*

**Reminder: 9 months of internship/professional experience are required for the student to graduate from the ICN Master Degree. (Normal case scenario)**

✎ The Professional Quitus is registered by the Program Office for the course when the Faculty tutor sends the Professional Quitus Validation form (*Fiche Validation Quitus Pro: v 2.2*).

## Important dates

Your report must be uploaded on Campus within one month after the end of your experience, for each experience, and before the deadlines mentioned thereafter.

Last date for returning all documents:

<i>For graduation in July 2018:</i>	June 8 <sup>th</sup> 2018
<i>For graduation in October 2018:</i>	September 3 <sup>rd</sup> 2018
<i>For graduation in February 2019:</i>	January 7 <sup>th</sup> 2019*

Last date for all grades to be received by the Program Office:

<i>For graduation in July 2018:</i>	June 22 <sup>nd</sup> 2018
<i>For graduation in October 2018:</i>	September 17 <sup>th</sup> 2018
<i>For graduation in February 2019:</i>	January 28 <sup>th</sup> 2019*

## Contacts and references

The Careers and Internships Service's websites:

- Campus : <http://extranet.icn-groupe.fr/campus/> (administrative matters)
- Career Center : <http://icn.jobteaser.com> (internship offers, advice, regulations)

For administrative matters regarding internships:

### Contacts:

Internship agreements in France, and evaluations: [vanessa.jacquemin@icn-artem.com](mailto:vanessa.jacquemin@icn-artem.com)

Internship agreements abroad: [tracey-lynn.schneider@icn-artem.com](mailto:tracey-lynn.schneider@icn-artem.com)

For matters concerning Examination Regulations: the Program Director or Program Offices.

**Reference :** [www.myicn.fr](http://www.myicn.fr) : useful documentation / Master ICN, section 'Internships/Internship regulations Grande Ecole' '(Stages / Règlement des Stages (Grande Ecole))'.

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\* **IMPORTANT:** The February Examinations Board normally deals with a small number of exceptional cases. Consequently it is not available for all students. Students should not see the February Examination Board as an option for late graduation, unless they have advance written approval for this from the Program Office.

**Contacts :**

For ICN 3 students: [sandrine.didier@icn-artem.com](mailto:sandrine.didier@icn-artem.com)

For students on extended ICN3: [stéphanie.stolf@icn-artem.com](mailto:stéphanie.stolf@icn-artem.com)

*For general guidelines regarding reports:*

**Reference:** Long/Short Internship Guides; MyICN.

## **Professional experience planning**

### **Experience Year (gap year) organisation**

To comply with regulatory rules, ICN modifies its regulations, and clarifies how a gap year may be taken by students, especially when an internship is considered.

If your project does not include any internship, then the gap year may be freely organised. (eg, sabbatical year, other studies, road trip, personal experience, ...).

Professional experiences (regular contract, VIE), that take place during your studies (including the gap year), may be considered to validate your professional quitus, as any internship would be. Keep in mind that any professional experience project must be approved by your Faculty tutor beforehand. If not, the experience will not be taken into account.

### **Regulations**

**Gap year:** students must apply for the gap year. The project must be submitted to the Program Office, and approved. The Program Offices will contact you via email in April (year 2). The project may be compatible with our “Experience Year”, which involves both academic and professional experiences.

*Important notice:* all credits acquired during the gap year cannot be taken into account to replace credits of the ICN Grande Ecole diploma. They are considered as extra credits.

**Internships:** any internship (maximum 6 months) must be integrated in the curriculum, which must count at least 200 hours or class contact per year.

## Experience Year (from 2017/2018)

Semester 1	Semester 2
<p><b>1 long internship (5 to 6 months)</b></p> <ul style="list-style-type: none"> <li>- Agreement signed before Aug. 31<sup>st</sup> YY of Year 2</li> <li>-</li> <li>- Possible starting date between June YY (after class period) and Dec. 1st YY of experience year YY / YY+1.</li> </ul>	<p><b>Academic Stay (Partner University)</b></p> <p><b>OR</b></p> <p><b>Contract, VIE, personal experience</b></p>
<p><b>Academic Stay (Partner University)</b></p>	<p><b>1 long internship (5 to 6 months)</b></p> <p><b>OR</b></p> <p><b>Contract, VIE, personal experience</b></p>
<p><b>Contract, VIE, personal experience</b></p>	<p><b>Academic Stay (Partner University)</b></p> <p><b>OR</b></p> <p><b>Contract, VIE, personal experience</b></p>

## Dates of Internships

*The official Internship periods are as follows:*

- *Year 1 Internship:* from May 28<sup>th</sup> to September 1<sup>st</sup> 2018
- *Year 2 Internship:* from May 28<sup>st</sup> to September 8<sup>th</sup> 2018
- *Professional Experience (Gap) Year :* from May 31<sup>st</sup> (of Year 2) to September 8<sup>th</sup> 2018
- *Year 3 Internship:* from December 23<sup>th</sup> 2017 to September 30<sup>th</sup> 2018. Students following an Academic Study Course during Semester 2 may complete an internship to December 31<sup>st</sup> 2018.

Year 3 students shall note that graduating revokes the “student” status. As a consequence, any internship agreement must terminate immediately after graduation. To avoid problems with the company, and prevent from interrupting your internship, you must choose one option among:

1. Choosing an internship that ends before June 30<sup>th</sup>, and expect graduation in July;
2. Choosing an internship that ends before September 30<sup>th</sup>, and expect graduation in October.

Whatever your choice, you will have to write and submit your report before the end of your internship (cf deadlines). Make sure, as well, that the company evaluation will be submitted on time.

## Internships and second session examinations (re-sit/re-take examinations).

All students on internships are required to be present for any second session examinations organized by the ICN. Any student failing to be present for such examinations will be considered as absent and the validation of the module or modules concerned will not be discussed by the Examinations Board during the same year of study.

*The periods timetabled for mid-term and second session (re-sit) examinations are the following:*

- December ..... 16 – 22
- January ..... 8 – 12 (year 1) and 29 – 03/03 (year 2 Metz)
- March ..... 12– 17 (year 2) and 26 – 29 (year 1)
- May ..... 22 – 26 (year 1), and 28 – 30 (year 2)
- June ..... 11 – 16 (year 2 Metz) and 25 – 29 (year 3)
- August ..... 20 – 25 (year 1 and year 2).

Important: These dates may be subject to change. See updated timetables as they are published.

## Sequence of internships

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

- the maximum duration of each internship,
- the period during which the internships may be carried out,
- the number of internships which may be carried out in each year, and
- the total number of internships which may be carried out during the whole period of study at ICN.

Consequently, and depending on your situation, it is possible that the ICN will not allow you an additional internship agreement. In particular, and unless you obtain approval to the contrary by the Careers and Internships Service of the ICN, every internship is taken into consideration, whether you have submitted your internship report or not (report is mandatory, anyway).

**Before you come to any agreement with a company, please check with the Careers and Internships Service that the internship that you are planning is within the regulations and can be approved.**

## Final Year (End of Course) Dissertation (aka *mémoire de fin d'études*, *master thesis*, or *MFE*)

Note: The award of the ICN Master *Grande Ecole* Degree, like any Master level degree, is conditional upon successful completion of a Final Year Dissertation (*Mémoire de Fin d'Etudes* or *MFE* in French). In cases where students opt to study for a double degree (two degrees simultaneously) it is possible to consider the Final Year Dissertation in the first institution as valid for the second, if it is a Master level dissertation.

### Procedure

Your work schedule, as well as deliverables due dates, are to be agreed on with your supervisor. However, to make sure you can graduate as soon as possible, please consider the following deadlines.

### Important dates

Deliverable due dates to your supervisor:

*To graduate in July 2018:*

- Master thesis (L3) ..... May 6th 2018
- Defense video (L4)..... June 18th 2018

*To graduate in October 2018 :*

- Master thesis & video (L3+L4).. Aug. 27th 2018

*To graduate in February 2018 (retake 2016-2017 only) :*

- Master thesis (L3) ..... Dec. 4<sup>th</sup> 2017
- Defense video (L4)..... Feb. 13<sup>th</sup> 2018

### Contacts and references

Reference : Learning Hub / e-learning platform.

Contact : your supervisor ; scolarité ([valerie.coutal@icn-artem.com](mailto:valerie.coutal@icn-artem.com)).



## **IMPORTANT**

*The Final Year Dissertation involves a considerable workload. You should give serious thought to taking it on as a two-person team. Remember that due dates are strictly enforced.*

*We urge you therefore to work as early as possible on your dissertation and keep in touch with your Dissertation Supervisor. Remember that, whatever profession that you finally take up, time will be a very precious commodity!*

*The Final Year Dissertation is a time-consuming piece of work, requiring considerable bibliographical research. Do not underestimate the amount of work involved. The literature search must be carried out during semester 1 while you are still at School.*

*It is a mistake to rely on the second examinations session in October to hand in your dissertation to your Supervisor.*

*You may have to retake the entire semester if your work is not validated on time.*

***In short: ANTICIPATE and FOLLOW STRICTLY  
INSTRUCTIONS & DEADLINES!***

## International quitus

The international quitus is obtained after a validated academic semester (minimum) abroad, in a host institution, or in an ICN campus (Nuremberg, Chengdu, Dakar).

### ■ A semester-long study visit or a Double Degree in a foreign university.

The stay abroad, on completion, must be validated by the International Relations Office (S.R.I.). Validation will be based on the student's grade sheets as communicated to the S.R.I. by the host institution abroad.

The stay abroad can take place in year 2 (2<sup>nd</sup> semester), during the gap year, or in year 3 (1<sup>st</sup> or 2<sup>nd</sup> semester). In year 3, one semester is academic, and the other can be dedicated to a professional experience. For example, if the academic semester takes place on the 2<sup>nd</sup> semester, then the 1<sup>st</sup> semester is free for a professional experience. Therefore, students *may not attend* our classical academic semester at ICN.

☞ Attention: this professional experience before the academic stay would be mandatory if your professional quitus is not validated when you enter year 3. Actually, all internship must be completed before September 30<sup>th</sup>, and you may not have enough time to accomplish your minimum five-months experience when you come back from your academic stay.

☞ Documents to be presented:

- Grade sheets (normally communicated directly to the S.R.I. from the partner university abroad)

✂ The S.R.I. will communicate the validated Quitus directly to the Program Office.

### ■ Studies in Nuremberg

You will receive a regular ICN transcript. Therefore, no additional application is required to validate your international quitus.

### ■ Particular situations.

The international quitus is validated:

- For foreign students (double nationality is ok);

The international quitus may be replaced by a professional experience abroad in the following cases only:

- Audit specialization (in order to receive the IRE certificate);
- A one-year double degree (replacing year 3), including ICN MSc;

Students are exempted if:

- They are registered as apprentice in specialisations delivered in Metz;
- They are registered in a two-years double degree (ingénieur ; C.C.A. ; DU Droit + M2) ;

## Procedures and documents

**For academic stay, please refer to the information guide issued by the International Relations Office, and published on MyICN.**

A study visit of a **minimum of one semester** in a foreign partner university, successfully completed (i.e. obtaining a **minimum of 30 ECTS credits, or equivalent**) validates the International Quitus without any further action required by the student.

If the 30 ECTS credits (or more in the case of a Double Degree) are not obtained, the Master *Grande Ecole* Examinations Board will assess the situation in the light of the results and documents received from the S.R.I., and will reach a decision accordingly.

### **IMPORTANT NOTICE:**

- If the international quitus is not validated at the end of Year 3, the degree cannot be awarded. One more year is admitted to allow you to provide the assessment board with some international experience. If not, you will not be allowed to register again.
- The International Relations Office is here to identify interesting academic stay, corresponding to your profile. You must consider its proposals, to make sure your international quitus can be validated on time.

## **Contacts and References**

*For academic stay:*

**Contact** : The International Relations Office.

**Reference**: S.R.I. brochures; MyICN.

*For studying in Nuremberg:*

**Reference**: specialization brochure (MyICN)

## Quitus in Foreign Language 1

Following the recommendations of the Head of Department of Foreign Languages and Cultures, the minimum levels of competence required to validate the Quitus in FL1 are the following:

Test	Level required
TOEFL 'IBT'	78
GMAT	550
TOEIC	750

The quitus in FL1, and the international quitus are independent. Both must be validated by the end of your degree course.

## Recording the results of the Quitus

*To ensure that all their Quitus conditions have been fulfilled and recorded on their grade sheets*, it is important that students make sure that:

- their Faculty tutor has in his/her possession all the components necessary for validating the Quitus,
- the results of external tests of foreign language competence (TOEIC, TOEFL, etc.) have also been communicated to the Program Office.

To check that all this information is correct and correctly recorded, students should, in the first place, contact their Faculty tutor, and only then the Program Office.