

**Ecole d'Enseignement Supérieur Privé ICN  
ICN Business School Nancy-Metz, France**

## **COURSE REGULATIONS**

**for the**

## **ICN DIPLOMA MASTER (Grande Ecole)**

Valid from start of Academic Year 2017-2018  
*Approved by the ICN Board of Directors, meeting on 7 July 2016 and 6 October 2016*

4/01/2017

## 1 - Admission

### 1.1 General Regulations

Recruitment for the ICN Master (*Grande Ecole*) Diploma is based on the common testing programs BCE and PASSERELLE, which offer three competitive entrance examinations providing access to the course: BCE and 'Passerelle 1' for access on to year 1, and 'Passerelle 2' for access on to year 2 of the course. Full details of the conditions and operation of these examinations can be found on the internet sites of the tests concerned: <http://www.concours-bce.com> and <https://www.passerelle-esc.com>. It is imperative that candidates comply in all respects with the published procedures.

To these examinations can be added two ICN entrance tests: Admission by Qualification (*Concours Admission sur titres*) and 'Concours Lorrain' (a special access route for students at the University of Lorraine) for access on to year 2. The rules and arrangements for these entrance tests are described below.

#### 1.1.1 General registration regulations

Candidates must have satisfied all general conditions of citizenship in terms of the French law n°97-1019 of 28 October 1997, concerning national civic duty and obliging young French men and women to be registered on the list of citizens in their local town hall, and to complete a day's awareness training on Defence and Citizenship (*Journée Défense et Citoyenneté - JDC*) or on Defence Preparation (*Préparation à la Défense – JAPD*).

Information supplied by candidates as part of their application implies the candidates' responsibility for its veracity. Information concerning the candidate's civil status must be strictly identical to the information contained on the identity document presented on the day of the examination. If any false statements are made or any academic qualifications presented which do not conform to those required, the candidate concerned will risk sanctions which may include exclusion from the examination, non-reimbursement of the tuition fees deposit, and loss of any advantages accruing from admission to the School. On-line registration for admission does not detect any incompatibilities between the candidate's status as declared and the examination applied for. Candidates are therefore the only persons who can guarantee that their status complies with the admission requirements contained in the present document and in the regulations of the two examinations BCE and PASSERELLE.

The examinations are open to all students who possess a diploma or a qualification as defined in the present regulations (§ 1.2.2.1, § 1.2.3.1, § 1.2.4 et § 1.2.5).

All candidates who are present at the beginning of one of the tests is considered to have taken part in the competitive entrance examination.

Post-experience trainees may apply for the examination 'Admission by Qualification' (*Admission sur titres*), which gives access to year 2 of the ICN Master (*Grande Ecole*) course, if they possess, or are about to be awarded the qualification 'Profit Centre Manager level II' (*Manager Opérationnel d'un Centre de Profit niveau II*) awarded by ICN Business School after successfully completing the FORMACADRE program.

### *1.1.2 Organisation of the tests*

Candidates must show proof of identity at any moment they are asked to do so during the written and oral tests, by presenting a current, valid identity document which bears a recent photograph.

To avoid any fraud, the clothing of candidates must be such that the candidate's whole face is visible. Candidates who arrive for the examination wearing clothes which do not allow the examination supervisors to control their identity and check that they are not concealing any listening device, will not be permitted to sit the test.

The use of any documents or other items, except for a pen, a pencil, and an eraser, is strictly forbidden, whatever the nature of the examination.

#### *1.1.2.1. Organisation of written tests*

The absence of a candidate from one of the written tests, even if this is not the fault of the candidate, will automatically eliminate the candidate from the whole entrance examination.

Any candidate entering the examination room within one hour after the start of the test may be allowed to start the test, but may not ask for extra time to complete. Any candidate entering the examination room later than one hour after the start of the test will not be allowed to start the test and will be counted as being absent.

Any candidate entering the examination room after the envelopes containing the examination questions have been opened, may be allowed to sit the test at the discretion of the person in charge of supervising the examination, but will not be allowed extra time to complete. In such cases late entry into the examination room may be reported to the examination board who may, after consideration of the case, allocate the grade of 0.

No candidate may leave the examination room, either temporarily or permanently during the first hour or the final quarter of an hour of the test.

After his/her identity has been verified, every candidate must sign his/her name for each of the tests, and using the same signature. Any candidate who signs the attendance sheet for a test is considered to have taken part in the examination.

At the end of each written examination, every candidate must hand in to the person supervising the examination his/her written paper, even if this is blank, in which case it will be signed by the supervisor. Failure to hand in a written paper will result in the candidate being eliminated from the examination. Any candidate leaving the examination room before the end of the test must hand in his/her written paper at the same time. No written papers containing rough or preparatory work will be graded.

The candidate's written paper must remain anonymous. Any candidate who breaks this rule or who leaves any distinctive or distinguishing signs on the written paper will be allocated the grade of 0.

#### *1.1.2.2. Organisation of oral tests*

Candidates who have successfully satisfied the examiners in the written tests, must attend for the oral tests. The procedures for the oral tests will vary according to the entrance examination applied for:

- Foreign language tests for the BCE examination – IENA tests: see the internet site for the BCE examination (*‘Concours BCE’*).
- Foreign language tests for the Passerelle examination: see the internet site for the Passerelle examination.
- Foreign language tests and individual interviews for examinations organised by ICN: ICN Admissions Service will send candidates their convocation dates.

The absence of a candidate for a personal interview or for a foreign language test, even if this is not the fault of the candidate, will automatically eliminate the candidate from the whole entrance examination.

Candidates for individual interviews and for foreign language tests should be dressed appropriately and correctly. In particular, the candidate’s full face must be visible. All cell-phones must be turned off for the duration of the test. It is strictly forbidden to record the test.

#### *1.1.2.3. Communication of results of the examination, and procedures for complaints*

The decisions of the examination panels and test panels are sovereign. Complaints are only admissible if they concern errors of entering grades. Consequently, requests for changes to grades or for tests to be re-marked are not allowed.

Candidates may access their results for the written tests for all entrance examinations on the ICN’s internet site after the examination board has finalised its decisions. Candidates should ascertain their results and grades as soon as possible.

All grievances and complaints should be put in writing and sent within 10 days of the results being published.

#### *1.1.2.4. Special arrangements*

Handicapped candidates or those with a long-term illness must indicate this during registration in order to benefit from special arrangements during the entrance tests. Candidates should print a copy of the instructions document for inclusion in a medical dossier to be sent with the application. After discussion by the appropriate departmental committee, an administrative decision will inform the candidate, if appropriate, of any special arrangements which may be made.

#### *1.1.3 Observing the regulations, cheating and penalties*

Registering for the entrance examinations obliges candidates to read the examination regulations and to observe them in detail and in their entirety.

During the tests, candidates must follow the instructions which are given at the examination centre where the written examinations take place. They must also respect to the letter any instructions given on the examination papers themselves.

As a general rule, candidates may only have on their table: the examination paper containing the subject and questions, the written answer paper, any rough paper which is permitted, an identity document, the convocation to the examination and appropriate writing materials. Except for any special cases, as authorised on the examination paper, candidates may not have or use any other documents or devices which give them access to information. Such documents or devices, such as cell-phones, tablets and other connected objects must be switched off, placed in closed bags and located out of reach of the candidate. When candidates are writing the examination, they should have no other source of information within reach.

Candidates who, for medical reasons, need to wear some form of hearing aid must inform the supervisor in charge of the examination room, who must authorize its use under his/her control.

During the examination, candidates must not communicate, or attempt to communicate with neighbouring candidates or with any other person, whatever the reason for this may be. If necessary, candidates should indicate to the supervisors that they need to ask a question.

In the examination centre, candidates must adopt an appropriate, correct behaviour. This means that they should not perturb enforcement of all instructions and regulations or the operation of the examination. In particular, candidates must respect the rule of silence which is valid for all candidates.

Once candidates have been reminded of these instructions, they should ensure that they do not interrupt or disturb other candidates in any way, and must show honesty and respect with regard to other candidates and the organisers of the examination.

#### *1.1.3.1. Cheating and fraudulent behaviour*

Fraudulent behaviour includes, in particular, the following:

- A general disregard for the examination regulations,
- Toute violation ou tentative de violation d'anonymat,
- Les bavardages, l'échange de matériel ou de documents ou tout essai d'entrer en communication avec un autre candidat ou toute autre personne non habilitée pendant une épreuve,
- Toute agitation ou manifestation intempestive susceptible de gêner les autres candidats,
- L'utilisation, ou l'essai d'utilisation ou la possession à proximité du candidat : de tous documents non autorisés (tables mathématiques, papiers divers, notices apportées par le candidat, dictionnaires non autorisés...), de matériels non autorisés (baladeurs, casques divers, machines à calculer, règles à calcul, téléphones portables ou tout autre moyen de communication...).
- Le plagiat (utilisation de textes de toute nature sans indication de leurs origines).

Cette liste n'est pas exhaustive et la direction se réserve le droit de sanctionner tout comportement anormal qui contreviendrait, de quelque manière que ce soit aux règles fixées par le règlement de concours. Toute déclaration fautive ou erronée entraîne l'exclusion du candidat des épreuves du concours, quelle que soit l'étape du concours.

#### *1.1.3.2. Sanctions and procedures*

During registration, non-respect of the regulations, and omitting or falsely declaring information can lead to exclusion from the examination. In such cases, ICN Business School is sole judge and arbiter.

During the examinations, non-respect of the regulations, or cheating or attempting to cheat will expose the candidate to the risk of sanctions. The facts of such incidences will be entered in an official report which will be signed by the chief invigilator, the examination supervisor and the candidate. Should the candidate refuse to sign the report, a second supervisor will sign the report as a witness. Once the candidate has been informed and received due warning, and if normal conditions for the operation of the examination are restored, the candidate may be asked to continue the examination, and may be allowed to take any further tests. An enquiry

into the case will be conducted by ICN Business School. Any sanctions applicable will be announced by the Admissions Panel which is sovereign in the matter.

The sanction imposed will vary according to the gravity of the offence and the circumstances:

- immediate exclusion from all tests: for serious and/or urgent offences which might perturb the operation of the examination. The decision in this case will be taken by the chief supervisor.
- entering a grade of 0 for the test during which the incident took place.
- temporary or permanent exclusion from the whole entrance examination.
- information concerning the incident will be communicated to the government's Ministry of Higher education and Research.

The grade 0 is not an eliminatory grade.

#### *1.1.4 Final admission to the course and delayed entry*

For the BCE examination, joining the School assumes that the candidate accepts and respects the SIGEM procedures([www.sigem.org](http://www.sigem.org)).

For entrance examinations organised by ICN Business School, the following measures apply.

Entry on to the course is approved on condition that the candidate obtains and presents the required diploma before the end of the calendar year during which the candidate takes the entrance examination.

A candidate whose admission on to the course is approved, may request a delay of one year before commencing the course, while continuing to benefit from the approval decision. Reasons for the requested delay must be sent in writing to the ICN Business School's Director General at the latest one month after the original expected date of commencement. The Director General will confirm his decision at the latest one month after receiving the request. This decision is without appeal.

## **1.2 Admission routes**

For the entrance examinations BCE, PASSERELLE 1, PASSERELLE 2 and AST, the admissions procedure is divided into two stages: 'Admissibility' is declared by the examination board, based on the results obtained in the *written* examinations (Admissibility Tests). Candidates who are declared 'admissible', then take the *oral* tests (Admission tests) in the Schools which they have chosen in their application. The foreign language tests are common to all Schools.

The examination board pronounces the candidate's admission on the basis of the results obtained in the 'admissibility' and 'admission' tests. Up to the maximum of places available, candidates are placed in ranking order on the 'main list'. The examination panel may, moreover, create an additional, or 'complementary' list, on which candidates will be entered who may join the School if any of the candidates on the main list decides to withdraw.

### *1.2.1 BCE Entrance examination (for access to year 1 of the course)*

#### *1.2.1.1. Conditions for joining the course*

**The BCE examination** is for students from the 'preparatory classes' in French High Schools, with specialisations in Economics, Commercial or Literature.

### 1.2.1.2. Admissibility (written) tests

Test	Option S	Option E	Option T	Option B/L	BEL route
Text Contraction (HEC Paris)	4	3		4	9
Summary of text (ESC)			3		
Foreign languages (IENA LV1)	6	6	3	6	6
Foreign languages (IENA LV2)	4	4	2	4	4
Option subject test (ESSEC)				4	
Essay: General culture (EM Lyon)	6	5			
Essay: General culture (ESC)			3		
Essay: Literature (ESSEC)				5	
Essay: Philosophy (HEC Paris)				3	
Mathematics S (EM LYON)	5				
Mathematics E (EM LYON)		5			
Mathematics T (ESC)			5		
History, Geography & Politics (ESCP Europe)	5				
Economics, Sociology & History (ESCP Europe)		7			
History (ECSP Europe)				4	
Economics - Law (ESC)			5		
Management and Management Sciences (ESC)			9		
Average grade (ENS-BEL)					11
TOTAL	30	30	30	30	30

The BEL route corresponds to ENS Ulm A/L and ENS Lyon.

### 1.2.1.3. Admission (oral) tests

Test	Duration	Weighting
Interview	30mn	20
Foreign language 1	20mn preparation + 20mn discussion	6
Foreign language 2	20mn preparation + 20mn discussion	4

## 1.2.2 PASSERELLE 1 Entrance examination (for access to year 1 of the course)

### 1.2.2.1. Conditions for joining the course

**The Passerelle 1** examination is for students who already have or are about to be awarded one of the following diplomas:

- A French Diploma approved by the Ministry of National Education validating 2 years of higher education study, such as BTS or DUT.
- A French Diploma validating a post-High School/GCE 'A' course of study of at least 2 years approved or certified RNCP level III,
- For the study level 'Licence 2' (2 years of higher education study) obtained at university only: proof of pass validating 120 ECTS credits: an official document on university-headed paper must be presented.
- For students from ENS Cachan: documentary evidence of pass with 120 ECTS credits at Licence 2 level awarded by the ENS Cachan Examination Board.
- For Preparatory Classes 'Scientific' option: an official statement confirming success in first 2 years of study in preparatory classes, on paper with High School-headed paper, equivalent to 120 ECTS credits.
- Non-French Diploma: evidence of success obtaining 120 ECTS credits.
- All diplomas giving access to Passerelle 2 examination.

NOTES:

- No equivalence in ECTS credits awarded by a post High-School course after 3 or 5 years of study will be accepted.
- Students registered in Preparatory classes (Economic and Commercial sections) are not eligible to be candidates for the Passerelle 1 examination, even if they can provide evidence of their 120 credits. These students have a special test (BCE) which is available for them.

*1.2.2.2. Admissibility (written) tests*

Test	Duration	Weighting
Synthesis	2 h	9
Foreign Language 1 English	1 h 30	8
Tag 2	1 h 55	3
Optional subject	2 h	10

*Option subjects:* German, Biology, Creativity and Project management, Law, Economics, Spanish, Management, Management and Business Negotiation, Information Technology, Italian, Management of a company in Hotel/Restaurant Business, Marketing, Mathematics, Philosophy/Arts and Human Sciences.

*1.2.2.3. Admission (oral) tests*

Test	Weighting
Personal interview	20
Foreign language 1 English	8
Foreign language 2	2

*1.2.3 PASSERELLE 2 Entrance examination (for access to year 2 of the course)*

*1.2.3.1. Conditions for joining the course*

**The Passerelle 2** examination is for students who already have or are about to be awarded one of the following diplomas:

- a French Degree attesting at least 3 years of university education (3 years post-Bac/post-High School/post-GCE ‘A’ level) or a Certificate qualification RNCP level II,
- a Degree of 3, 4 or 5 years of university education, approved by the French Ministry of Higher Education and Research,
- a non-French Degree:
  - a European Degree in Higher Education (DEES awarded by the FEDE / *Fédération Européenne des Écoles*),
  - a document attesting to successful award of 180 ECTS credits,
  - other cases: a Degree recognized as equivalent by the Passerelle Examinations Commission as part of the on-line registration procedure for the written examinations (described in article 2.1.2. of the Passerelle regulations).

NOTE:

- No equivalence in ECTS credits awarded by a higher education institution after 5 years of study will be accepted.

*1.2.3.2. Admissibility (written) tests for the PASSERELLE 2 examination*

Test	Duration	Weighting
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Synthesis	2 h	9
Foreign language 1 English	1 h 30	8
Tage Mage	2 h	3
Option subject	2 h	10

Option subjects: German, Biology, Creativity and Project Management, Law, Economics, Spanish, Management, Management and Business Negotiation, Information Technology, Italian, Management of a company in Hotel/Restaurant Business, Marketing, Mathematics, Philosophy/Arts and Human Sciences, STAPS.

#### 1.2.3.3. Admission (oral) tests for the PASSERELLE 2 examination

Test	Weighting
Personal interview	20
Foreign language 1 English	8
Foreign language 2	2

#### 1.2.4 'Concours LORRAIN' (Special examination for Lorraine University candidates for access to year 2 of the course)

Concours LORRAIN	2012	2013	2014	2015
Number of places available	20	20	25	30
Registered candidates	93	36	58	87
'Admissibles' (passed written tests)	49	31	45	76
Admitted to the course (passed written and oral tests)	29	25	30	43
Ratio admissions/candidates	31.2%	69.4%	51.7%	49.4%
Ranking of last student	41	30	38	63

Following the creation of the University of Lorraine, a special access route was set up to encourage transfer between the two institutions, University of Lorraine and ICN Business School. Admission is based on successfully acquired qualifications, i.e. a Degree at least equivalent to Licence 3 (3 years of study) from the University of Lorraine or the PRES Lorraine.

#### 1.2.4.1. Admissibility (written) tests for the Concours LORRAIN examination

Testy	Duration	Weighting
Synthesis	2 h	14
English test	1 h 30	10
Tage Mage Test	2 h	6

#### 1.2.4.2. Admission (Oral) tests for Concours LORRAIN examination

Test	Weighting
Personal interview	20
Foreign language 1 English	8
Foreign language 2	2

#### 1.2.5 Entrance by Qualification (Concours ADMISSION SUR TITRES) (admission to ICN Master Year 2<sup>1</sup>)

ENTRANCE BY QUALIFICATION	2011	2012	2013	2014	2015

<sup>1</sup> Or on to year 3 or the course, if the conditions and equivalences mentioned in §1.2.5.4. are complied with.

Number of places available	40	40	40	40	40
Candidates registered for the exam	127	9	15	9	30
<b>Accepted</b> in written examinations	68	9	14	8	30
<b>Admitted</b> to the course	41	6	12	8	28
Ratio <b>accepted</b> /candidates	32.3%	66.7%	80%	88,8%	100%
Ranking of last candidate <b>admitted</b>	44	9	15	8	30

*Note:* The fall in numbers of students for this entrance examination in 2012 was due to the fact that many candidates opted for the *Concours Lorrain*, which was introduced in that year.

#### 1.2.5.1. Admission Conditions

**The Admission route ‘Admission sur titres’** at ICN Business School is for students who have obtained or who are about to obtain a Degree in Engineering validated by the Engineering Qualifications Commission (*Commission des titres d’ingénieurs*); the ‘Manager of a Profit Center’ Degree (a Management Degree awarded by ICN, with Level II equivalence obtained on successful completion of the ICN’s FORMACADRE course); and the IPM (International Program in Management) Diploma, equivalent to the ICN Master Diploma year 2 for international exchange students.

The dates for the test sessions are decided and published by the Director General each academic year.

#### 1.2.5.2. Written tests for Entrance by Qualification (Admission sur Titres)

The written tests are as follows:

Test	Time	Weighting
English	1h	1
Tag-Mage or GMAT	2h	2

Candidates who obtained the IPM Certificate (60 ECTS credits) at the first sitting of examinations are exempt from taking the written tests.

Pass or fail in the written admission tests is decided by an Examination Board on the basis of the results of the written tests and the different documents which make up the candidate’s application file: i.e. a certificate to prove the candidate’s student status during the current year, the full grade sheets for the current year and the previous year, photocopies of Degrees and Degree certificates obtained, a letter of recommendation from the Course Leader or a Lecturer for the last Degree or Diploma obtained, a letter from the candidate outlining his/her motivation for joining the course, and a curriculum vitae/résumé.

Candidates whom the Examination Board declares as having passed the written tests then take the oral admission tests.

#### 1.2.5.3. Oral tests for Entrance by Qualification (Admission sur Titres)

Test	Time	Weighting
English	30 mins	1
Individual interview	30 mins	4

Based on the admission test results, the Selection panel lists the candidates in ranking order and accepts candidates according to the number of places available on the course via this route. The panel may also draw up a list of reserve candidates who will be accepted on to the course, should any other successful candidates on the main list withdraw.

#### 1.2.5.4. Equivalent qualifications

On examining candidates’ application files, in particular the content of the course which they followed prior to applying for the ICN and which awarded them their last Degree/Diploma, the Selection panel can then decide that certain course modules already followed by

candidates are equivalent to the same modules on the ICN Master year 2 program. In this case students are exempted from following the same modules on year 2. Where ICN year 2 modules do not have equivalences in the candidate's previous course, they may be taken at ICN either in semesters S3 and S4 (ICN year 2) or in semester S6 (ICN year 3) depending on the decision of the Admissions Panel and what is felt to be in the academic interests of the candidate. The following units automatically lead to exemptions:

Title or Course followed	Equivalence
Profit Center Manager	Business Environment; Organizational Behavior; Management Control; Investment and Finance Decisions; Management Accounting; Managerial Skills.
IPM Certificate	All ICN year 2 modules <sup>2</sup>

### 1.2.6 Validating Experiential Learning (VAE)

#### 1.2.6.1. Admission Requirements

Any candidate who has a minimum of three years professional experience which is appropriate for the Degree applied for, whatever his/her age, the number of years in the company, or the level of education achieved, may apply for admission based on VAE.

#### 1.2.6.2. Validation process

The process includes six stages, or seven in the case of partial validation:

- 1) candidate requests an information pack,
- 2) candidate submits a file requesting administrative information,
- 3) candidate attends for interview with the Director of the Program concerned and the VAE Counsellor.
- 4) Candidate prepares application file, with a professional counsellor if so desired,
- 5) Candidate submits VAE application file and registers for the Degree.
- 6) First VAE Board meets, with three possibilities:
  - a) Non validation.
  - b) Partial validation with recommendation for additional training or experience.
  - c) Complete validation and award of the Degree.
- 7) Second VAE Board meets, with two possibilities:
  - a) Validation and award of the Degree.
  - b) Refusal (with reasons).

The VAE validation Board is made up of 70% School personnel and 30% professional representatives.

#### 1.2.6.3. Maximum duration

Following the VAE Board's decision, the candidate has five years to complete the academic training and/or professional activity recommended.

### 1.2.7 Composition of the Admissions Selection Panel.

Cf § 3.3.1.

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<sup>2</sup> Students following the IPM Certificate course have in effect followed the entire program of classes for year 2 of the ICN Master Grande Ecole Degree.

### 1.3 Change of Program

Students are only allowed to change their program of study in exceptional circumstances and only between Graduate Business Schools which are authorized to award official Degrees recognized by the French Ministry of Higher Education.

The change of program requires the agreement of the Directors of the two Schools concerned and only becomes final when the Rector of the Regional Academy, Chancellor of the Universities, has given final confirmation.

## 2 – ICN Master *Grande Ecole* Degree : Organization of Study

### 2.1 Academic objectives

The ICN Master *Grande Ecole* Degree sets out to train generalist senior managers. They will hold positions of responsibility in all types of organization, whether in France or in the international community and they will be able to adapt to multi-disciplinary and multi-cultural environments. The generalist training is complemented and enriched by the addition of several basic features:

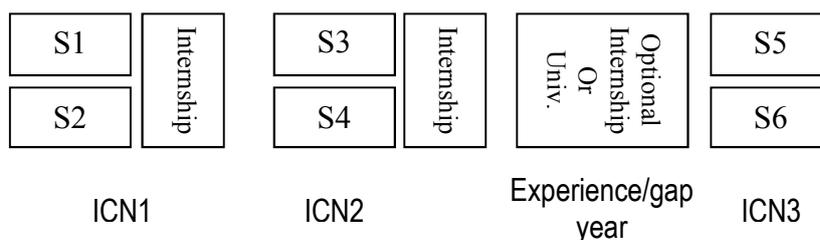
- A special study/major in year 2: this is a study of a specialist function within the organization, and may be extended with further study, for example by following a double degree program,
- A multi-disciplinary dimension: this is provided by the ARTEM alliance, in particular the learning activities associated with the ARTEM workshops,
- An international dimension: students are required to spend a semester abroad on a program of academic study.

On successful completion of their training, students are able to:

- Analyze a complex business situation and perform an appropriate assessment,
- Resolve complex problems with an appropriate and in many cases innovative solution,
- Make decisions as socially responsible managers,
- Communicate efficiently, in both written and oral modes,
- Adapt to and become part of a multi-disciplinary and multi-cultural team and environment, with ease and confidence,
- Update and extend their knowledge and skills, including in areas other than management, and
- Show competence and skill in team working and project management.

### 2.2 General structure of program

The ICN Master *Grande Ecole* Degree, for first year entrants, is a three year program with an optional 4th gap or ‘Experience’ year, on student’s request. The gap year comes between year 2 and year 3. Minimum presence on the program is therefore two years for year 2 entrants and three years for year 1 entrants.



A semester is made up of ‘Teaching units’ (*Unités d’Enseignements* or UE). Each UE carries a certain number of European credits, called ECTS (ECTS – *European Credit Transfer*

*System*). One semester's work earns 30 ECTS and therefore one year earns 60 ECTS. One UE is made up of modules and these may have different weightings.

## 2.3 Program content

### 2.3.1 Year 1

In year 1 students acquire the fundamentals of management. In addition each student must choose a School Project (*Projet Ecole*).

Semester 1			Semester 2		
Module	ECTS	Vol. H	Module	ECTS	Vol. H
<b>TOOLS and METHODS</b>	6	45	<b>TOOLS and METHODS</b>	6	45
Information Systems	2	15	Taxation	2	15
Statistics	2	15	Principles of Marketing	2	15
Methodology Case study	2	15	Market Study	2	15
<b>MANAGEMENT 1</b>	6	45	<b>MANAGEMENT</b>	8	60
Principles of Management	2	15	Human Resources Management	2	15
Consumer Behavior	2	15	Financial Accounting	2	15
Sales Techniques	2	15	Financial Analysis	2	15
<b>MANAGEMENT 2</b>	4	30	Logistics & Supply Chain Management	2	15
Principles of Accounting	2	15	<b>ARTEM</b>	4	30
Purchasing Management	2	15	Innovation Management	2	15
<b>ARTEM</b>	6	45	Managing the School Project	2	15
Creative Business Days	2	15	<b>ECONOMY and LAW</b>	8	60
Humanities ARTEM	4	15	Applied Economics	4	30
Creative Thinking	2	15	Industrial Relations	2	15
<b>ECONOMY and LAW</b>	4	30	Company Law	2	15
General Economics	2	15	<b>PERSONAL DEVELOPMENT</b>	4	30
Civil and Business Law	2	15	Elective course	2	15
<b>PERSONAL DEVELOPMENT</b>	4	30	Communication: Professional attitudes	2	15
Seminar	2	15			
Foreign Language	2	15			

*Professional experience or academic study:* A short professional experience of 10 weeks minimum is a compulsory requirement of the program at the end of year 1 (the exact dates will be published each year). The aim of this is for students to discover a managerial function or a particular sector of activity. For students having difficulty with English language<sup>3</sup>, this professional experience may be replaced, if the Program Director recommends it, by a language or professional period of residence in an English-speaking environment (or any other project approved by the Program Director).

### 2.3.2 Year 2

Year 2 continues the fundamentals of management and allows students to specialize in an in-depth study of one aspect of management, a Special Subject or Major, (in French '*Route de Spécialisation*'). This Special Subject is the student's own choice. Year 2 also introduces students to the notions and practices of multi-disciplinarity, since they make a second choice, that of an ARTEM Workshop, in partnership with students from other Schools. In year 2 students also continue to work on their School Project.

Semester 3			Semester 4		
Module	ECTS	Vol. H	Module	ECTS	Vol. H
<b>TOOLS and METHODS</b>	8	60	<b>MANAGEMENT 1</b>	4	30
Managing Information Systems	2	15	Strategic Analysis	2	15

<sup>3</sup> English language progress tests are arranged during the year to help the Program Director in this decision.

Business Environment	2	15	Risk and Assessment	2	15
Data Analysis	4	30	<b>MANAGEMENT 2</b>	5	40
<b>MANAGEMENT 1</b>	6	45	Industrial Marketing & Marketing Services	2	15
Organizational Behavior	2	15	Intercultural Management	1	10
Intercultural Communication	2	15	Organizational Design	2	15
Management Control	2	15	<b>ARTEM</b>	5	45
<b>ARTEM</b>	7	60	ARTEM Workshop	5	45
ARTEM Workshop	5	45	<b>SPECIALIZATION</b>	12	90
Project Management	2	15	Specialization 1	4	30
<b>MANAGEMENT 2</b>	6	45	Specialization 2	4	30
Strategic Marketing	2	15	Specialization 3	4	30
Investment and Finance Decisions	2	15	<b>PERSONAL DEVELOPMENT</b>	4	30
Management Accounting	2	15	Foreign Language	2	15
<b>PERSONAL DEVELOPMENT</b>	3	25	Elective course	2	15
Foreign Language	2	15			
Professional Competences	1	10			

*Academic experience abroad:* Students may complete the second semester of year 2 abroad on an academic study visit in one of the ICN's international partner universities. This however has to be approved by the International Office and the Program Director who select appropriate candidates on the basis of an application file.

*Professional experience or period of language study abroad:* A short professional experience of ten weeks minimum in a company may be carried out during the summer at the end of year 2 (the exact dates will be published each year). The objective here is for students to deepen their understanding of a particular function in a company. For students who have difficulty with English language<sup>3</sup>, this professional experience may be replaced, if the Program Director recommends it, by a language or professional period of residence in an English-speaking environment (or any other project approved by the Program Director).

### ***The Specialization / Major***

Each student must choose a Specialization/Major (*Route de spécialisation*) during the first semester. The specialization represents 90 hours of teaching spread over three modules in semester 2. The following majors are open to students (they may change as long as they keep the same number of teaching hours; they take place at Nancy, Metz, or Nuremberg campus):

- Banking, Investment and Markets (in English)
- Audit (in English)
- Corporate Finance
- Management Control
- Marketing and Brand Management (in English)
- Digital Marketing and Communications (in English)
- Distribution, Commerce and Management of Key Accounts
- Commercial Innovation and Design
- Talent Management in Organisations (in English)
- Management of Innovation (in English)
- Arts and Entertainment Management (in English)
- Supply Chain and Purchasing Management
- Finance, Insurance, and Risk Management (in English)
- Law (in partnership with the Faculty of Law at Nancy)

### ***ARTEM Multi-disciplinary Workshop***

This involves 90 hours of teaching. It may take place at the ICN or at one of the ICN's partner institutions in the ARTEM Alliance, particularly the Engineering School (*Mines Nancy*) or at the Art School (*ENSAD*).

### 2.3.3 The Gap or 'Experience' Year

The Experience Year is optional. Student applies and need the programme director approval. The decision is made by the end of July. It may complements the classroom training with academic or professional experiences, or a combination of both, according to regulatory rules.

- *Professional experience*: a long internship of 5-6 months may be released, according to regulatory rules. Other forms of contract are accepted.
- *Academic experience*: a complete semester of study at a partner or local university to deepen the students' understanding of an area chosen by them. This must have the approval of the School, confirmed in writing.

Important notice: no ECTS credits associated to any activities carried out within a gap year may be taken into account in the programme. These credits are not required by the programme.

### 2.3.4 Year 3

During the first semester of year 3 (S5), the Core course (*Tronc commun*) is complemented by the addition of four modules (110 hours) to complete the field of specialization chosen by students during year 2, making a total for this of 200 hours. Specializations/Majors take place at Nancy, Metz, or Nuremberg ICN campus. Two hours modules called 'Arts, Sciences, Business', and 'elective course', chosen by the student, complete the year 3 program.

Semester 5			Semester 6		
Module	Volume	ECTS	Module	Volume	ECTS
<b>MANAGEMENT</b>	<b>75</b>	<b>10</b>			
Risk Management	15	2			
Strategic Management	15	2			
Management of Early Growth and Performance	15	2			
Leadership	15	2			
Gouvernance, Ethics & Corporate Social Responsibility (CSR)	15	2			
<b>ARTEM</b>	<b>40</b>	<b>5</b>	<b>FINAL YEAR DISSERTATION</b>		<b>15</b>
Arts, Sciences, Business	15	2	Final Year Dissertation		
Research Methodology	10	1	( <i>Mémoire de Fin d'Etudes</i>		15
Elective course	15	2	- MFE)		
<b>SPECIALIZATION</b>	<b>110</b>	<b>15</b>	<b>PROFESSIONAL EXPERIENCE</b>	<b>15</b>	<b>15</b>
Specialization 4	30	4	Professional experience		13
Specialization 5	30	4	Career management	15	2
Specialization 6	30	4			
Specialization 7	20	3			

*Professional experience*: 5-6 months of professional experience in France or abroad (with the same objectives and conditions as the internship completed during the 'Experience Year'). The experience may be carried out during either of the two semesters of the year, depending on the choice of activity during S5 (*cf* 'Academic Experience' below). It can be an internship, or any other form of contract. Moreover, to smooth the path into work for students who did an Academic Study course in S6, a long 'end of studies' professional experience may be completed on return from the partner university, in compliance with regulatory rules.

*Academic Experience*: a semester-long training program as part of a university exchange scheme. When it is a semester-long course, it may be carried out in either semester 1 or semester 2. A year-long course is possible, for the award of a double degree.

In cases where the International Study Course was completed in semester S6, all S6 modules are transferred to semester S5. Students may complete a professional experience in the semester S5.

### 2.3.5 Admission onto the modules

Admission to the modules, (especially the majors/special subjects, and the ARTEM modules and workshops) may be limited because of criteria which will be pointed out to students at the time of registration. The criteria might include: numbers limitations, learning pre-requisites, minimum academic levels, or the need to balance the numbers of students from the three participating Schools in each workshop.

For each optional module, students are asked to give three choices, in order of preference and depending on the timetable and options available each year.

The decision as to the allocation of students to modules is made by the Program Director after consulting the Academic Departments and Administrative Services involved. The decision becomes final and is communicated to students at least one week before the start of classes. There can be no guarantee that the final allocation of students to modules will match exactly the initial choices made by the students.

### 2.3.6 Internships

Internships are accompanied by an academic tutor, who is a lecturer/researcher at the School. All internships' missions must be approved by the tutor, who works in partnership with an internship supervisor based in the company. Internships may be carried out in public or private companies or organizations, or in research laboratories, and may be in France or abroad. They end with the writing of an internship deliverable by the student.

The dates of the beginning and the end of the internship will be published each year. Several internships may be carried out during the internships period, in compliance with regulatory rules, provided that together they complete the required minimum of experience in companies.

No internship must commence without an internship agreement signed by the School, the student and the host company. Any student who contravenes this regulation is committing a fault and is liable to sanctions. These will be decided by the Discipline Committee, before which the student concerned will be summoned to appear.

### 2.3.7 Academic study periods abroad

Students must complete at least one academic stay in a partner university. This requirement is called the International Quitus. The period available for study outside France extends from the second semester of year 2 through year 3, for students on the ICN Master *Grande Ecole* Degree course. A learning agreement must be signed for each study period abroad. The assessment and grading of the stay is determined by the host university. The number of ECTS credits obtained during the stay and stipulated in the learning agreement (between 30 and 120 credits) will determine whether the stay is validated and whether the credits satisfy the requirements of the regulations governing the course.

If the academic study period abroad is carried out during a semester normally reserved for ICN classes, it replaces the ICN semester totally. The student must comply with all the Examination Regulations pertaining at the host university, unless arrangements to the contrary have been included in the learning agreement signed by both institutions.

If the academic study period abroad is carried out during a gap year, no credits may be transferred to the ICN Master *Grande Ecole* Degree.

## 2.4 Interruption of studies and maximum number of registrations

The study program may be interrupted at the most for one university year over the whole of the program. This must be for exceptional reasons explained in writing to the Program Director who will then give approval or not. If approval is given and studies are interrupted, the student is no longer registered as a student at the ICN Business School and may not make use of any of the services or other advantages of ICN registration during the period of interruption. In particular the student cannot enjoy the benefits of an internship agreement.

The maximum number of registrations on the ICN Master program is therefore 6 academic years (3 years teaching + 1 'Experience'/gap year + 1 approved re-take year + 1 exceptional additional year to validate any uncompleted Teaching Units (UE) or uncompleted Quitus).

## 3 – Assessment of skills and knowledge

### 3.1 General arrangements

#### 3.1.1 *Grading of modules and teaching units (UE)*

For each module, one or more tests or examinations may be set to test skills and knowledge acquired. It is important to note that students' presence and participation in classes may also be graded, in addition to the classic forms of examination. Examinations may take different forms: a final written examination, a final oral examination, continuous or periodic assessment, submission of a dossier, written tests or projects. A module is assessed using a grade which is calculated on the basis of the smaller tests which take place during the module. The grading system for each module will be indicated in the syllabus for the module. For each module there is an elimination grade of 5/20. Consequently each module for which the student does not achieve a grade higher than 5/20 is considered not only as a fail, but it also means that the total Teaching Unit (UE) of which it forms part is also a fail. Note that all grades which may be communicated to students by the lecturer concerned are provisional until they are ratified by the Examination Board.

A Teaching Unit (UE) is assessed using a grade obtained by calculating the weighted average of the grades for each of the modules within it. Hence the modules within a Teaching Unit can compensate for each other, i.e. a high grade in one module may balance a low grade in another in the same Teaching Unit. Teaching Units are also allocated ECTS credits which represent the volume of work completed during the semester. Students are awarded the credits for each Teaching Unit if the grade achieved is equal to or higher than 10/20 and no module has been graded at less than the eliminatory grade of 5/20

Certain assignments may be carried out by pairs of students, if this is clearly stipulated in the syllabus. In this case the contribution of each of the students in the pair will be graded separately as indicated in the syllabus, and any decision concerning the pass or fail of the module will also be an individual one for each team member.

#### 3.1.2 *Assessing the Quitus*

A Quitus is a compulsory requirement to show achievement or performance in a particular activity. If this achievement is not demonstrated, the activity will not be validated and must be carried out again. The assessment and final decision (pass or fail) for the different quitus by the Examination Board must be carried out by the end of Semester S6. The list of quitus is given in the paragraphs below.

### 3.1.2.1. 'International Experience' Quitus.

As a compulsory part of their program of study, students must carry out and pass a semester of academic study or a double degree program in a partner university. The validation (pass or fail) of this international quitus will be based on the ECTS credits obtained. This will be written into the agreement between ICN and the partner institution. ECTS credits obtained during a gap year are not taken into account in the ICN Master *Grande Ecole*.

Students following a two year double degree program, students on apprenticeship schemes, and international students are exempt from the International Quitus requirement.

Students following a one year double degree program may complete a five months professional experience abroad to validate the international quitus.

### 3.1.2.2. 'English Language' Quitus.

The English Language Quitus is passed when the grade obtained in the external tests of English language competence TOEIC, TOEFL or GMAT is equal to or higher than the minimum published at the start of each academic year. The scores which are used in assessment are those for the academic year when the test is taken. These are determined by the Program Director on the recommendation of the Head of Department of Foreign Languages and Cultures. They are published on the internet site at the latest one month after the start of the academic year.

The English Language Quitus is validated when a copy of the results of the external test, showing a score equal to or higher than the minimum required, is submitted to the Program Office. Students whose mother tongue is English are exempt from this Quitus.

### 3.1.2.3. Professional Quitus

The Professional Quitus guarantees to future employers that students have acquired sufficient professional experience during their learning process, particularly by way of compulsory internships, or any other form of contract. Students obtain the quitus by successfully completing the following activities:

- participating in the professional events organized by the ICN Business School,
- completing periods of professional practice totaling 9 months out of the full course of study, including at least :
  - o a short professional experience of a minimum of 10 weeks, and
  - o a long professional experience of a minimum of 5 months.

To be eligible to the professional quitus, whatever the contract, the experience must:

- be approved by the academic tutors, who validates the mission;
- be assessed by the academic tutors, and the Company supervisor, based on required deliverables;

Each professional experience is assessed and graded individually. They are successfully completed when students obtain a grade equal to or greater than 10/20 (based on the deliverable presented by the student and graded by the ICN academic tutor, and an assessment by the Company supervisor, which must also be a minimum of 10/20 for the internship to be considered as being successfully completed).

The quitus is validated at the end of studies if the average of the grades for all the periods of professional experience is equal to or greater than 10/20.

If this is not the case, the student is required to complete another long experience.

#### 3.1.2.4. *Quitus for Final Year Dissertation*

The Final Year Dissertation (*Mémoire de Fin d'Etudes* or *MFE*) is a further compulsory requirement of the Master program. This quitus is obtained when students successfully complete their year 3 dissertation. Students who follow a double degree program are exempt from this requirement at ICN since they need to complete a similar assignment for their second degree. If this is not the case, students must submit an ICN dissertation. The ICN dissertation may be a two-person team assignment, on condition that the contribution which each student makes can be identified and graded individually. In other words each student obtains an individual grade for the team dissertation.

#### 3.1.3 *Re-take or re-sit examinations*

Each year two examination sessions are arranged for each course module. There are no re-take sessions for modules assessed by continuous or periodic assessment schemes. Note therefore that some modules are assessed by continuous assessment and there is therefore no opportunity for students to re-sit or re-take them.

In each Teaching Unit (UE) not passed at the first session of examinations,

- modules obtaining a grade equal to or greater than 10/20 are validated and held over until the end of the second session,
- modules obtaining a grade equal to or lower than the eliminatory grade of 05/20 must compulsorily be re-taken for the second session of examinations,
- modules obtaining a grade higher than the eliminatory grade of 05/20 but less than the pass grade of 10/20 may be taken again at the second session of examinations. In this case it is the responsibility of the students to communicate in writing to the Program Office those modules which they wish to re-take in the second session. This must be done at the latest 1 week after the publication of first session results.

Only grades obtained during the 2nd session of examinations will be taken into consideration by the Examination Board, even if they are lower than those obtained at the 1st session.

#### 3.1.4 *Absence from examinations*

Any absence from an examination, whether it is justified or not, will automatically mean that the module is failed and the grade of 0/20 will be entered. In this case the module examination must be taken at the second session of examinations, if indeed a second session is programmed. Any absence from a second session examination for which the student is registered, must be justified in writing to the Program Director. If the absence is considered to be justified, the grade for the first session examination will be retained and considered by the Examination Board. If the absence is not felt to be justified, a fail grade of 0/20 will be entered. A justified absence from an assessment other than a final examination may, if this is approved by the Program Director in consultation with the Head of Academic Department to which the assessment belongs, lead either to the assessment being omitted in the calculation of the average, or to a special assessment or assignment being set. Any unjustified absence from an assessment other than a final examination will result in the fail grade of 0/20 being entered for the student. An absence is considered to be justified if:

- the student informs the Program Office concerned at the beginning of the absence, and
- the student communicates to the Program Office in writing the reason for his/her absence as soon as he/she returns.

The only reasons which are considered as justification for absence from an examination are the following:

- sickness, in which case a doctor's note or medical certificate must be presented to the Program Office,

- the death of a close member of the family, in which case a copy of the death certificate must be presented,
- permission to be absent from the examination, granted by the Program Director.

### *3.1.5 Attendance at classes and seminars*

As stipulated in the Internal Regulations, presence at classes is compulsory. A control of student presence at classes is carried out at the beginning of each class and each examination when students must sign the attendance sheet. Any absence from class which is not justified may give rise to the student(s) concerned being summoned to appear before the Disciplinary Committee.

### *3.1.6 Behavior during examinations*

Students must behave in compliance with the General Regulations on Examinations. The measures outlined in paragraph 1.1.3 are the relevant ones here. For students to be admitted into the examination rooms, they must prove that they are correctly registered administratively as students of ICN Business School and show their current, valid student card.

### *3.1.7 Students' right to see their corrected examination scripts*

Examination scripts are named administrative documents. They may be consulted by students who ask to do so within a reasonable time, and only after the final results have been confirmed and published by the Examination Board. Students may see their examination papers only on School premises and in the presence of the lecturer who graded them. Students may only see their own scripts and only if the grade is lower than the pass grade of 10/20.

Only the grades which have been finally approved by the Examination Board can be communicated to students. The initial grades allocated by the lecturer who graded the paper are held to be provisional and the full grading process is considered to be incomplete until the grades are confirmed by the Examination Board. Consequently the initial provisional grades are not to be communicated to the students.

### *3.1.8 Archive recording of student examination scripts*

Students' examination scripts (papers) are considered to be administrative documents contributing to the School's responsibility for awarding degrees. They are therefore the property of the School and as such they are evidence of the students' performance and justification for the award of degrees.

Examination papers are kept by the administrative services for one year after publication of the results.

## **3.2 Progression from one semester/year to the next**

### *3.2.1 General rules of progression*

Progression from semester 1 to semester 2 in any given year of study is systematic. Progression from semester 2 to semester 1 of the following year is decided by the Examination Board each year following the results of the first and second sessions of the semester 2 examinations.

If all the Teaching Units (UE) are not successfully completed, the Examination Board can recommend either that the student re-takes the unsuccessful academic year, or discontinues the program of study.

### 3.2.2 *Re-taking a semester or a year*

The Examination Board may recommend that a student re-takes a semester or a full academic year. If, over the semester or the year under consideration, all the Teaching Units have been failed, the student is required to attend all the classes and sit all the examinations and other assessments during the re-take semester or year.

If the student is required to re-take the failed semester, the semester which was successfully completed now has to be filled as a 5 or 6 month approved professional experience.

Each student is allowed one re-take only over the whole period of study for the *Grande Ecole* Degree.

### 3.2.3 *Not permitted to proceed to the next stage of the Degree course*

In cases where a significant number of Teaching Units are not validated by the Examining Board at the end of the academic year, the Board may decide that the student(s) concerned may not proceed to the next year and must terminate their studies. At the end of the course, if the student has not validated all the quitus and Teaching Units required by the present regulations, and has reached the total number of re-registrations (*see above §3.2.2.*), the Examination Board will recommend that the student leaves the course without obtaining the Degree.

## **3.3 Admission Panels, Examination Boards, and Internship Panels.**

### 3.3.1 *Admission Panels*

The members of the Degree course Admission Panel are appointed by the Regional Academy Inspector after consulting the ICN Business School. They include:

- the Chairperson, who must be a member of the teaching/research community, a university professor or a lecturer,
- a Vice Chairperson, who replaces the Chairperson when necessary and who must be a member of the teaching/research community,
- the Director General of the School or his/her representative,
- the Program Director,
- at least four representatives of the academic staff teaching on the Degree course, and
- the Rector of the Academy or his/her representative, who attends meetings in an advisory capacity.

### 3.3.2 *The Examination Board for the Degree Course*

The Examination Board has the same members as the Admission Panel. It meets to conclude the two sessions of examinations which are held in each academic year.

The Examination Board only considers the cases of students whose registration as students of the School is complete and up to date.

### 3.3.3 *Internship examiners*

Internships are assessed and graded individually and jointly by an academic tutor who is a lecturer/researcher at the ICN Business School and by a company supervisor from the host company. Each examiner completes an assessment form, and a summary of the two reports is then written by the academic tutor. Discussion and final approval of this assessment is the responsibility of the Examination Board for the degree.

### 3.3.4 *Regulations governing decisions of the Examination Board*

The Examination Board's decision is final. Decisions are taken by simple majority of the Board members present, and any abstentions are not taken into account. If the vote is equally divided, the Chairperson's (or Vice-Chairperson's) vote is final. Discussion and voting is

strictly confidential. After the Board has reached its decisions, the results are communicated electronically.

#### **4 - Conditions for the award of the Degree**

The Examination Board decides on the award of the Degree for successful candidates. To be awarded the Degree, students must have passed all Course Units and all Quitus mentioned in the present regulations. The Examination Board communicates to the Rector of the Regional Academy the list of students it recommends for the award of the Degree. The Degree certificate is signed by the Chairman of the Examination Board, the Director General of the School and the Rector of the Regional Academy who adds the seal of approval of the French Ministry. If the conditions for the award of the Degree are not met, the Examination Board has two options:

- if the total number of course units and quitus has not been met by the student, the Board may refer the student, who will then have to successfully complete the missing units during the following academic year,
- if the total number of course units and quitus has been met, the Board decides that the student has failed the course program and the Degree is not awarded.