

icn

CREATIVE business school



#ICNBS



WELCOME TO YOUR SCHOOL!

2019 handbook for NEWCOMERS



Master in Management
Ranking 2018



CONFERENCE DES
GRANDES
ÉCOLES





Welcome

📍 ICN BUSINESS SCHOOL

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**WELCOME TO
icn business school**

icn business school

key figures

- **3 000 STUDENTS** with MORE THAN 38% FOREIGN STUDENTS
- **15 000 GRADUATES**
- **120 PARTNER UNIVERSITIES** worldwide
- **48 STUDENT ASSOCIATIONS**
- **30 YEARS** of soft skills
- **OVER 100 ADMINISTRATIVE STAFF**
- **OVER 70 PERMANENT PROFESSORS** and **21 AFFILIATE PROFESSORS**
- **86%** of the PERMANENT PROFESSORS ARE **PHD GRADUATES** and **57%** COME FROM **OVERSEAS**
- **300 EXPERT SPEAKERS**
- **15 DATABASES** included bloomberg, ebsco and abi proquest
- **33 INTERNATIONAL DOUBLE DEGREES**



6 SITES

5 CAMPUSES

- **METZ, nancy & paris** FRANCE
- **NUREMBERG & BERLIN** GERMANY

1 location in shanghai china

ICN BS was awarded with the EQUIS and the AMBA accreditations, both prestigious international accreditations are references for leading management schools. The EQUIS accreditation validates the school's overall strategy, while the AMBA specifically targets the quality of the MBA program.



Member of the chapter of business schools within the 'Conférence des Grandes Écoles'.



ICN Business School is authorised to issue a diploma endorsed by the Ministry of Higher Education, Research and Innovation for ICN Bachelor in Management SUP'EST and the ICN Grande École program.

2 of our continuing education programs are listed in the National Directory of Professional Certifications (Répertoire National des Certifications Professionnelles): Coach pro RNCP Level I and Formacadre RNCP Level II.

Associated with the University of Lorraine, ICN Business School is actively involved in creating joint projects and double degrees with the University of Lorraine, as well as ISAM/IAE, or Mines Nancy.



ICN Business School is a recognised organisation in the Greater Region in terms of continuing education in the managerial domain, and today is one of the first references on the Datadock list under the decree of quality professional training.



ICN has obtained the "Établissement d'Enseignement Supérieur Privé d'Intérêt Général" (EESPIG) qualification by ministerial decree on the 8th of June, 2016, published in the 'Bulletin Officiel' on 07/07/2016.



To obtain the visa from the Ministry of Higher Education and Research, ICN submits its applications for accreditation to the CEFDG (Evaluation Committee of Training and Management Diplomas).



your dean



Florence LEGROS

ICN Business School Dean

A warm welcome to ICN Business School!

We have created this practical guide to help you explore your new School at your own pace. All the information about your studies, how your course is structured, as well as practical information on the cities of Nancy, Metz, Berlin and Nuremberg that you need to settle in quickly can be found right here. Welcome to our family and I look forward to meeting you.

Wishing you a good start to the academic year!

heads of program



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METZ, nancy, NUREMBERG PARIS & BERLIN **icn** CAMPUSES



icn ARTEM nancy



7 minutes by tram from the train station
86 rue du Sergent Blandan
54000 NANCY
Tram line 1 - 'Blandan' stop
+33 (0)3.54.50.25.00

icn METZ Technopole



15 minutes by Mettis bus/tram
from the train station
3 place Edouard Branly
57070 METZ Technopôle
Mettis Line B - 'Graham Bell' stop
+33 (0)3.54.50.25.00



icn CNIT PARIS LA DÉFENSE



2 place de La Défense
92053 PARIS LA DEFENSE CEDEX
CNIT Door 2 - 4th floor
Metro Line 1 / RER A (fast suburban line)
'La défense Grande Arche' stop
+33 (0)6.10.67.50.53



icn nürnberg



Rollnerstrasse 8
90408 Nürnberg
+49 (0)911 / 36680780
Bus line 47 or 46, Maxfeld/Maxtor stops
+49 (0) 911 / 36680780



icn berlin



Friedrichstadt Passage
Quartier 207
Friedrichstraße 76-78, 2nd floor
10117 Berlin (MITTE)
Metro U6 Französische Straße





**THE NEXT STEPS
in your EDUCATION**

YOUR REGISTRATION

THE ADMISSIONS-REGISTRATION OFFICE

Completing your registration form: the office can help you during opening hours or over the telephone.

Students cards: after you have registered, you will receive an email notifying that your card is ready.

Academic certificates: you can print this from MyICN (my account section) once registration has been completed.

 **nancy**
9 am - 5 pm | ground floor
Offices 003 to 007
www.icn-artem.com/en/academic-programs/registration-office



Céline GRENEZ

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Vanessa ORCIERE
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inscriptions@icn-artem.com

your education

ACADEMIC OFFICE & PROGRAM DEPARTMENT

 **nancy**
ICN GRANDE ÉCOLE PROGRAM
1.30 - 5.30 pm | Ground floor



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 **nancy**
ICN BACHELOR IN MANAGEMENT SUP'EST
8.30 am - 12 pm
1.30 am - 5.30 pm
Ground floor



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nancy / berlin
ICN MSC
 2 - 5 pm | Ground floor



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paris
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nürnberg
ICN BACHELOR SUP'EST



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 Office 024



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your support and guidance services

peps office (PROFESSIONAL EXPERIENCE & PERSONAL SUPPORT)

PEPS is on hand throughout your studies to make your transition to higher education as smooth as possible and maximize your chances of success when you leave.

This office pools all of the personal development activities on offer to students:

1 ASSOCIATIONS

Join one of ICN's 44 associations and apply your motivation, energy and creativity to one of the many team projects.

These associations are fully incorporated into ICN's courses and provide students with a sense of personal and professional fulfilment.

The associations cover a variety of fields including career development, arts and culture, sports, humanitarian issues, community outreach, and leadership.

Joining an association can boost your skills, enhancing your student life and CV!

2 SUPPORT AND GUIDANCE

Tutoring

From day one of your studies, **you will be allocated a permanent member of the ICN faculty** as your personal academic tutor and point of contact.

You can ask your tutor questions about your subject choices. He or she will also be your academic tutor when you undertake your internship.

Personal development

If you would like to gain a better understanding of your abilities, develop your skills, or discuss your career path, **Speak to our psychologist.**

Using a range of tools (interviews, vocational tests, personality quizzes, etc.), he or she can help you make the right decisions about your future career path.

Personal support

If you encounter personal difficulties, the school employs a psychologist on a permanent basis who is on hand to help. In keeping with the psychologist's code of practice, these sessions are completely confidential. Don't hesitate to get in touch.

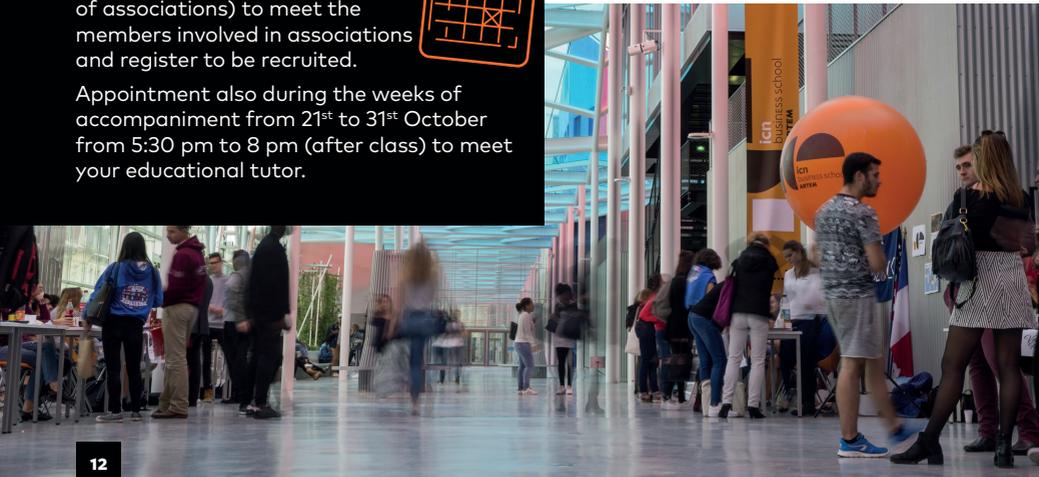
Coaching sessions

In addition to the support and guidance services mentioned above, ICN's PEPS and school of coaching are there to help and **offer students a number of coaching sessions.**

DATES FOR YOUR DIARY

Appointment Friday 6th September in the afternoon (Forum of associations) to meet the members involved in associations and register to be recruited.

Appointment also during the weeks of accompaniment from 21st to 31st October from 5:30 pm to 8 pm (after class) to meet your educational tutor.





icn bs ARTICLE 1 PARTNER (FORMERLY PASSEPORT AVENIR)

Article 1 works with businesses to help talented young people without a professional network to obtain their higher education degree and enter the world of work.

To achieve this, Article 1 offers career tutoring to help you learn about the different roles within a company and how a business operates, helping you to gain the skills you need to be successful and develop professional contacts.

For further information:
www.passeport-avenir.com

3 SEMINARS

ICN's seminars give you the chance to put your management skills into practice beyond the academic world. **They are a great way of developing your personal skills.**

Faced with a real-life situation, you will be tasked with finding your own solutions to societal issues.

For over 20 years, ICN's seminars have evolved on a constant basis thanks to ever-changing content, new student intakes and adjustments to how they are delivered.

This action-based form of management offers you another way of learning, and provides lecturers and supervising staff with another opportunity to get to know students.

This mutual enrichment has helped shape ICN's identity.

how to contact peps and make an appointment?

If you have questions about your professional and/or personal plans, contact:
accompagnement
@icn-artem.com

For questions about seminars: nacera.berbara@icn-artem.com

For help organizing your association events: associations@icn-artem.com and/or the association's tutor(s)



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In Nancy

Offices 128 & 130 - open daily except Monday morning and Friday afternoon

In Paris, Metz, Nürnberg

and Berlin : Consultation sessions are held on a regular basis

your professional EXPERIENCE

CAREERS AND INTERNSHIPS office

The Careers and Internships Office can help you find a job, whether in France or overseas!

Group or one-on-one sessions are held throughout the year to develop your professional and personal skills: CV, cover letter, job interviews, building a network, international internships, workshops, after-work events, and much more.

They also organize careers fairs with companies looking to hire new staff!

The careers and internships office provides tools that help you find an internship and your first job: the **ICN Career Center** advertises offers, career videos, information on the previous year's internships, advice and more.

It can also assist you in obtaining agreements for an internship in France or overseas.

The office works closely with **ICN Alumni**, the graduates' association that offers its services from your first year.



how to CONTACT THE CAREERS AND internships office And Alumni office?

Consult internship and first job offers on the Career Center:
<https://icn.jobteaser.com/fr>



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Nancy 1st floor | From 9 am to 5.30 pm, Monday to Friday
Metz Consultation sessions held on every Wednesday.
Paris, Nürnberg & Berlin
Phone sessions via Skype

YOUR INTERNATIONAL EXPERIENCE

INTERNATIONAL RELATIONS OFFICE

The International Relations Office team is there to provide tailored advice on your international plans throughout your studies.

You can visit the International Relations Office during opening hours or arrange an appointment on one of the following topics:

- Student exchanges with partner universities (selection, approval, etc.)
- International Forum
- Mentoring international students



HOW TO CONTACT SRI OFFICE AND MAKE AN APPOINTMENT?



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nancy

1st floor | Offices 102 à 108
From 1.30 pm to 5 pm |
Monday to Friday
icnexchange@icn-artem.com

METZ & nürnberg

Meeting by phone
or face-to-face possible

documentation & library

documentation@icn-ARTEM.COM

- One-on-one or group appointments to discuss your research topics and receive suggestions regarding the most appropriate resources,
- Hands on assistance with databases or specific tools.

We can source any unavailable documents online or in your library, in digital or hard copy format.



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Access ICN's libraries with your student card or MyICN login:

online via the Knowledge Hub 24/7

ARTEM MEDIA LIBRARY
8.30 am - 9.30 pm

k'hub METZ open access

k'hub PARIS (tba)

k'hub BERLIN (tba)



Knowledge Hub & other resources

The Knowledge Hub is the portal to access ICN Business School's information, online resources, databases, books and ebooks!

Use the search engine to search all of the academic databases in one go. This is a key tool for any assignments that have a theoretical element or involve articles published by researchers.

You can also use the search engine to read newspapers, dissertations sourced from the school's different programs, or download economic or financial data as well as market or company surveys.

Last but not least, if you need a book, there are plenty of ebooks available but you can also find hard copy versions in the Nancy and Metz libraries.

Any problems? Any questions? Need help with your research or an online tool? Contact us via the "Assistance" section and chat with someone from the ICN library team!

<http://knowledgehub.icn-ARTEM.COM>

All your INTERNAL information

www.myicn.fr

Available on myicn:

Login to myicn.fr to find out information about your lectures and course program. This is where you will find:

- your course material
- your timetable
- FAQ
- collaborative tools

- information published by your lecturers as well as the program and academic departments
- information about internships and student exchanges at partner universities
- access to your email account

And not forgetting:

- documentary resources
- online databases
- association projects
- support and guidance
- international information

If you have any questions about MyICN, contact: support-myicn@icn-artem.com

HOW TO REPORT AN ABSENCE?

'Scolarité/report absence' section.

WHERE TO FIND COURSE TIMETABLES?

- On www.myicn.fr
- Displayed on the screens on the ground floor of the Artem campus in Nancy
- On the "administration" section of the Metz campus, ground floor.

WHERE TO FIND ADMINISTRATIVE AND ACADEMIC INFORMATION?

- On the www.myicn.fr homepage
 - Via your firstname.lastname@myicn.fr mailbox.
- You will therefore need to check your mailbox on a regular basis!** You can access your @myicn.fr email anywhere in the world and can find the webmail link on www.myicn.fr.

HOW TO REGISTER AN LV1 COURSE CREDIT (TOEIC OR TOEFL)?

'Scolarité/register a course credit score' section.

NEWS

You can use MyICN to share news with lecturers and administrators, in particular news about your associations.

YOUR "IT" ACCESS

THE INFORMATION SYSTEMS OFFICE

nancy: Ground floor
Offices O20 and O21
8.30 am - 12 pm/1.30 - 5 pm
reseau@icn-artem.com

METZ: consultation session

How to access and use the computer rooms ?

ICN provides free access to computer rooms.

Nancy: rooms 30 and 31 on the ground floor

Metz: K'Hub

- Access the rooms using your student card.

- The PCs are connected to the network (restricted access).
- Multi-purpose photocopiers also available.

You will need a login and personal password

To obtain these, visit the following web page <https://www.myicn.fr> and click to retrieve your logins. You will also use this account to access WiFi.

IT charter

When you register online you will be required to electronically sign the IT charter. You will be liable for any misuse or illicit use of the IT resources.

Important note

The password you use to access your account is different to your email password. Your initial email password will be your INE code.

Don't forget to logout by clicking CTRL+ALT+DEL then clicking on "Log off".

ADVERTISE YOUR ASSOCIATION'S NEWS

RESOURCES AVAILABLE AT THE SCHOOL

plan your requests
AHEAD of TIME!

INTERNAL TOOLS

E-mailing

CONTACT PEPS:
Associations@icn-ARTEM.COM

Remember to specify who the recipients of your information should be: ICN staff and/or students (specify the student intake and campus).

POSTERS

CONTACT MARKETING & COMMUNICATION DEPARTMENT: LAETITIA.PROTTO @ICN-ARTEM.COM INTERIM

- A3 portrait format poster for display on the campus.
- Display on plasma screens in landscape format. Types of file accepted: PowerPoint, Word, jpeg, PDF and video.
- Specify the dates on which these are to be displayed and on which campuses.

INTRANET

CONTACT MARKETING & COMMUNICATION DEPARTMENT: LAETITIA.PROTTO @ICN-ARTEM.COM INTERIM

- News on the Intranet for administrators and teaching staff.
- News on myicn for students.
- Send the text by email or in a Word file. Images in jpeg format.

INTERNAL NEWSLETTER

CONTACT MARKETING & COMMUNICATION DEPARTMENT: LAETITIA.PROTTO @ICN-ARTEM.COM INTERIM

- Audience: ICN staff.
- Distributed twice a month.
- Send the text by email or in a Word file. Images in jpeg format.

EXTERNAL TOOLS

EXTERNAL NEWSLETTER

CONTACT MARKETING & COMMUNICATION DIRECTION
CATHERINE.JUNGMANN@ICN-ARTEM.COM

- Distributed once a month.
- Audience: all students, ICN staff, journalists, partners.

- Aim: to update partners and journalists on news about the school. You can use the "student life" section.

MEDIA RELATIONS

CONTACT MARKETING & COMMUNICATION DEPARTMENT:
CATHERINE.JUNGMANN@ICN-ARTEM.COM

- The press release must be written by the association. It may be reviewed and distributed by the Marketing and Communications Department.
- Target: regional and national student press.

CONTENT

Topic: highlighting a news item, an event.

Format: Maximum 1 page.

Style: simple and to the point with specific information.

Neutral tone.

Heading: write a catchy title.

Who? What? Where? When? How? Why?

Introduce your association in a few words, then prioritize your information.

Don't forget to refer to ICN.

Press contact: first name + last name + job title + telephone number + email address.

Schedule: send eight to 10 days before the event. Send to the Marketing and Communications Department one month in advance.

Remember to check for spelling mistakes. And make sure any supplier quotes you include are accurate.

ORGANIZING AN EVENT

Remember to notify PEPS and the Marketing and Communications Department about your event eight days in advance.

Never confirm an event before making sure it will definitely go ahead (venue availability, etc.).

PROTOCOL

If an event involves one or more local authorities, you must comply with the protocol guidelines (invitations, official emails, etc.).

CONTACT MARKETING & COMMUNICATION DEPARTMENT:
HERVE.GAUDIN@ICN-ARTEM.COM

YOUR COMMUNICATION

THE MARKETING AND COMMUNICATION DIRECTION



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find us AT WWW.ICN-ARTEM.COM

HOW TO RESERVE A ROOM ?

Send an email, at least one month in advance, to ordonnancement@icn-artem.com for Nancy and Metz campuses specifying:

- the event type
- the date
- the start and finish time
- how many attendees you expect at the event

- any equipment/resources you need.

Tutors must approve any association-related events in advance and you must also give prior notice of the event to PEPS.

How to contact teaching and administrative staff?

Contact the person by email:

firstname.lastname@icn-artem.com



life in nancy, METZ, BERLIN & NÜRNBERG

CULTURE in nancy

The former city of the Dukes of Lorraine, Nancy is located at the crossroads of Europe. For centuries it was a center for artists and architects. Their unique contributions give the city a distinctive flair.

SQUARES AND SIGHTS

The city is particularly famous for its squares and historic monuments:

La Place Stanislas: this internationally renowned square was built by Stanislas Leszczynski, one of the Dukes of Lorraine. It is famous for its beautiful gilded ironwork designed by Jean Lamour. On Stanislas Square, you will discover the Hotel de Ville, the Opera Theatre of Lorraine and Fine Arts Museum.

La Place Carrière: it stretches from the Héré Gate to the exquisite Government Palace

Le Palais Ducal: the palace is located within the confines of the medieval city or old town

La Porte de la Craffe: at one end of the Grande Rue in the old town, this imposing fortress once protected the city

Religious monuments: Nancy has 6 famous churches: Basilique Saint-Epvre, Eglise des Cordeliers, Cathédrale Notre-Dame-de-l'Annonciation de Nancy, Eglise Notre Dame de Bonsecours, Eglise Saint Pierre, and Eglise Saint Sébastien.



PARKS AND GARDENS

Nancy owns wonderful public parks for everyone to enjoy. The most famous is "la Pépinière" which offers a rose garden, a football ground, a brewery and soon a water park. Parc Sainte-Marie is close to ICN and welcomes picnics students in the spring. Do not miss the beautiful Jardin Éphémère on Place Stanislas.

MUSEUMS

For those who appreciate art and art history, Nancy has 3 museums, each dedicated to a different aspect of the city's cultural heritage. Located in different parts of the city, the museums have distinctive architectural styles:

The Museum of Lorraine is located within the Palace of the Dukes of Lorraine in the medieval city. Visitors can retrace the history of the region from prehistoric to modern times.

The Fine Arts Museum is housed in one of the splendid 18th century pavilions surrounding Stanislas Square. It contains a magnificent collection of paintings, sculptures and artwork as well as an exceptional collection of crystal by Daum.

The Museum of l'Ecole de Nancy can be found in a late 19th century Chateau. It is dedicated to "Art Nouveau", the decorative style of art which flourished in Nancy at the turn of the 20th century.

For those of you who love nature or for those who are interested in the mining and steel industries (which were the traditional industries of Nancy), the following museums will certainly interest you:

The Museum aquarium of Nancy has more than 10,000 specimens, some of which represent endangered species. In addition to tropical fish and marine animals, the aquarium contains a natural history museum.

Iron Museum has exhibits on the history of iron and ironwork as well as techniques for making iron.

THEATRES, CONCERTS, CINEMAS

Compose your own programs as there is a vast range to choose from: Opéra national de Lorraine, Centre Dramatique National, CCN Ballet de Lorraine, Zénith de Nancy, L'Autre Canal, etc. Nancy owns many cultural locations.

Throughout the year, cultural events are organized by the city or by private associations related to the arts:

- Le Livre sur la Place, major autumn event in Nancy
- Journée et Nuit du patrimoine (september)
- Nancy Jazz Pulsations festival (october)
- Saint-Nicolas 5 weeks festival (november-december)
- Christmas Village (december)
- Le printemps des poètes (march)
- Epicurieux festival (april)
- Bon Moment festival (may)
- Nancy is burning festival (may)
- Festival International de chant choral (in may, every two years)



SPORTS AND LEISURE

SUAPS, the Service Universitaire des Activités Physiques et Sportives [University Sports and Physical Activities Department], is the sports department for all students in Nancy.

For further information:

+33 (0)3 54 50 37 77 | sport.univ-lorraine.fr | suaps-nancy-contact@univ-lorraine.fr

There are 55 sporting activities on offer, from aikido to badminton, dance, climbing, fencing, weight lifting, parachuting, tennis, table tennis, golf, swimming, skiing and many more.

ICN Business School's **sports association (BDS-bureau des sports)** offers help on how to take part in any of the school's sporting activities.

The school's sports facilities are located in various parts of Nancy and Metz:

nancy city-CENTRE

Gymnase A. Lefebvre

1, bis boulevard Albert 1^{er}
54000 Nancy
Tél + 33 (0)3 54 50 37 60

Les Océanautes

(swimming pool and gym)

Rue de Verdun - Nancy
Tél + 33 (0)3 83 96 15 71

VANDŒUVRE

Complexe sportif des Aiguillettes (Aiguillettes sporting complex)

Boulevard des Aiguillettes
Villers-lès-Nancy
Tél + 33 (0)3 83 28 29 72

BRABOIS

Nouvelle Halle des Sports

11 Avenue de la Forêt
de Haye
Vandœuvre-lès-Nancy
Tél + 33 (0)3 54 50 37 93

METZ

Complexe sportif du Saulcy

Ile du Saulcy
57000 Metz
Tél + 33 (0)3.72.74.06.31

**For more information,
please contact the ICN sports office: bds@myicn.fr**

discovering **METZ**

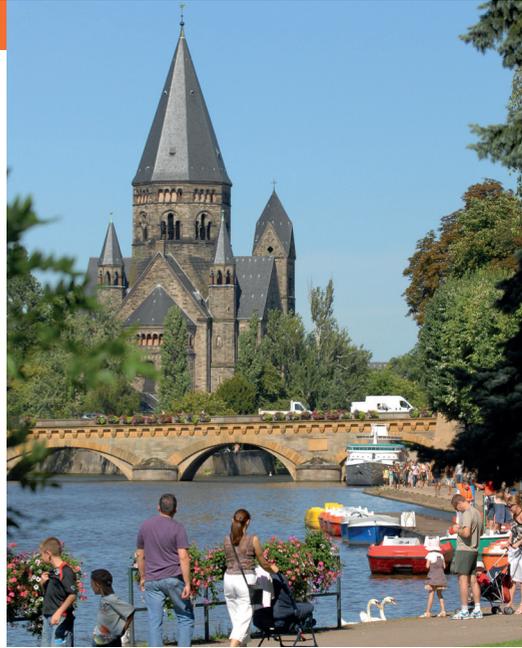
A CITY IN A PERFECT LOCATION

Metz, the capital of Lorraine and a city of international trade fairs, is ideally situated at the crossroads of Luxembourg, Germany and Belgium. This regional metropolis offers residents an enviable quality of life just a stone's throw from the Vosges mountains and Alsace.

Metz is a key communications hub and has the characteristics of three European construction pioneers, Germany, Belgium and the Duchy of Luxembourg. It has therefore played a key role in shaping major European cultural trends.

"In Metz, the information highways connect people". Metz made communication its speciality in 1984 when it established a Technopôle, Europe's first technology hub, specializing in software and communication.

Metz undoubtedly benefits from its superb location, with various French and international companies moving to the region, not to mention a number of elite business schools including Centrale/Supélec, Georgia Tech, Arts et Métiers ParisTech, and others.



BETTER PLACES TO VISIT

Cathédrale Saint-Etienne
Centre Pompidou-Metz
BLIIDA
Musée de la Cour d'Or
Opéra-Théâtre de Metz Métropole
Temple Neuf
Chapelle des Templiers
Place St Louis
Arsenal
Église Saint-Maximin
Église Saint-Pierre-aux-Nonnains
Porte des Allemands
Cloître des Récollets
Railway station
Marina
Esplanade in the quartier Citadelle
Avenue Foch



A GREEN CITY

Nature is present in Metz to the heart of the city: with more than 1161 ac. of green space, Metz is among the first green cities in France. The green spaces are one of the jewels of the city, placing it at the top of the ranking of French flower cities. Metz is laureate of the European prize for flowering.

A CITY OF CULTURE

From the Colline Sainte-Croix to the Amphitheatre quarter, through the Iles and the Citadelle, the city of Metz is steeped in history, with its neighbourhoods boasting a variety of architectural styles. What an atmosphere... From music to entertainment, Metz has to offer to everyone. Entertainment venues and museums include the Arsenal, Opéra-Théâtre, Les Trinitaires, Arènes de Metz, the Palace, Klub and Kinépolis cinemas, the Galaxie, and the Musée de la Cour d'Or. And don't miss a key event in the city's calendar: Les 'Nuits Blanches' [White nights].

THE CITY OF NÜRNBERG

AN ATTRACTIVE HISTORIC CENTRE

Nürnberg is a fortified city with many kilometers of beautiful ramparts.

Beyond its village dedicated to arts and crafts and mainly wooden toys and glass painting, Nürnberg has a historic center consisting of beautiful buildings and an attractive shopping center. Highly touristic city, it has a high number of pubs, breweries and restaurants.

A CULTURAL CITY LIFE BETWEEN TRADITION AND MODERNITY

The museums of Nürnberg highlight the history of the city through original staging and plays that show the life and work of Dürer or even the daily life of a patrician family.

Museums and other cultural institutions participate each year in May in the "Blue Night" (Blaue Nacht), the long night of museums and culture of Nürnberg.

And when Nürnberg is transformed into "the first Christmas city in Germany", it is to highlight one of these renowned culinary treasures beyond the borders: the gingerbread!

BERLIN

GREEN CAPITAL AND ANIMATE

Berlin is an extremely green city that is always a step ahead in ecology. It is a vast area of opportunity and creativity for students in this field and many others. The city is very extensive and it must necessarily take into account the duration of transport. The cost of living is still reasonable, a must for a capital!

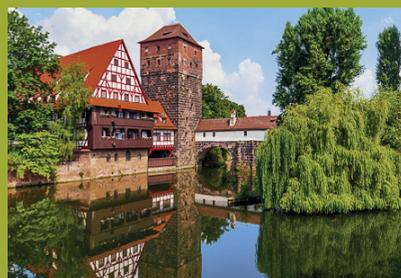
A YOUNG, COSMOPOLITAN AND INNOVATIVE CITY

The heart of the tourist Berlin, Mitte will seduce you if you want to live in the city center surrounded by shopping centers and museums. All the trendy Berlin youth has been tearing the Turkish district of the capital for a few years. A veritable cosmopolitan place with döners kebab stands, numerous restaurants and party bars, Kreuzberg has conquered students thanks to its affordable rents. Always at the forefront of the latest trends in the arts, music or environmental protection, Berlin highlights its alternative culture that has become with the years, an engine and an economic model.

TO VISIT IN NÜRNBERG

Don't miss the city's top sights!

Kaiserburg (Imperial Castle)
Tiergarten Nürnberg (Zoo)
Nürnberger Christkindelsmarkt (Christmas market)
Albrecht Dürer's House
Germanisches Nationalmuseum
National Museum of Art and Design
Nürnberg Trials Memorial



TO VISIT IN BERLIN

Don't miss the Mitte's top sights!

Brandenburger Tor
Fernsehturm
Reichstag
Rotes Rathaus
Museumsinsel
Alexanderplatz
Checkpoint Charlie
Avenue Unter den Linden



UNIVERSITY CATERING in **METZ** and **nancy**

Students have a wide range of University canteens to choose from in the vicinity of ICN and across Nancy (Artem, Vélodrome, etc.), with healthy meals available at lunchtime and in the evening for just €3.25.

At weekends and outside of term time, meals are provided at Nancy's university restaurants on a rotating basis.

Payment by credit card or Izly account.

(s)PACE ARTEM



(s)PACE ARTEM



compte izly

When you arrive, you will need to activate your IZLY account. IZLY is a new way of paying for items via your smartphone on the Artem campus.

Please note that your banking and personal data are secured because they are never stored on your telephone or on your card. All online transactions must be authorized with a password.



How to load credit onto your IZLY account

- by bank transfer (minimum amount €5) on IZLY.fr
- by credit card (minimum amount €30) on IZLY.fr

CROUS RESTAURANTS in METZ and nancy

nancy

(S)pace Artem

Rue Michel Dinet

54000 NANCY

Phone: +33 (0)3 83 53 33 50

E-mail: restauration@crous-lorraine.fr

Vélodrome

Boulevard des Aiguillettes

54500 VANDOEUVRE-LÈS-NANCY

Phone: +33 (0)3 83 53 33 50

E-mail: restauration@crous-lorraine.fr

Brabois

9, avenue de la Forêt de Hays

54500 VANDOEUVRE-LÈS-NANCY

Phone: +33 (0)3 83 44 61 00

E-mail: restauration@crous-lorraine.fr

METZ

Technopôle

4, boulevard Arago

57070 METZ Cedex

Phone: +33 (0)3 87 20 47 08

E-mail: restauration@crous-lorraine.fr

For further information visit: www.crous-lorraine.fr/restauration/nosrestaurants

SOCIAL SECURITY, CVEC & MUTUAL INSURANCE

FOR FURTHER INFORMATION VISIT :
WWW.ICN-ARTEM.COM/EN/ACADEMIC-PROGRAMS/REGISTRATION-OFFICE

SOCIAL SECURITY

Is this your first time enrolling in a higher education institution?

For health care cost reimbursements, your mandatory health insurance scheme will not change. You will remain an independent insured member of your current social protection scheme, which is typically the same as that of your parents or legal guardians, no matter which scheme this is (general, agricultural, or other).

There are no specific steps to carry out in relation to this membership, but you should still take the time to create an account on ameli.fr (general scheme), MSA (agricultural scheme) or any other website for a specific scheme to ensure that you are reimbursed for future health care costs.

Were you a student in France last year?

Whether you are French or an international student, there are no specific steps to complete. You will remain a member of your current social security scheme.

Are you an international student and signing up for social security for the first time?

From 1 September 2018 you will be able to create a social security account on a dedicated website: etudiant-etranger.ameli.fr.

CPAM WWW.AMELI.FR 3646

Nancy
9, boulevard Joffre

Metz
18 Rue Haute Seille

changes in 2019



When the new academic year begins, nothing changes with your health cover... Your medical expenses will still be covered.

Remember to update your personal information to ensure you are reimbursed!



New student at the start of the 2018 academic year



Create your personal [ameli](http://ameli.fr) account on the ameli.fr website or [ameli](http://ameli.fr) app.



Enter your bank details into your [ameli](http://ameli.fr) account.



If you have not done so already, choose your General Practitioner and, during an appointment, fill in a declaration of choice document (déclaration de choix) that he/she will then send to your health insurer.



Update your carte Vitale (French national health insurance card) using the terminals available in all health insurance offices (Caisses de l'Assurance Maladie), pharmacies and in some health centres.



Ensure that your personal social security number (numéro de sécurité sociale personnel - NIR) has been properly logged with your mutual insurer/supplementary health insurer.



Student enrolled before the start of the 2018 academic year



Check that your student mutual health insurer has your correct postal address.



Check that your student mutual health insurer has your bank details. Send these details if they do not have them.



If you have not done so already, choose your General Practitioner and, during an appointment, fill in a declaration of choice document (déclaration de choix) that he/she will then send to your health insurer.



Update your carte Vitale (French national health insurance card) using the terminals available in all health insurance offices (Caisses de l'Assurance Maladie), pharmacies and in some health centres.

“CONTRIBUTION VIE ÉTUDIANTE ET DE CAMPUS” (CVEC)

Starting from the 2019-2020 academic year, you must obtain a certificate confirming that you have settled/paid your Student and Campus Life Contribution (Contribution Vie Etudiante et de Campus – CVEC).

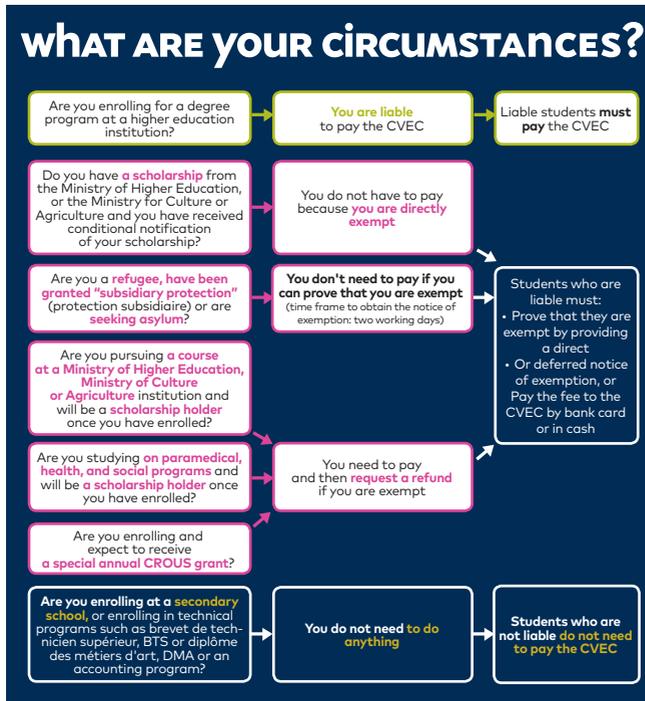
The CVEC is intended to improve student services and support in the areas of social life, health, culture, and sport.

Depending on your circumstances, you may or may not be required to pay the €91 fee, which is collected by the CROUS (Regional Centres for Student Services).

Students taking a double degree at two institutions need only pay the fee once.

FOR FURTHER INFORMATION VISIT (french only):

<https://cvec.etudiant.gouv.fr/>



MUTUAL INSURANCE AND HEALTH CARE ASSISTANCE

It is also very important to understand your supplementary health care cover. Social Security reimburses 65% of health care costs, and a mutual supplementary insurer can cover the remaining 35% of costs.

This 35% figure can quickly amount to very big sums of money depending on the type of treatment provided (laboratory analysis, consultations with specialists, X-rays, hospitalization, etc.).

We therefore suggest that you find out how much cover your mutual insurer (parental, student, supplementary CMU, etc.) will provide.

FOR FURTHER INFORMATION VISIT: www.icn-ARTEM.COM/EN/ACADEMIC-PROGRAMS/REGISTRATION-OFFICE



SERVICE UNIVERSITAIRE DE SANTÉ (UNIVERSITY HEALTH DEPARTMENT)

nancy

Santé universitaire

Campus Lettres et Sciences Humaines

23 Boulevard Albert 1^{er}

Phone: +33 (0)3.72.74.05.71

Monday to Friday from 8 am to 5 pm

SUMPPS-Nancy / Vélodrome

6, Rue Jacques Callot - Vandœuvre-lès-Nancy

Phone: +33 (0)3.72.74.05.51

Monday to Thursday from 7.45 am to 5 pm,
Friday from 7.45 am to 4.30 pm

METZ

Service Universitaire de Médecine Préventive et de Promotion de la Santé (SUMPPS)

Campus Bridoux, rue du Général Delestraint

Phone: +33 (0)3.72.74.05.40

Monday, Wednesday and Friday from 9 am to 12 pm

SEPTEMBER

- 2 to 6 Integration week for international students in Nancy
- 6 Associations forum in Nancy
- 7 Constellations of Metz closing
- 11 to 23 Nürnberg old town festival
- 13 to 15 Le Livre sur la Place in Nancy
- 13 to 17 PGE 1A seminar in Longemer
- 14-15 Paris Garden Festival
- 21-22 European Heritage Days
- 21 Paris Techno Parade
- Du 23 au 27 Creative Business Days in Nancy
- 28 BMW temporary garden
- 29 BMW Marathon of Berlin

OCTOBER

- 2 Employability workshop (every wednesday till en of march)
- 3 Coaching sessions for business forum
- 5 Nuit Blanche in Paris
- Du 5 au 14 Light festival in Berlin
- 7 Graduate students afterwork in Nancy
- Du 9 au 19 Nancy Jazz Pulsations festival in Nancy
- 10 Business forum in Nancy
- 16 Employability workshop
- 15 Mentoring international students ceremony
- 16 Afterwork event in Paris
- 17 Artem 20 years, conference in Nancy
- Du 21 au 31 Support and guidance week Metz temporary garden closing

NOVEMBER

- 4 to 8 BDE Campaign
- 9 30th Anniversary of Fall of the Wall in Berlin
- 12 to 22 ICN Virtual job dating virtuel
- 14 International forum
- 14 Mooc Google Nancy (tbc)
- 17 Est Horizon forum in Nancy
- 17 Metz christmas market
- Paris La Défense christmas market
- 18 to 22 PGE 1P Creative Business Days
- 19 Graduate Programs round tables (tbc)
- 19 Graduate students afterwork in Nancy
- 21 Interview practice evening

NOVEMBER

- 25 to 29 Artem Insight
- 25 Paris Mooc Google (TBC)
- 25 Berlin christmas market
- Berlin Winter World in Postdamer
- 28 Employability workshop
- 29 Nürnberg christmas market
- 29 St-Nicolas festival in Nancy

DECEMBER

- 7 & 8 St-Nicolas' parade in Metz and Nancy
- 31 Sylvester party in Brandenburg Tor, Berlin

JANUARY

- 5 to 10 Bachelor BBA seminar
- 19 to 25 Bath Study Tour
- 30 Preparatory sessions for business forum

FEBRUARY

- 8 & 9 Graduation ceremonies
- 11 Graduate students afterwork in Nancy
- 19 Afterwork event à Nancy
- 12 Job round tables
- 13 Business forum in Nancy

MARCH

- 2 to 6 Bachelor 3 seminar
- 7 ICN open day
- 11 to 13 Nürnberg Bachelor 1A seminar
- 16 to 20 MIBD seminar
- 17 Graduate students afterwork in Nancy
- 19 to 21 Artem OCC 2020 in Chemnitz

APRIL

- 2 Artem workshops
- 6 to 10 Nancy/Metz Bachelor 1A seminar

MAY

- 4 to 7 BB Days in Nancy, Metz & Nürnberg
- 25 to 29 PGE 3A seminar
- 22 may Duquesne Study Tour (to 2 june)

LES ÉVÉNEMENTS ICN
 LES ÉVÉNEMENTS DANS LES VILLES