



**COURSE REGULATIONS**

**FOR THE**

**“DIPLOME ICN”**

**MASTER IN MANAGEMENT**

**(PROGRAMME GRANDE ECOLE)**

Valid from start of Academic Year 2022-2023

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## 1 ADMISSION

### 1.1 GENERAL REGULATIONS

Recruitment for the ICN Master in Management (*Programme Grande Ecole*) degree is based on the common testing program BCE and ICN, which offer various competitive entrance examinations providing access to the course:

- On to year 1: BCE, Lorrain 1, Institut de l'engagement, and AST 1,
- On to year 2: Lorrain 2, Institut de l'engagement, AST 2, and AST international.

Full details of the conditions and operation of these examinations can be found on the internet site: <http://www.concours-bce.com>. It is imperative that candidates comply in all respects with the published procedures.

*Note:* AST stands for "Admission sur titres", that is Admission by Qualification.

#### 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*).

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.

The examinations are open to all students who possess a diploma or a qualification as defined in the present regulations (§1.2.1.1, §1.2.2.1, §1.2.3.1, §1.2.4.1, §1.2.5.2, §1.2.6.1).

All candidates who are present at the beginning of one of the tests is considered to have taken part in the competitive entrance examination (unless he/she is absent from a subsequent test).

#### 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 all examination papers 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 and individual interviews for examinations organised by ICN: candidates make an appointment and upload their summons on the ICN's internet site (*"espace concours"* – competitive exams area).

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.

For all admission paths, except BCE, for candidates domiciled in overseas France, or on an internship abroad or on a university exchange at the time of the oral exams, distance oral exams may be taken. In order to be accepted, requests to take the oral tests remotely must be made via the candidate's personal space before the closing date for registration for the competitive entrance examinations. They are subject to the presentation by the candidate of proof of residence (for candidates living overseas), an internship agreement or proof of a university exchange specifying the start and end dates of the internship or exchange. The oral exams can only be taken remotely if a certificate is presented stating that it is impossible to travel to France during the oral exam period. If applicable, the oral exams must be taken in synchronous mode.

#### *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.

The candidate will be able to access his or her admissibility and admission results on the ICN's internet website (*"espace concours"* – competitive exams area) after the panels have finished. The candidate must read it without delay.

The notes of the admissibility and admission tests are communicated only at the end of the admission panel, with the exception of any assessment or annotation.

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,
- Any violation or attempted violation of anonymity,
- Chatter, exchange of material or documents or any attempt to communicate with another candidate or any other unauthorized person during a test,
- Any behavior likely to bother, or interfere with other candidates,
- The use, or the trial of use or the possession in the vicinity of the candidate: of all unauthorized documents (mathematical tables, various papers, notices brought by the candidate, unauthorized dictionaries ...), unauthorized materials (Walkmans, helmets, calculators, slide rules, cell phones or any other means of communication ...),
- Plagiarism (use of texts of any kind without indication of their origins).

This list is not exhaustive and we reserve the right to sanction any abnormal behavior that would contravene, in any way, the rules set by the competitive entrance examination. Any false or erroneous statement will result in the exclusion of the candidates from the examinations, regardless of the stage reached.

##### **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 and Innovation.

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.

After receipt of the admission result, the candidate must complete his administrative pre-registration validating his integration by transmitting the integration form and by paying a deposit on the tuition fee of 800 euros. This admission deposit is not refundable beyond 14 days after the publication of the results, except in case of failure to obtain the required diploma.

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 (subject to presentation of the degree required at the request for postponement). Reasons for the requested delay must be sent in writing to the program director 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, 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.

For the entrance examinations AST (1 & 2), Lorrain (1 & 2), AST international, and Institut de l'engagement, 'Admissibility' is based on the candidate's application file.

The admissions panel 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 admissions 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)**

Two paths are provisioned:

- « Economique et commerciale » path (ECG, ECT, B/L),
- « Littéraire » path (BEL).

In case of a health crisis or any other exceptional event, admissibility (§1.2.1.2) and admission (§1.2.1.3) tests procedures will be modified, adhering strictly to the principle of fairness between the candidates and in line with the instructions given by both the "Chapitre des écoles de management" (CGE) and the BCE.

### 1.2.1.1 Conditions for joining the entrance examination (BCE)

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

Tests	ECG Math. Approf/ HGGMC or ESH	ECG Math. Appli/ HGGMC or ESH	ECT	B/L	BEL
Study and synthesis of text contraction (ESCP BS / HEC Paris)	4	4			9
Text contraction (ICN BS/ISC Paris GE)			3		
Foreign languages A (IENA)	6	6	3	6	6
Foreign languages B (IENA)	4	4	2	4	4
Social sciences (AUDENCIA/ESSEC/HEC Paris)				4	
Essay : general culture (EDHEC BS/ESSEC)	5	6			
Essay : general culture (Excellia BS)			3		
Essay: literature (ESSEC)				5	
Essay: philosophy (HEC PARIS)				3	
Mathematics (advanced) (emlyon BS)	6				
Mathematics (applied) (emlyon BS)		5			
Mathematics T (BSB)			5		
Mathematics B/L(ESSEC /HEC Paris)				4	
History, Geography & Politics (GEM)	5	5			
Economics, Sociology and History (ESCP BS/SKEMA BS)	5	5			
History (ESCP BS)				4	
Economics – Law (SCBS)			5		
Management and Management Sciences			9		
Average grade ENS					11
<b>TOTAL</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>

Notes :

- The BEL route corresponds to ENS Ulm A/L and ENS Lyon.
- Depending on their options, ECG students will take either "History, Geography and Geopolitics" or "Economics, Sociology and History".

### 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

As part of its social and societal responsibility, ICN Business School wishes to strengthen its policy of openness and become even more committed to people with disabilities. Therefore, for all the admission tests of the BCE competitive entrance examination, a bonus mechanism has been set up. It is indexed to the candidate's level of disability from 0.5 to 0.8, in compliance with the RGPD and using a recognized disability measure. The final score will be equal to "initial score \* (1 + rate)".

The disability rate used is that indicated in the decision notification letter of the Departmental House for Disabled Persons (MDPH), covering the current academic year. This document is to be sent to ICN by the candidate.

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

In case of a health crisis or any other exceptional event that should prevent planned written and/or oral tests to take place, admissibility (§1.2.2.2) and admission (§1.2.2.3) tests procedures will be modified, adhering strictly to the principle of fairness between the candidates and in line with the instructions given by both the "Chapitre des écoles de management" (CGE) and ICN.

### 1.2.2.1 Conditions for joining the entrance examination

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

- A French Diploma approved by the French government 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 AST 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.
- No equivalence in ECTS credits awarded by a Business School in a Master in Management (PGE) course.
- Students registered in Preparatory classes (Economic and Commercial sections) are not eligible to be candidates for the AST 1 examination, even if they can provide evidence of their 120 credits.
- The Diplôme Européen d'Études Supérieures (DEES awarded by FEDE : Fédération Européenne des Écoles) is not accepted.

### 1.2.2.2 Admissibility to AST 1

The admissions panel pronounces the candidate's admission on the candidate's application file, that must comprise:

- Photocopies of Degrees obtained since the baccalauréat (or certificate of achievement),
- The full grade sheets for the current year and the two previous year,
- A cover letter, describing in particular the training project, including the targeted specialisation, and setting out the candidate's achievements (professional, international, extra-curricular experience, etc.),
- Résumé.

This process does not result in the attribution of a mark disclosed to the candidate. It leads to a declaration of "admissibility" or "non-admissibility" according to objective criteria guaranteeing fair treatment of all candidates, including:

- Academic results,
- The training project,
- Openness (international, extra-curricular activities, etc.).

### 1.2.2.3 Admission (oral) tests (AST1)

Test	Duration	Weighting
Personal interview	30min	25
Foreign language 1 English	20min preparation + 20mn discussion	15

### 1.2.3 AST 2 Entrance examination (for access to year 2 of the course)

In case of a health crisis or any other exceptional event that should prevent planned written and/or oral tests to take place, admissibility (§1.2.3.2) and admission (§1.2.3.3) tests procedures will be modified, adhering strictly to the principle of fairness between the candidates and in line with the instructions given by both the "Chapitre des écoles de management" (CGE) and ICN.

### 1.2.3.1 Conditions for joining the entrance examination (AST 2)

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



- 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,
- Degree of 3, 4 or 5 years of university education, approved by the French Government, with a document attesting to successful award of 180 ECTS, presented on university letterhead, with university visa/stamp and signature of its representative.
- French Degree of 3 years of university education, accredited by the State,
- A degree attestation of successful award of 180 ECTS credits, to be submitted to and verified by the entrance examination administration department.

**NOTES :**

- No equivalence in ECTS credits awarded by a 3 or 5 year post-Bac/post-High School/post-GCE 'A' level higher education institution after 2 or 3 years of non-degree awarding study will be accepted.
- No equivalence in ECTS credits awarded by a Business School in a Master in Management (PGE) course.
- Students registered in Preparatory classes (Economic and Commercial sections) are not eligible to be candidates for the AST 2 examination, even if they can provide evidence of their 120 credits.
- The Diplôme Européen d'Études Supérieures (DEES awarded by FEDE : Fédération Européenne des Écoles) is not accepted.

**NOTE :**

**1.2.3.2 Admissibility to AST 2**

The procedure is identical to the one of the AST 1 Entrance examination.

**1.2.3.3 Admission (oral) tests for the AST 2 examination**

Test	Duration	Weighting
Personal interview	30min	25
Foreign language 1 English	20min preparation + 20mn discussion	15

**1.2.4 'Concours Lorrain 1' (for access to year 1 of the course), and 'Concours Lorrain 2' (for access to year 2 of the course)**

A special access route is set up for students who successfully acquired an Higher Education Degree in the Lorraine Region.

In case of a health crisis or any other exceptional event that should prevent planned written and/or oral tests to take place, admissibility (§1.2.4.2) and admission (§1.2.4.3) tests procedures will be modified, adhering strictly to the principle of fairness between the candidates:

- Admission (Oral) tests: Oral exams will continue to be held on site. They will be held remotely (synchronous or asynchronous mode), if health conditions require it.

**1.2.4.1 Conditions for joining the entrance examination (Concours Lorrain)**

Concours Lorrain 1, Lorrain 2, respectively, is intended for students who hold or are in the process of obtaining one of the qualifications accepted for the AST 1, AST 2, respectively.

**1.2.4.2 Admissibility to Concours Lorrain 1**

The procedure is identical to the one of the AST 1 Entrance examination.

**1.2.4.3 Admissibility to Concours Lorrain 2**

The procedure is identical to the one of the AST 1 Entrance examination.

**1.2.4.4 Admission (Oral) tests for Concours Lorrain 1 & 2 examination**

Test	Duration	Weighting
Personal interview	30mn	25
English	20mn	15

### **1.2.5 Entrance by qualification AST international (Concours “Admission sur titres”) (for access to year 2 of the course)**

#### **1.2.5.1 Admission Conditions (AST international)**

The Admission route **AST international** at ICN Business School is for foreign students who have obtained or who are about to obtain a Degree attesting at least 3 years of university education (3 years post-Bac/post-High School/post-GCE ‘A’ level – 180 ECTS credits).

#### **1.2.5.2 Candidate application file examination**

The admissions panel pronounces the candidate’s admission on the candidate’s application file, that must comprise:

- 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 (or certificate of achievement),
- A certification of the level of English (TOEIC, TOEFL, ...) for non-French-speaking students (except for students who have studied in an English-speaking environment, this being verified by means of the transcripts provided),
- Cover letter,
- Résumé
- On-line interviews on the ICN’s internet platform.

### **1.2.6 Entrance by qualification ‘Institut de l’engagement’ (for access to year 2 of the course)**

The ‘Institut de l’Engagement’ identifies, thanks to a demanding admission procedure, young people with high potential who have embarked on a mission of general interest and have demonstrated their sense of responsibility and initiative, their motivation, their desire to act. ICN Business School supports this initiative by opening an admission route ‘Institut de l’Engagement’ in the Programme Grande Ecole.

#### **1.2.6.1 Admission conditions (Institut de l’Engagement)**

The Admission route ‘Institut de l’Engagement’ is for students who are current or in the process of obtaining one of the diplomas required for AST 1 (cf §1.2.2.1), for admission on to the first year of the program, or AST 2 (§1.2.3.1) for admission on to the second year of the program, and who have been selected by the ‘Institut de l’Engagement’.

#### **1.2.6.2 Preselection (Institut de l’Engagement)**

The admissions panel is composed of the programs director, the program director, and the sustainable development and social responsibility manager.

The ‘Institut de l’Engagement’ proposes a list of candidates to the Selection panel, who assesses the candidate’s background and the adequacy of his project and his profile with the requirements and objectives of the Grande Ecole program. For each candidate, the following is required:

- The ICN application form;
- The ‘Institut de l’Engagement’ application form, which notably includes the assessments of its own Selection panel;
- A cover letter;
- A résumé.
- Academic results for the 2 or 3 last year of studies (Bac+2 or Bac+3).

Candidates whom the admissions panel declares as having passed the preselection then take the admission tests.

#### **1.2.6.3 Admission tests (Institut de l’Engagement)**

Test	Time	Weighting
Motivation interview	30mn	15
Oral test in English	20mn	5

At the end of these tests, the Selection panel ranks the candidates and accepts candidates according to the number of places available on the course via this route.

### **1.2.7 Validating Experiential Learning (VAE)**

#### **1.2.7.1 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.

#### **1.2.7.2 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 program director 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.

#### **1.2.7.3 Maximum duration**

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

### **1.2.8 Composition of the Admissions Selection Panel.**

cf §3.3.1.

## **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 request must be motivated by a letter sent by the student to the program director, who will investigate the case.

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 ORGANIZATION OF STUDY**

### **2.1 ACADEMIC OBJECTIVES**

The ICN Master in Management / Programme 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 additional 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 modules and activities #ATM (Art Technology Management), namely within the ARTEM alliance,

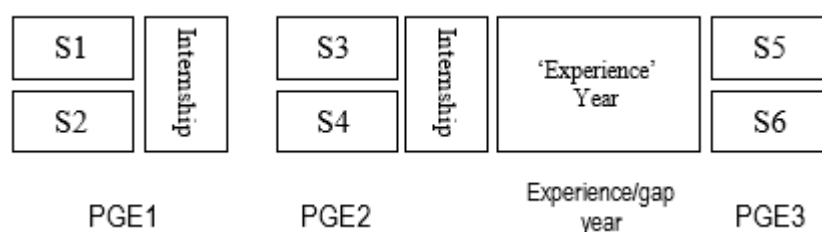
- An international dimension: students are required to spend a semester abroad on a program of academic study.

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

- Demonstrate context-specific knowledge of business and communicate this effectively in written and oral form.
- Demonstrate their flexibility in dealing with unexpected management issues/challenges in a global and evolving environment.
- Identify, analyze and prioritize core issues and evaluate alternatives in a complex business situation, making appropriate use of relevant knowledge/tools/models/approaches.
- Design an appropriate and informed creative recommendation to a given issue.
- Construct well thought-out decisions, fully aware of their impact on the organization, people, and environment.
- Contribute as productive members to a project and demonstrate team management and leadership skills.
- Demonstrate their ability to work in a multicultural environment.
- Use and share transdisciplinary insights when engaging in real world projects.

## 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 courses. Each course is assigned a 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.

## 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*).

S1			S2		
Course	ECTS	Vol. H	Course	ECTS	Vol. H
Responsible Management Fundamentals	4	30	Fundamentals of Marketing	4	30
Quantitative methods	4	30	Digital tools	4	30
Accounting	4	30	Financial Analysis and Cost Accounting	4	30
Creative Thinking	4	30	Purchasing and SCM	4	30
Business Law	4	30	Economics	4	30
Creative Business Days	4	30	HR management and labor law	4	30
Foreign languages	2	15	Elective	2	15
Project management	4	30	Applied Student Project	4	30

*Professional experience or academic study:* A short 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>1</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 completes 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 '*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 elective, and an #ATM Workshop.

S3			S4		
Module	ECTS	Vol. H	Module	ECTS	Vol. H
Financial decisions	4	30	Intercultural management	4	30
Management control	4	30	Sustainable Management of organisations	4	30
Strategic Marketing / Planning	4	30	Strategy	4	30
Information Systems Management	4	30	Financial risk management	4	30
#ATM Workshop	5	45	#ATM Workshop	5	45
Specialisation 1	4	30	Specialisation 3	4	30
Specialisation 2	4	30	Specialisation 4	4	30
Foreign language	1	15	Elective	1	15

*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 Relations 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, 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 chooses a main specialization/major, for a total of 120 hours. The following majors are open to students (they may change as long as they keep the same number of teaching hours; they take place in Nancy, Paris or Berlin):

- Audit and Compliance
- Banque et services financiers
- Brand and Marketing Management
- Contrôle de gestion
- Cultural and Creative Industries Management
- Digital Management
- Distribution et e-commerce
- Finance d'entreprise
- Finance, and Risk Management
- International Business Development
- Luxury and Design Management
- Management de la Supply Chain et des achats
- Management des ressources humaines
- Management numérique

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<sup>1</sup> English language progress tests are arranged during the year to help the Program Director in this decision.

- Marketing et ingénierie d'affaires
- Marketing et innovation produit

### #ATM 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.

### 2.3.3 The Gap or 'Experience' Year

The Experience Year is optional. Student applies and needs the programme director's approval. The decision is made by the end of July of year 2. It may complement the classroom training with academic or professional experiences, or a combination of both, according to regulatory rules.

- *Professional experience*: a long experience (of at least five months), based on a large-scope mission approved by the supervisor of the student. It can be an internship agreement (in compliance with regulations), or any other form of contract.
- *Academic experience*: at least a 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 during a gap year will be taken into account in the program. These credits are not required by the program.

### 2.3.4 Year 3

S5			S6		
Module	ECTS	Vol. H	Module	ECTS	Vol. H
Gouvernance and responsible leadership	4	30	Internship	13	
Data analysis	4	30	Seminar	2	15
Strategic challenge	4	30	Master Thesis	15	30
Elective	2	15			
Principale 5	4	30			
Principale 6	4	30			
Principale 7	4	30			
Principale 8	4	30			

During the first semester of year 3 (S5), the Core course (Tronc commun) is complemented by the addition of four courses (120 hours) to complete the field of specialization chosen by students during year 2, making a total for this of 240 hours. Specializations/Majors take place in Nancy, Paris or Berlin ICN campus. One course called 'elective' (15 hours), chosen by the student, completes the year 3 program.

*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 courses are transferred to semester S5. Students may complete a professional experience in the semester S5, before leaving for her/his international study period abroad.

### 2.3.5 Admission onto the courses

Admission to the courses, (especially the majors/special subjects, electives 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 course, students are asked to give choices, in order of preference and depending on the timetable and options available each year.

The decision as to the allocation of students to courses 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 courses 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**

A semester of study at a partner university can be realized, to contribute to the validation of the 'International Experience' quitus. It may take place during semesters S4, S5 and S6, and allows students to earn the equivalent of 30 ECTS credits. This academic stay typically lasts from 4 to 6 months.

Each partner establishes a list of accessible courses, and the International Relations Office specifies the compulsory courses and the courses that the student can choose freely. The selected courses must correspond to management courses and be at the level of the year during which the stay is made. These course choices are validated by the International Relations Office and the program director.

A learning agreement is signed, and the courses replace the one provided by the initial program (semester S4, S5 or S6). The evaluation is set up by the host institution. Earning the ECTS credits listed in the teaching agreement entails the validation of the academic semester, and the recognition of these credits for the corresponding semester in the initial program.

If the semester of study is carried out during the gap year, the credits obtained are not transferable and cannot be taken into account for the graduation. However, its success validates the 'International Experience' quitus ("full discharge").

The academic experience abroad may also take the form of a double degree. It lasts two or three semesters that correspond, at least, to 60 ECTS credits. The required courses are listed in the double-degree agreement, which establishes recognition of the course content. This experience replaces the 3rd year of the program.

The student must comply with the provisions of the examination regulations of the host institution, unless otherwise provisioned in the agreement. In particular, he / she is required to comply with the rules on knowledge assessment and to attend all prescribed examinations at the first or second session (retake).

## **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 courses or uncompleted Quitus).

## 3 ASSESSMENT OF SKILLS AND KNOWLEDGE

### 3.1 GENERAL ARRANGEMENTS

#### 3.1.1 *Eval Grading of courses*

For each course, 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 course is assessed using a grade which is calculated on the basis of the smaller tests which take place during the course. The grading system for each course will be indicated in the syllabus for the course.

For each course there is an elimination grade of 7/20. Consequently, each course for which the student does not achieve a grade higher than 7/20 is considered not only as a fail, even if the average obtained for the semester is equal to or greater than 10/20.

Note that all grades which may be communicated to students by the lecturer concerned are provisional until they are ratified by the Examination Board.

The courses are assigned ECTS credits which represent their coefficients over the semester. Credits are earned when the average mark obtained is equal to or greater than 10/20.

Some 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 course 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.*

The student must validate an 'International Experience' quitus, by performing an experience abroad, at least five months when it is a professional experience, or a semester in the case of an academic experience. Validation by professional experience is obtained if the joint assessment of the school tutor and the company manager assigns a grade of at least 10/20 (on the basis of an internship report evaluated by the tutor, and an evaluation of the experience completed by the company manager). Validation by academic experience is obtained as soon as the student has earned the ECTS credits provisioned in the learning agreement (note: in the case of a stay during the gap year, credits are not transferable).

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

##### 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 Center for Foreign Languages. 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 Student Service ('Scolarité'). 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 a long professional experience of a minimum of 5 months.

The nine-month period is for a full-time job (151.67 hours per month). Part-time contracts are taken into account pro rata temporis. Nine months is equivalent to 1,365 hours.

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).

At the end of each academic year, all professional experiences that have been achieved during the year must be assessed by the supervisor of the student, and communicated to him/her, according to the calendar published each year.

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.

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

Each year two examination sessions are arranged for each course module. Only the marks obtained in the re-take session are taken into account, even if they are lower than those obtained in the 1st session.

### **3.1.4 Absence from examinations**

Any absence from a final examination, whether it is justified or not, will automatically mean that the course is failed and the grade of 0/20 will be entered. In this case the course 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 Student Service ('Scolarité'). If the absence is justified, the grade for the first session examination is given. If the absence is not justified, a fail grade of 0/20 is given.

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. A grade of 0/20 is assigned for any unjustified absence from an assessment other than a final examination. An absence is justified if the student informs the Student Service ('Scolarité') at the beginning of the absence, and if the student communicates to the Student Service ('Scolarité', via MyICN) in writing the reason for his/her absence as soon as he/she returns, or in any case within 15 days.

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 Student Service ('Scolarité'). For apprentices, a sick leave certificate must be presented to CFA ICN within 48 hours, or 24 hours in case of a work related accident,
- 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**

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.

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 courses 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 courses 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 Refusal to proceed to the next stage of the Degree course**

In cases where a significant number of courses 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 courses required by the present regulations, and has reached the total number of re-registrations, 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 Panel**

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 (or equivalent, according to the decree of 10/02/1992);
- a Vice Chairperson, who replaces the Chairperson when necessary and who must be a member of the teaching/research community, as far as possible;
- 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,
- 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 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 Modules 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 modules 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 modules and quitus has been met, the Board decides that the student has failed the course program and the Degree is not awarded.



## Contact

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