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# PGE/MiM Quitus

*Graduate as soon as possible!*

Information & reminder

**Gérald DUFFING**

Directeur du programme Grande Ecole

*Information valid for 2024-2025 only*



Master in Management  
Ranking 2019



# Context and objective

## Graduate as soon as possible

- **QUITUS** are mandatory graduating conditions.
- Rules can be found on the **Programme Regulations**
  - **Note** : they are also presented each year, during the welcoming meeting in September  
(see MyICN for prog. Regulations, and kick-off meeting slides)
- Some quitus are related to **legal constraints** (French University master level) – LV1 & Int'l
- **Failure to obtain a quitus systematically results in delayed graduation**

→ It is very important to anticipate, and make sure everything is / will be OK to graduate ASAP after PGE3

# Attention points

- Rules are clear: **do not interpret them**, and **never suppose** what the assessment board may decide
- Rules may change: **programme regulations is your unique reference** (*not alumni!*)
- Dispensation requests:
  - All requests **must relate solely to the situations listed** (see: “dispensation request procedures” on MyICN)
  - All requests must be **justified**, **submitted** to the registrar, and **documented**
  - **Do not count on dispensations**; rejections are many
- **It's your duty** to **verify that everything is ready for graduation**
- Please check the ***General Procedures*** published on MyICN

# Quitus LV1

## External English certification

### Required minimum score:

- **TOEIC** : 750 – 785 (*new PGE1 students in 24-25*)
- **TOEFL** : 78 – 88 (*new PGE1 students in 24-25*)
- **GMAT** : 550

### ***Automatic exemptions:***

- Native speakers (English = mother tongue)

# Quitus LV1

## Dispensation request

*Accepted mitigating circumstances must be:*

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



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

**GlobalExam tests and other Covid-19-specific provisions are not valid anymore to automatically obtain the LV1 Quitus**

# International Quitus

## One semester abroad

### Required experience:

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

### **Exemptions:**

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

# International Quitus Dispensation request

*Accepted mitigating circumstances must be:*

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



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

**Covid-19-specific provisions are not valid anymore to automatically obtain this quitus**

# Professional Quitus

## Validated professional experience

### Required professional experience:

- **Minimum of 9 months** (6 months for students entering MiM directly in PGE2: AST2, Lorrain2)
  - Of **approved**, ie prior registered in our system, and mission approved by ICN
  - And **validated**, ie assessed by ICN with deliverables + company appraisal
- **Successful professional experience** during the PGE/MiM course:
  - Internships, apprenticeships, entrepreneurship, CDD, CDI, VIE, job contracts
  - With at least one long experience (>= 5 months) – *In Gap Year and/or PGE3*
  - Final validation in PGE3, based on a “professional portfolio” (*see below*)

### **Exemptions:**

- *None*

# Professional Quitus Dispensation request

*Accepted mitigating circumstances must be:*

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



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

# Professional Quitus

## Validating rules

For each professional experiences:

- Self assessment
- Synthesis
- Student report **only for the first experience in the PGE/MiM course.**
  - *That means:* You do not have to write a report for your experience this year, provided you already submitted a report related to a former experience.

→ **Follow the rules** of “Guide des expériences professionnelles PGE” / “Professional Experiences Guide PGE” (MyICN)

# Professional Quitus Professional Portfolio

To validate the Professional Quitus you will be asked to sum up all your professional experiences realised in the PGE/MiM course in a “**Professional Portfolio**”

- Self assessment, synthesis, and reports of *all* of your experiences are useful
- The portfolio is expected for the PGE3 Seminar, in May  
*(even if you cannot participate)*

→ **Portfolio assessment gives a grade for the Seminar module (PGE3, Semester 6)**  
*See instructions & information on MyICN*

# Dispensation Request Warning

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

# Dispensation Request Procedure

- All requests for dispensation must be submitted as a ZIP or PDF file, and uploaded on Myicn. **No request by email!**

*Precise instructions here:*



The screenshot shows the myicn website interface. At the top, there is a navigation bar with the myicn logo and several icons. Below the navigation bar, there is a breadcrumb trail: / Scolarité / Documents utiles. A dropdown menu is open, showing the selected program: \*Programme: PGE. A blue button labeled 'Choisir' is next to the dropdown. Below the dropdown, there is a tree view of the program structure. The 'REGLEMENTATION PROGRAMME' folder is selected, and its contents are listed: Délégés de promotion (él), Conseil de discipline, DATES & CALENDRIERS | DATES, DOUBLES DIPLOMES | DOUBLE PROGRAMME, Etudier à BERLIN ou à CHE, 2022-2023, 2023-2024, Spécialisations PGE et t, Mémoire de fin d'études, Ateliers PGE2, PGE3 Seminar, and 2024-2025. On the right side, there is a list of documents. The document 'Procédure demandes dérogation quitus - dispensation request procedure.pdf' is highlighted with a red oval.

# Reference

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

- On MyICN (registrar / useful documents PGE / ...)
  - **General Procedures**
  - Programme regulations
  - Guides
- Via ASQ
  - For all your questions & requests
  - Avoid any direct emails to the staff (only ASQ ensures effective request tracking)
- During videoconferences, organised by the Programme Director
  - Every semester, two sessions are organised in the evening (*dates & invitations sent by email*)
  - Please attend and ask your questions at that time



icn



/ Scolarité / Documents utiles

\*Programme: PGE



Choisir

- programme PGE
  - ALTERNANCE
  - SCOLARITE | REGISTRAR
  - STAGES | INTERNSHIPS
  - REGLEMENTATION PROGRAMME**
    - Délégués de promotion (élus)
    - Conseil de discipline
    - Spécialisations PGE et MSc
    - Mémoire de fin d'études MFE
    - Ateliers PGE2
  - DATES & CALENDRIERS | DATES
  - DOUBLES DIPLOMES | DOUBLE D
  - LIVRETS DE L'ETUDIANT | STUD

## Nom

- MiM regulations / règlement du PGE
- Information QUITUS PGE.pdf
- Rentrée PGE - Kick Off Meeting MiM 2023-2024.pdf
- \_Procédure\_demandes\_dérogation\_quitus\_-\_dispensation\_request\_procedure (7).pdf
- Ateliers PGE2
- Spécialisations PGE et MSc
- Délégués de promotion (élus + compte rendu réunions)
- Conseil de discipline
- Mémoire de fin d'études MFE / Master thesis



webmail

Asq

DUFFING, Gérald ▾



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Mes liens



🏠 / MiM regulations / règlement du PGE

## REGLEMENT D'EXAMENS / ACADEMIC REGULATIONS

Dernière mise-à-jour / last update: Nov. 15th 2023

Le règlement d'examens est le document de référence sur lequel le jury s'appuie. Il est donc important que vous en preniez connaissance pour connaître toutes les exigences du Programme et les conditions nécessaires pour obtenir votre diplôme le plus rapidement possible.

*The "règlement d'examens" contains general regulations for the PGE (master in management), used by the assessment board. It is important that you read carefully this document, in order to understand program requirements, so that you can graduate as soon as possible.*

### Année universitaire / academic year 2023-2024

Le règlement d'examens se compose de plusieurs documents :

*The "règlement d'examens" consists in several documents:*

1. Le règlement pédagogique qui décrit les règles générales s'appliquant au PGE / Diplôme ICN Grande Ecole.  
*Course regulations describe general regulations applicable to the PGE / Master in Management*
2. Les **procédures générales** de validation des différents séjours académiques, professionnels et internationaux et de votre mémoire de fin d'études, qui indiquent, notamment, **les dates limites** de rendu et soutenance.  
*General procedures explain how to validate our Professional, International, and Foreign Language 1 (English) quitus, and the master thesis. It also gives some important deadlines.*
3. Les exigences liées à la validation des Quitus International et Professionnel en fonction de votre cursus à l'Ecole.  
*Quitus validation rules give more information about Quitus validation, depending on your specific situation.*

Voir aussi / see also: PGE/MiM Quitus Validation in 2023-2024.

### ARCHIVES / academic year 2022-2023

Le règlement d'examens se compose de plusieurs documents :

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SI LE MONDE  
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AUCUN SENS,  
QUI NOUS EMPÊCHE  
D'EN INVENTER UN ?

~

LEWIS CARROLL

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