

COURSE REGULATIONS

FOR THE

DIPLOME ICN

MASTER IN MANAGEMENT

(PROGRAMME GRANDE ECOLE)

Valid from start of Academic Year 2024-2025

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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 programme 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 degree, or a qualification as defined in the present regulations.

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.

In particular, connected objects (such as connected watches, etc.), telephones, tablets or smartphones must be left with the examiner for the duration of the test.

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 O.

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 O.

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 – ELVI 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 cellphones 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 cellphones, 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 behaviour 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 behaviour 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.

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 O 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 O 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). 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 degree 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 degree.

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 programme 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 and admission 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 (ELVI) | 6 | 6 | 3 | 6 | 6 |
| Foreign languages B (ELVI) | 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 |
| TOTAL | 30 | 30 | 30 | 30 | 30 |

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 the event of a health crisis or any other exceptional event preventing the holding of the planned written and/or oral tests, procedures below and the admission procedures (§1) will be modified, in strict compliance with the principle of equality between the candidates, in application of the instructions given by both the "Chapitre des écoles de management" (CGE) and ICN.

1.2.2.1 Conditions for joining the entrance examination AST 1

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

- A French Degree approved by the French government validating 2 years of higher education study, such as BTS or DUT,
- A French Degree 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 Degree: evidence of success obtaining 120 ECTS credits, to be submitted to and verified by the entrance examination administration department,
- All degrees giving access to AST 2 examination.

Non-recognised degrees or qualifications (non-exhaustive list):

- 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 years,
- 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 the event of a health crisis or any other exceptional event preventing the holding of the planned written and/or oral tests, procedures below and the admission procedures (§1) will be modified, in strict

compliance with the principle of equality between the candidates, in application of 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 degrees:

- 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.

Non-recognised degrees or qualifications (non-exhaustive list):

- 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.

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 a Higher Education Degree in the Lorraine Region.

In the event of a health crisis or any other exceptional event preventing the holding of the planned written and/or oral tests, procedures below and the admission procedures (§1) will be modified, in strict compliance with the principle of equality 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 1 and 2)

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, which 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 degrees required for AST1 (cf §1.2.2), for admission on to the first year of the programme, or AST 2 (S0) for admission on to the second year of the programme, 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 programmes director, the programme 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 programme. 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 NAVITAS ADMISSION (FOR ACCESS TO YEAR 2 OF THE COURSE)

1.2.7.1 Conditions for joining the entrance examination NAVITAS

The NAVITAS examination is open to students who have followed the ICN International College – Paris pre-master's programme created by NAVITAS, and who have been selected by NAVITAS and hold or are in the process of obtaining one of the degrees required for the AST 2 examination (§1.2.3) for access to the 2nd year of the programme.

1.2.7.2 Conditions for joining the entrance examination NAVITAS

The Eligibility Panel is made up of the Director of engagement and the Director of the Grande Ecole programme.

NAVITAS proposes a list of candidates to the Eligibility Panel, which assesses the candidate's background and the suitability of their project and profile with the requirements and objectives of the Grande Ecole programme. The following documents are required for each candidate:

- The completed ICN application form,
- The NAVITAS application file, which includes the results of the pre-master's competitive entrance exam and the assessments of its own selection panels,
- A résumé.

Candidates declared eligible by the Panel sit the admission tests.

1.2.7.3 Admission tests (NAVITAS)

| Test | Time | Weighting |
|---|------|-----------|
| Motivation interview | 30mn | 15 |
| Oral test in English (NAVITAS training) | - | 5 |

1.2.8 VALIDATING EXPERIENTIAL LEARNING (VAE)

1.2.8.1 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.

1.2.8.2 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 programme 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 validation panel is composed of:

- The programme director, who chairs the panel,
- Three people, with equal numbers of men and women, including:
 - One teacher, a permanent professor at ICN,
 - Two members from outside ICN, representing the professional sector.

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

1.2.9 VALIDATION OF PERSONAL AND PROFESSIONAL EXPERIENCE (VAPP)

The VAPP procedure enables candidates to enter the 1st or 2nd year of the programme if they do not have the degree normally required or if they do not have enough ECTS credits. Proof must be provided that the candidate's professional, educational and/or personal experience predisposes him/her to successfully complete the programme. To this end, the following process is put in place:

Step 1: submitting the application

The application form must contain the following information:

- Application form duly completed and accompanied by the documents listed below,
- Copy of a valid identity document,
- Copies of degrees obtained and transcripts (applicants with foreign degrees must provide a certified translation),
- Substantiated presentation of the applicant's request for validation and the reasons for it,
- Detailed résumé,
- Tables summarising learning and achievements: training achievements (initial and continuing), professional achievements and extra-professional achievements,
- Summary of professional and personal experience.

Step 2: examination by the teaching committee with a possible interview

The Teaching Committee is made up of:

- The programme director, who chairs the Committee,
- Two academic representatives chosen from among ICN's permanent teaching staff.

If the committee judges it necessary, the applicant will be invited to an interview before any decision is taken. At the end of the committee's deliberations, there are two possible decisions:

- Validation of the application with authorisation to compete for access to the 1st or 2nd year of the programme. The applicant will then follow the selection procedure for the AST1 competition (access in 1st year, §1.2.2) or AST2 competition (access in 2nd year, §1.2.3),
- Reasoned refusal of the application.

1.2.10 COMPOSITION OF THE ADMISSIONS SELECTION PANEL

Cf §**Erreur ! Source du renvoi introuvable.**

1.3 CHANGE OF PROGRAMME

Students are only allowed to change their programme 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 programme request must be motivated by a letter sent by the student to the programme director, who will investigate the case.

The change of programme 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 field from the 2nd year (PGE2): students' first choice of orientation, which constitutes the start of functional or sectoral specialisation.
- Specialisation in 3rd year: a range of more specialised courses, which can also be taken further through further study, for example as part of a double degree at ICN or with our partners in France and abroad,
- An openness to disciplines other than management (this is known as indisciplinaryity), which takes the form of modules and activities labelled "#ATM" – for "Art Technology Management", even though these themes are not the only ones – and of specific themes addressed in the more traditional modules,
- An international outlook: students are encouraged to spend at least four months abroad and/or to take part in activities on our campuses designed to develop their international profile (see section 3.1.2.1).

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

- Mobilising knowledge from different disciplines and producing highly specialised knowledge,
- Communicating and convincing in a multicultural and multidisciplinary professional environment,
- Engage in and contribute to sustainable transformation and responsible change management,
- Develop a shared strategic vision, adapted to the contemporary challenges of sustainable development and the realities of the organisation,
- Implementing, steering and, where necessary, adapting appropriate and respectful management solutions, with a critical eye on their effectiveness and impact,
- Undertake, manage and direct cross-functional projects by mobilising and, where appropriate, developing the relevant multi-disciplinary skills,
- Adopt advanced and responsible uses of digital tools.

2.2 GENERAL STRUCTURE OF PROGRAMME

The ICN Master in Management / Programme Grande Ecole Degree takes place over three years (for access in 1st year). Two optional gap years (aka «Experiences Year») can be inserted at the student's request between the 1st and 2nd years, and/or between the 2nd and 3rd years of the programme. The minimum duration is two years (access to 2nd year) or three years (access to 1st year). The first gap year enables students wishing to follow a two-year sandwich course (PGE2+PGE3) to gain extensive international experience. The second gap year enables students on the traditional route to benefit from long-term professional experience.

A semester is made up of teaching units (UE). Each UE is allocated a number of European credits (ECTS – European Credit Transfer System). A semester is equivalent to 30 ECTS and a year to 60 ECTS. A UE is made up of one or more modules, with coefficients.

2.3 PROGRAMME CONTENT

2.3.1 YEAR 1

In year 1, students acquire the fundamentals of management. It is only offered on the classical path. In addition, students are required to take part in a range of activities designed to enhance their professional skills: each student must choose a school project within the ICN community or an entrepreneurial project. Professional experience at the end of the year is also required.

| S1 ¹ | Vol. | ECTS | S2 | Vol. | ECTS |
|-------------------------------------|------|------|--|------|------|
| THINKING AHEAD | 45 | 6 | DEVISING SUSTAINABLE STRATEGIES | 60 | 8 |
| Creativity and Innovation | 30 | 4 | Strategy | 30 | 4 |
| International Environment | 15 | 2 | Strategic Marketing | 30 | 4 |
| MANAGING WITH RESPONSIBILITY | 45 | 6 | OPTIMISING OPERATIONS | 45 | 6 |
| Responsible Management | 30 | 4 | Supply Chain Management | 30 | 4 |
| Humanities | 15 | 2 | Digital Tools | 15 | 2 |

¹ Modules highlighted in yellow include a significant proportion of SD/CSR-related teaching.

| | | | | | |
|------------------------------------|-----------|----------|--------------------------------------|-----------|----------|
| ANALYSING A COMPANY | 45 | 6 | MANAGING PERFORMANCE | 30 | 4 |
| Accounting | 30 | 4 | Cost Accounting | 15 | 2 |
| Mathematics | 15 | 2 | Financial Analysis | 15 | 2 |
| DEVELOPING HUMAN CAPITAL | 45 | 6 | UNDERSTANDING THE ENVIRONMENT | 45 | 6 |
| Human Resources | 30 | 4 | Economics | 30 | 4 |
| Labour Law | 15 | 2 | Business Law | 15 | 2 |
| BECOMING MORE PROFESSIONAL | 45 | 6 | ENGAGE | 45 | 6 |
| Impactful Communication in English | 15 | 2 | Impactful Communication in English | 15 | 2 |
| Business etiquette | 15 | 2 | Professional Engagement | 30 | 4 |
| Project Management | 15 | 2 | | | |

Academic experience abroad: the second semester of the 1st year can be spent abroad, in the form of a semester-long academic stay at a partner university, subject to acceptance of the application by the International Relations Office and the programme management.

Professional experience or academic study: A short experience of 10 weeks minimum is a compulsory requirement of the programme 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. Students who choose to continue in PGE2 on a work-study pathway may start an apprenticeship contract up to two months before the start date of PGE2. This satisfies the short experience requirement but is only permitted if the two semesters of PGE1 have been validated.

For students having difficulty with English language, this professional experience may be replaced, at the request of the programme director or at the student's suggestion, by a linguistic or professional stay in an English-speaking environment (or by any other assignment approved in advance by the programme director).

2.3.2 YEAR 2

The second year completes the fundamentals of management and tackles a field of management chosen by the student. It can be done on a classical or alternating path, depending on the possibilities offered on the ICN campuses. Students are encouraged to take part in a variety of professionally oriented projects: workshops, association projects, apprenticeship contracts, classical or alternating internships, and entrepreneurial projects.

| S3 | Vol. | ECTS | S4 | Vol. | ECTS |
|-------------------------------------|-------------|-------------|---|-------------|-------------|
| MAKING RESPONSIBLE DECISIONS | 45 | 6 | TRANSFORM | 45 | 6 |
| Financial Decisions | 30 | 4 | Digital and Ecological Transformations | 30 | 4 |
| Financial Risk Management | 15 | 2 | Business Development | 15 | 2 |
| PROPOSING AND INNOVATING | 45 | 6 | LEARNING THROUGH RESEARCH | 45 | 6 |
| Marketing Decisions | 30 | 4 | Research Methodology | 30 | 4 |
| Information Systems | 15 | 2 | Quantitative Analysis | 15 | 2 |
| EXPLORE | 60 | 8 | DEVELOP | 45 | 8 |
| Field 1 | 30 | 4 | Field 3 | 30 | 4 |
| Field 2 | 30 | 4 | Field 4 | 30 | 4 |
| OPTIMISING PERFORMANCE | 30 | 4 | DESIGNING AND MANAGING | 45 | 6 |
| Management Control | 30 | 4 | Sustainable Management of organizations | 30 | 4 |
| | | | Risk Management and Prospective | 15 | 2 |
| ENGAGE | 45 | 6 | ENGAGEMENT AND INNOVATION | 30 | 4 |
| Professional English | 15 | 2 | Professional Engagement | 30 | 4 |
| Professional Engagement | 30 | 4 | | | |

² English language progress tests are scheduled throughout the year to guide the programme management's decision.

Transitional measures. – Due to the change in the PGE structure, for the year 2024-2025 only, the changes in content apply:

| S3 | Vol. | ECTS | S4 | Vol. | ECTS |
|---------------------------|------|------|---------------------------------|------|------|
| Unscheduled module | | | Unscheduled modules | | |
| Marketing Decisions | 30 | 4 | Business Development | 15 | 2 |
| | | | Risk Management and Prospective | 15 | 2 |
| Replacement module | | | Replacement modules | | |
| Strategic Marketing | 30 | 4 | Strategy (1/2) | 15 | 2 |
| | | | Strategy (2/2) | 15 | 2 |

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 Programme Director who select appropriate candidates on the basis of an application file.

Professional experience: each semester includes a dedicated UE that enables students to gain professional experience in various forms, depending on the path chosen ("classical" or "alternated"), the students' wishes, and the activities offered on each of the ICN campuses.

Language study abroad: for students who have difficulty with the English language, a language stay may be replaced, at the request of the programme director, by a language or professional stay in an English-speaking environment (or by any assignment approved in advance by the programme director)

The fields and personalising your path.

Students gradually customise their study path by choosing modules totalling 120 hours. In the first semester, the 'field 1 and 2' modules are included in the following list (which may change in line with the planned timetable, and take place at the Nancy, Paris or Berlin sites), while the 'field 3 and 4' modules in the second semester are electives to be chosen from a wider list, enabling students to further personalise their pathway. Pathways are documented for the following fields and for orientation towards the specialisations offered in the third year:

- Audit
- Finance and Control
- Risk Management
- Branding
- Marketing
- Management of Organisations
- Innovation and Sustainability
- Human Resources

Specific cross-disciplinary activities

The 'Digital and Ecological Transformation' modules, as well as the workshops provided for in the two commitment UEs, aim to open up students' disciplines. Some workshops are conducted with partners from the ARTEM Alliance or other institutions.

2.3.3 THE GAP OR 'EXPERIENCE' YEARS

The Experience Years are optional and must be the subject of a reasoned request from the student to the programme director, who approves or rejects the project presented. The decision is made before the end of July of the 1st or 2nd year.

They may consist of academic or professional experience, or a combination of the two, in compliance with current legislation on work placements in particular.

- *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.

³ English language progress tests are scheduled throughout the year to guide the programme management's decision.

- *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: the activities carried out during the experience years do not carry any ECTS credits and are in no way compulsory or required to obtain the Degree. ECTS credits linked to academic experience during this period cannot be taken into consideration for the Grande Ecole programme.

2.3.4 YEAR 3

his final year of the programme can be completed on a classical or alternated pathway, depending on what is on offer on each campus. It can take several forms:

1. The PGE3 year as described in this paragraph,
2. A double degree with the ICN DESSMI degree,
3. A double "#ATM" degree in France, particularly in law and engineering,
4. A double degree abroad, with our international academic partners.

In the first semester of the PGE3, the core course is completed by a choice of four modules which determine the student's chosen specialisation, for a total of 120 hours. The specialisations are located on the school's campuses in Nancy, Paris and/or Berlin. An elective module of 15 hours completes the programme.

The second semester is free of courses: students can devote themselves to a final professional experience and to writing their thesis. The year is completed by a seminar designed to provide a critical assessment of the course and to help students integrate into the job market.

| S5 | Vol. | ECTS | S6 | Vol. | ECTS |
|--|------|------|---------------------------|------|------|
| CHANGING TOMORROW | 45 | 6 | PRACTICING | | 20 |
| Changes in the Contemporary World | 30 | 4 | Professional Experience | | 18 |
| Live Business Case | 15 | 2 | Seminar | 15 | 2 |
| EXPLORING AND QUESTIONING | 60 | 8 | CREATING KNOWLEDGE | | 10 |
| Specialisation 1 | 30 | 4 | Master thesis | | 10 |
| Specialisation 2 | 30 | 4 | | | |
| DRIVING CHANGE | 60 | 8 | | | |
| Specialisation 3 | 30 | 4 | | | |
| Specialisation 4 | 30 | 4 | | | |
| SUPPORTING TRANSITION | 60 | 8 | | | |
| Responsible Governance, and leadership | 30 | 4 | | | |
| Change Management | 15 | 2 | | | |
| Elective | 15 | 2 | | | |

Transitional measures. – Due to the change in the PGE structure, for the year 2024-2025 only, the changes in content apply:

| S5 | Vol. | ECTS |
|-----------------------------------|------|------|
| Unscheduled module | | |
| Changes in the Contemporary World | 30 | 4 |
| Replacement module | | |
| Data Analysis | 30 | 4 |

The student chooses a specialisation for a total of 120 hours from the following list (they may change while respecting the planned timetable, and take place at the Nancy, Paris or Berlin sites):

- Audit and Compliance
- Contrôle de gestion
- International Finance and Fintech
- Finance d'entreprise / Corporate Finance
- Finance and Risk Management
- Marketing et innovation produit
- Stratégie marketing et développement commercial
- Cultural and Creative Industries Management
- International Business Management

- Brand and Marketing Management
- Management de la Supply Chain et des achats / Supply Chain Management & Purchasing
- Management des ressources humaines et innovations sociales
- Entrepreneurship and Business Innovation

Professional experience: minimum of 5 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, including an apprenticeship 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: an academic stay abroad at a partner university, lasting at least one semester, in S5 or S6, or an annual stay as part of a double degree programme. 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 THE EXTENSION YEAR

This year, known as "PGE3+", is reserved for students who have not met all the conditions of the examination regulations at the end of the 3rd year of the programme. It is prescribed by the Examination Board only, to allow validation of *quitus* or modules.

It enables students who have not validated the international *quitus* to undertake work experience abroad (whatever the form of contract chosen), or an academic stay in a partner university, subject to acceptance of the application by the International Relations Office and the programme management.

There are registration fees for the extension year.

2.3.6 PEDAGOGICAL CHOICES AND ADMISSION ONTO THE COURSES

The Grande Ecole programme is highly flexible to adapt to the professional ambitions of each student. Choices include campus, core language, field, specialisation, electives, workshops and double degrees.

Choices are made for the entire academic year. They may be modified up to a deadline, depending on the choice in question, which is notified to students at the beginning of the year.

The final decision is taken by the programme director after consultation with the various academic and administrative services. It is final and is communicated to students no later than one week before the start of the classes. There is no guarantee that the final choice of allocation will correspond to the initial choices made by the student.

Access to the modules chosen (in particular subject field/specialisation modules, electives and workshops) may be limited by constraints and selection criteria made known to students when they register for the modules (a *numerus clausus*, academic pre-requisites, minimum academic level, the need to balance numbers, etc.).

For each elective module, students are invited to make choices according to their preference, in accordance with the method and timetable published each year.

2.3.7 PROFESSIONAL EXPERIENCE

The Grande Ecole programme offers a wide range of professional experiences, so that each student can build the training path that suits them best. Various types of contracts are therefore possible: internships, alternating internships, apprenticeship contracts, fixed-term contracts, permanent contracts, VIE, etc.

The periods during which these experiences are possible are specified each year for each year of the programme.

The work experience may take place in private or public companies or laboratories, in France or abroad. Students with an entrepreneurial project may work in their own company if they have previously obtained student entrepreneur status and after validation by ICN's entrepreneurship department.

All experiences are subject to prior validation of the planned mission. They are monitored by ICN staff in conjunction with the student's supervisor in the company (internship supervisor, apprenticeship supervisor, etc.).

These experiences are followed by the production of deliverables by the student. The applicable rules are described in the "Professional experience guide" published each year.

No internship/apprenticeship can begin without a valid internship/apprenticeship agreement being drawn up and signed by the school, the host company and the student. Any student who contravenes these regulations is committing a fault and will be liable to sanctions decided by the Disciplinary Board before which he or she will be summoned.

Only experience previously recorded and approved by ICN can be taken into account for the Grande Ecole programme and contribute to the validation of the professional qualification. Experience gained before entering the programme will not be taken into account.

2.3.8 ACADEMIC STUDY PERIODS ABROAD

A semester of study at a partner university can be realized at various time: semesters S4, S5 and S6 can be replaced by a stay lasting 4 to 6 months and earning the equivalent of 30 ECTS credits. The stay can also be scheduled during an experimental year.

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 programme director.

A learning agreement is signed, and the courses replace the one provided by the initial programme (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 programme.

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 programme.

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 programme may be interrupted at the most for one academic year over the whole of the programme. This must be for exceptional reasons explained in writing to the Programme 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 or apprenticeship contract.

The maximum number of registrations on the ICN Master programme is therefore 7 academic years (3 years teaching + 1 or 2 '**Experience'/gap years** + 1 approved re-take year + 1 extension year to validate any uncompleted courses or uncompleted Quitus).

Regardless of this maximum number, the Examination Board may decide not to authorise the student to re-enrol, particularly if the student is repeating a second year.

3 ASSESSMENT OF SKILLS AND KNOWLEDGE

3.1 GENERAL ARRANGEMENTS

3.1.1 ASSESSMENT OF MODULES, UNITS AND SEMESTERS

For each course, one or more tests or examinations can be scheduled for continuous and final assessments. **It is important to note that students' presence and participation in classes may also be graded**, in addition to the classic forms of examination. In accordance with ICN's assessment policy, a test may be a written exam, oral exam, portfolio, etc.

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.

A UE ("*Unité d'enseignement*" / teaching unit) is awarded a grade obtained by calculating the weighted average of the grades obtained in each module that makes up the UE; the weighting coefficient for each module is the number of ECTS credits. Within a UE, modules' **grades are compensated**. The credits allocated to the EU (the sum of the credits for each module within it) are acquired as soon as the average obtained is equal to or higher than 10/20 and no module obtains a grade lower than or equal to the eliminatory grade set.

There is no compensation mechanism between UE.

For each course there is an elimination grade of 7/20. Consequently, any module that does not obtain a grade strictly higher than 7/20 will be invalidated and will prevent the student from obtaining the UE to which it is attached.

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

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.

In the event of non-validation of a quitus, the student will be deferred until the conditions set out below are met, within the limit of the maximum number of enrolments stipulated in these regulations.

The Grande Ecole programme requires the validation of three quitus.

3.1.2.1 *International Quitus*

The student must validate an International quitus. To do this, they must carry out and validate at least one of the following experiments:

1. Academic experience abroad of at least five months. Validation is based on obtaining the ECTS credits stipulated in the learning agreement (note: in the case of a stay during the experience year, the credits are not transferable to the Grande Ecole programme).
2. At least five months' professional experience abroad (internship, work contract, VIE, etc.). Validation is determined by the assessment completed by the host organisation (multi-criteria questionnaire submitted to the student's manager): a grade of 10/20 or higher validates the experience.
3. Obtaining the ICN Global International Competency Certificate.

The student is exempt from the international quitus requirement in at least one of the following cases:

- Uninterrupted apprenticeship over the whole of PGE2 and PGE3 for students entering the 2nd year of the programme,

- An uninterrupted double degree course covering the whole of PGE2 and PGE3 for students enrolling in the 2nd year of the programme,
- Foreign nationals, on presentation of a foreign identity card or passport,
- Students who have obtained a degree from a foreign institution and are studying in France.

3.1.2.2 'Foreign Language' Quitus

This quitus refers by default to the English language. It is acquired when the grade obtained in the external tests (such as TOEIC, TOEFL, GMAT or equivalent) is equal to or higher than the minimum published at the start of each academic year. Eligible certificates and scores which are used in assessment are those for the academic year when the test is taken. These are determined by the Programme Director on the recommendation of the Head of Centre for Foreign Languages. They are published on the internet site at the latest one month after the start of the academic year.

The 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 or who have a degree with at least one year's teaching in English are exempt from this Quitus.

Non-French-speaking students joining the Programme through the international AST selection procedure, or double degree students from our partner universities, may validate this quitus on the basis of a French language certificate, on presentation of an attestation from their home institution (ICN's international academic partners only), or on presentation of the English language score required at the time of selection.

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. The quitus is assessed at the very end of the course and is acquired by completing and validating the following compulsory activities:

- Participating in the professional events organized by the ICN Business School,
- Validation of UEs labelled "engagement" over the three years of the programme,
- Validated professional experience gained throughout the Grande Ecole programme, including at least one long-term experience of at least five months' duration, with a minimum total duration of:
 - 9 months for students who joined the programme in PGE1,
 - 6 months for students who joined the programme in PGE2 or PGE3.

The period to be taken into account is for full-time employment (151.67 hours per month). Part-time contracts are taken into account pro rata temporis. For apprenticeship contracts, only "company" periods are taken into account.

We use the following equivalents: six months = 910 hours; nine months = 1,365 hours.

To be eligible for validation of the professional quitus, and regardless of the form of contract chosen, the experience must have been:

- Registered by the ICN services (SC&S, CFA, etc.),
- Prior validation of the mission,
- A company assessment corresponding to a grade of at least 10/20.

Each professional experience is assessed individually on the basis of deliverables submitted by the student and an assessment completed by the student's manager in the company. The grade is calculated on the basis of the assessment of the deliverables submitted by the student (40%) and the assessment of the company manager (60%).

In the event of non-validation, a new period of relevant experience will be required, subject to the maximum number of enrolments stipulated in these regulations.

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 O/20 will be entered. In this case the course examination must be taken at the second session of examinations. 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 O/20 is given.

A justified absence from a continuous assessment may, if this is approved by the Programme 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 O/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 issued in advance by the Programme 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 ACCESS AND BEHAVIOUR 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.

To be admitted to the examination rooms and authorized to sit the exams, students must be able to prove that their administrative registration with the school has been finalised by presenting a 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. Passage to the next year is decided by the examining board at the end of the academic year.

In the event of failure to pass, the examining board will decide either that the student should repeat the year immediately, or that the remaining modules should be deferred, or that the student should not be allowed to continue in the course.

3.2.2 DEFERRAL AND VALIDATION PROCEDURES

3.2.2.1 *General case*

Any UE not validated in the 1st or 2nd examination session will result in a deferral. The conditions for future validation are defined by the Examination Board according to three criteria:

- Method: repeating the entire year, or semester. Or module validation,
- Period: validation as soon as possible (for quitus only), the following year or, post-PGE3,
- Attendance: attendance required (continuous assessment and final assessment to be completed) or with leave of absence authorisation (final assessment to be completed only).

If you are unable to sit the 2nd exam session, you will have to re-register and pay the corresponding fees.

Please note that only one repeat is permitted for the entire Grande Ecole programme.

3.2.2.2 *Access to the master's cycle (PGE2 and PGE3)*

The entire PGE1 year must be validated before access to PGE2. If this is not the case, the student may have to repeat the year or validate the missing modules during an gap year, depending on the Examination Board's decision.

3.2.3 REFUSAL TO PROCEED TO THE NEXT STAGE OF THE DEGREE COURSE

At the end of an academic year, if a significant number of ECTS credits are not validated, the Examination Board may decide not to authorize the continuation of studies. At the end of the programme, if the maximum number of allowed enrolments is exceeded and all the requirements and modules specified in these regulations are not validated, the committee will decide not to authorize the continuation of studies.

3.3 JURIES: ADMISSION PANELS, EXAMINATION BOARDS, AND TRANSITION JURIES

3.3.1 ADMISSION PANEL

The members of the Degree course Admission Panel are appointed by the Academic Rector 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 the Student Engagement Director,
- the Programme Director,
- at least four representatives of the academic staff teaching on the Degree course,
- the Academic Rector or his/her representative, who attends meetings in an advisory capacity.

3.3.2 THE EXAMINATION BOARD FOR THE DEGREE COURSE

The Board meets at the end of the two PGE3 examination sessions organised each academic year. It is appointed by the Academic Rector after consultation with the school. It is composed of:

- 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 the Student Engagement Director,
- the Programme Director,
- at least four representatives of the academic staff teaching on the Degree course,

- the Academic Rector or his/her representative, who attends meetings in an advisory capacity.

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

3.3.3 TRANSITION BOARD

This Board meets:

- At the end of PGE1 to decide on access to the master's cycle (see section 3.2.2.2),
- At the end of PGE2 to decide on access to PGE3.

The Board comprises:

- 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 the Student Engagement Director,
- the Programme Director,
- at least four representatives of the academic staff teaching on the Degree course.

3.3.4 REGULATIONS GOVERNING DECISIONS OF THE EXAMINATION BOARD

The Examination Board meets at the end of the academic year and sets its own operating rules. It deliberates on the basis of all the results obtained by the students. Decisions are taken by a simple majority of those present; abstentions are not taken into account. In the event of a tie, the Chairman (or Vice-Chairman) has the casting vote.

The Examination Board is sovereign in its assessment of the pedagogical value of students' papers and work. It is empowered to change, upwards or downwards, the grades proposed by the correctors. Only the marks awarded by the Examination Board are final. The results are announced electronically after the Examination Board's deliberations.

The Examination Board's deliberations are strictly confidential and are not subject to any obligation to state reasons.

The decisions of the Examination Board are final and not subject to appeal, except in the case of material error. In the event of an obvious material error (error in the calculation of points, error in the transfer of a grade, etc.), the chair of the Examination Board may ask the registrar to rectify the minutes and inform the Examination Board accordingly. Any material error must be reported to the chair of the Examination Board within two months of publication of the results.

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 Academic Rector 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 Academic Rector 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 programme, and the Degree is not awarded.

Contact

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