



GENERAL REGULATIONS AND PROCEDURES
FOR
INTERNSHIPS, FINAL DISSERTATION, ACADEMIC
STUDY COURSES ABROAD, EXTERNAL
EXAMINATIONS

ACADEMIC YEAR 2024-2025

MASTER IN MANAGEMENT PROGRAMME

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Important:

- This document presents the procedures in force for the validation of your various obligations related to professional and academic stays, as well as to the final thesis.
- Check that the documents you are consulting correspond to the current academic year.
- Be aware of the specific conditions required for any double degree course.
- The deadlines indicated are imperative: failure to respect them may make it impossible to present your application to the assessment board, with all the consequences that this entails in terms of graduating.

For any request: <https://asq.icn-artem.com/hc/fr/requests/new>

GRADUATING

For each academic year, there are four graduation assessment board. Thus, for academic year N :

- The **February** assessment board (early session) examines the files of all PGE3+ students from previous academic years. In particular, it enables PGE3 files from academic year N-1 that were not able to lead to graduation at the last assessment board in December to be examined. **Please note:** access to this board requires re-registration for academic year N, with the corresponding fees.
- The **July** assessment board (1st session – classic track only) examines PGE3 files of from year N, as well as those from previous years (PGE3+).
- The **September** assessment board (1st session – alternate track only) examines PGE3 files of from year N.
- The **December** assessment board (2nd session – all tracks) examines PGE3 files from academic year N, as well as files from previous years (PGE3+). This is the last opportunity to graduate in academic year N.
- If the student fails to graduate at the end of one of these boards, he or she must re-enroll for the N+1 academic year, with the corresponding fees.

From the above, it should be understood that **for a 'PGE3' file from academic year N, two assessment boards are likely to award the degree:** 1st (July or September) and 2nd session (December). For a 'PGE3+' file from academic year N, all four assessment boards are accessible.

It's very important that you meet all the requirements of the PGE3 exam regulations, so that you can start your professional life with peace of mind, freshly graduated!

This document provides useful information to enable you to take all the necessary steps to graduate in July or September (1st session of PGE3 year).

If you register for a new academic year, you will be charged a fee corresponding to the re-enrolment formula prescribed by the board.

PROFESSIONAL QUITUS

The professional quitus is granted **at the very end of the program, when all the professional experiences have been completed**, and if at least nine months¹ of professional experience have been validated, including at least one executive experience (at least 5 months)². It only takes into account approved experience gained during the PGE/MiM programme and duly registered by our services.

Work experience with at least one of the following characteristics will not be accepted:

- Total duration of less than one month;
- Weekly working time of less than 30 hours;
- Teleworking with more than 3 days of remote work.

To ensure that your professional experiences are properly taken into account, please ensure that you submit the required deliverables on our platforms in accordance with the instructions given in this document or provided by the school (unless specifically instructed to do so by our services, please do not send them by e-mail). We advise you to make regular back-ups of all deliverables and documents relating to your professional experiences (assignments, agreements, reports, self-assessment or summary sheets, etc.).

¹ This is the general case. Consult MyICN to find out about specific situations related to your course of study.

² In the context of apprenticeship, the executive experience corresponds to the time spent in the company during the S6 semester of the PGE3.

TYPES OF WORK EXPERIENCES

Please refer to the guide of professional experience to find out about the different types of work experience available on the programme, as well as how they are scheduled and assessed.

APPRECIATION OF THE DURATION OF PROFESSIONAL EXPERIENCES

The duration of professional experience must be calculated in proportion to the legal working time, i.e. 35 hours per week. In order to assess the real duration to be taken into account to validate the professional quitus, we will refer to the following equivalences:

- One week = 35 hours
- One month = 4,33 weeks = 151,67 hours

Thus, a five-month experience corresponds to 21.67 weeks, or 758.35 hours. In the case of an internship abroad, the duration must be in accordance with the rules of the host country, but always at least 30 hours per week.

NOTICE: in the context of a work-based mode/alternance (alternating internship agreement, apprenticeship contract, professionalization contract, etc.) the duration to be used is that corresponding to the periods spent within the company only. This naturally excludes time spent at school.

EXTENSION OF PROFESSIONAL EXPERIENCE

- A short experience at the end of PGE1/PGE2 can be extended into a long experience if the student chooses to do a gap year. In this case, only one long experience will be considered. After PGE2, the type of assignment may also change from "operational" to "managerial".
- A long experience at the end of PGE3 can be extended until the day before the 2nd session of the Programme Board without additional registration.
- If only the professional quitus has not been validated at the end of PGE3, academic year N (i.e. at the time of the 2nd session Programme Board), a re-registration is authorized in academic year N+1 ("prolongation" or "PGE3+"). It lasts for the entire following academic year. This re-registration gives the student the opportunity to complete a single 6-month internship, in order to validate his or her professional quitus.
- A student who has completed work experiences totalling the minimum length of time required for professional quitus, but has not completed a graduation experience due to an academic stay in PGE3 or the Covid-19 health situation may be granted an extension equivalent to the above provisions.
- An apprentice who has not fulfilled all the requirements of the examination regulations for graduation may be granted an extension of his or her apprenticeship contract if the company agrees.

Caution: Any extension to a new academic year require re-enrolment, and is subject to tuitions fees.

PROCEDURES

For information

You will find guides and a lot of information on our platforms, in particular the guides for short and long internships (until 2021-2022), the guide to professional experience (from 2022-2023), the guide for work-study students) – *consult the useful documents in the student services, internships and apprenticeships sections of MyICN!*

- **General reference:** MyICN
- **MiM reference:** MyICN / Student services / Useful documents / PGE / ...
- For **internships:** on the Career Centre: <http://icn.jobteaser.com>, heading "Resources / To guide you" and on MyICN / Internships.
- For **apprenticeships:** on MyICN / Apprenticeship.
- For **humanitarian missions** in the framework of your associations: contact the PEPS.
- For the **welcoming student candidates:** the Marketing & Communication Department is your contact (it sends your tutor confirmation of your participation).
- For **regulations:** examination regulations and other useful documents on **MyICN** / PGE / Useful documents / Regulations [...]

To obtain an internship agreement or register a work contract

We remind you that the internship agreement is only one contract among others: fixed-term contracts, temporary work, specific contracts may be acceptable; it is essential to consult the Careers and Internships Service before starting an internship. The different stages (automated procedures) are:

- ➔ Student starts a mission form (dates, information about the host company, mission, etc.)
- ➔ The company completes the missing data
- ➔ The student checks and validates the data
- ➔ The Faculty tutor validates the mission (allow a minimum of 48 hours)
- ➔ The Career and internships office validates the assignment form
- ➔ The agreement is drawn up and signed electronically by all the parties, or the copy of the employment contract is submitted by the student
- ➔ One month before the end of the placement, the evaluation process is launched: the submission of documents useful for the evaluation and validation of the experience can begin (see "Documents to be produced" according to the type of experience).



Deadlines to obtain an agreement: 8 days in France / 15 days abroad.
Reminder: under no circumstances should you start in a company without having signed a contract (work contract or internship agreement). You would not be covered in case of an accident and the non-contracted period will not be taken into account for your professional *quitus*. The school does not issue backdates.

The legislation on internships stipulates that the internship, of a maximum duration of 6 months (i.e. 132 days, consecutive or not, in the same company during the same teaching year, equivalent to 924 hours), must be integrated into an educational programme in which the volume of teaching carried out by the students is at least 200 hours per teaching year (this does not concern the gap year)

To obtain an apprenticeship contract

Before signing an apprenticeship contract, check that your registration has been completed with the admissions/registration office. The procedure for signing an apprenticeship contract is done from your MyICN space.

- Start the procedure: log on to the apprenticeship tab and click on "new apprenticeship application". Fill in your part of the form. The information is then sent to the HR contact associated with your form.
- Create a NETYPAREO account by clicking on the link, then fill in your part of the form. The information is then sent to the HR contact associated with your form.
- Information collection: the company checks the information, completes its part and adds a job description.
- Validation of assignments: the specialisation referent validates the correspondence between your missions in the company and the content of your degree.
- Contracting: the apprenticeship office (CFA) contacts the company to draw up the contract documents (Cerfa and training agreement).

Your applications must have followed this procedure in order to be processed. We count on you to complete the form rigorously. The accuracy of this information is essential for the drafting of your employment contract.

To ensure that your professional *quitus* is validated

Validation of the professional *quitus* is based on the correct assessment of professional experience (see examination regulations and guide to professional experience). Each experience must be evaluated *separately* based on two elements:

1. **A feedback**, based on deliverables written by the student, (cf *guide to professional experience*).
→ It is the student's responsibility to submit the required documents directly on MyICN / Internship / My evaluations. The dates are specified by the school.
2. **An evaluation of the work experience, completed by the company**.
→ The company completes the evaluation form sent by us approximately one month before the planned end date of the experience.
→ It is the student's responsibility to check that his or her line manager in the company has received, completed, and returned this form. If the form hasn't been received, please contact our Career and Traineeships or Apprenticeships departments, who will be able to resend it (NB: emails can sometimes end up in the recipient's spam folder).

Reminder: 9 months of professional experiences must be completed during the PGE – Master in Program (general case)

IMPORTANT DATES

Documents relating to work experience must be submitted on MyICN / Internships **or** Apprenticeships / My assessments, for each experience in the section corresponding to the experience concerned. For other experience that is not part of an internship or apprenticeship contract:

- Entrepreneurial project: to be sent by e-mail to: entrepreneuriat@icn-artem.com,
- Fixed-term contract, permanent contract, VIE: the 'Internship' section of MyICN contains all declared professional experience other than an apprenticeship contract. You will therefore find your contract there.

Documents must be in PDF format and follow the naming format indicated below:

- 'PROMO_TYPE_LASTNAME_Firstname.pdf', with the following values:
- Promo: PGE1, AE1, PGE2, AE2, PGE3.
- Type: Portfolio, CDD, CDI, VIE, Project.
- For example, a portfolio will be named as follows: PGE3_Portfolio_DURAND_Pierre.pdf

Depending on when they are completed, the deadlines for submission vary (see Tableau 1). Respecting these dates is essential for rapid graduation.

IMPORTANT:

- **The submission of deliverables is the sole responsibility of the student.**
- **Any delay in submitting a deliverable will result in a penalty of one point per day late on the mark awarded for the deliverable.**

	Deadline for the return on MyICN of the student's documents in PGE1, PGE2, or Experience year:
	- Before Oct. 15 th of the following academic year
	Deadline for the return on MyICN of the student's documents in PGE3:
	- To be graduated in July (classic track):.....05/25/2025 (Portfolio: May 1 st)
	- To be graduated in September (alternate track): ...08/18/2025
- To be graduated in December: 11/02/2025	
Deadline for submission of grades to the registrar by the tutor:	
- To be graduated in July (classic track):.....06/16/2025	
- To be graduated in September (alternate track): ...09/08/2025	
- To be graduated in December: 11/24/2025	
Deadline for PGE3+ students to submit documents and marks to the registrar:	
- To be graduated in February:.....01/15/2025	

Tableau 1 : submission deadlines (professional experience)

PROFESSIONAL EXPERIENCE PLANNING

To avoid confusion with the notion of a gap year, we will distinguish between:

- **The interruption of studies** is a period of one academic year during which the student is not enrolled at the school and does not benefit from any services (in particular, no internship agreement and no academic stay are possible). The interruption of studies must be the subject of a reasoned request submitted to the programme director. The main reasons are medical, financial or family problems.

- **The Experience year** (aka **Gap Year**) is an optional year between PGE1 and PGE2, and/or between PGE2 and PGE3, which may include professional experience and academic stays. It requires registration at the school and is subject to registration fees: the student benefits from all ICN services, including the possibility of obtaining an internship agreement.

EXPERIENCE YEAR (GAP YEAR)

Organization of the MiM/PGE experience year

The Experience year (as well as the 'césure' year) is optional and subject to authorization (see below). **It is not allowed in the context of apprenticeship.**

Any student who wishes to do so must draw up a project indicating precisely what he/she intends to do during this year. They submit their reasoned request to the programme management and request its authorisation via an electronic orientation questionnaire opened in April) The project must correspond to the notion of an *Experience year* in the ICN Grande Ecole programme.

Attention: any credits acquired during this period cannot be taken into account for the Grande Ecole programme.

If the project does not include any professional experience (e.g. sabbatical year, other studies, road trip, personal experience, etc.), the organisation of the year is free. In the case of professional experience, regulatory constraints must be taken into account, depending on the type of contract concluded.

All professional experience gained during the course, including the *Experience year*, under various forms of contract, may be taken into account for the validation of the professional quitus, on the express condition that the proposed assignments have been approved in advance.

Forms of MiM/PGE Experience year

SEMESTER 1	SEMESTER 2
1 long-term internship of 5 to 6 months in a company or ICN Certificate	Academic Stay in a Partner University or Work contract, VIE, personal experience or 1 long-term internship of 5 to 6 months or ICN Certificate
Academic Stay in a Partner University or ICN Certificate	1 long-term internship of 5 to 6 months in a company or Work contract, VIE, personal experience or ICN Certificate
Work contract, VIE, personal experience or ICN Certificate	Academic Stay in a Partner University or Work contract, VIE, personal experience or 1 long-term internship of 5 to 6 months or ICN Certificate

IMPORTANT DEADLINES

Classical path, including internships

Authorized internship periods are set differently depending on the PGE/MIM year in which they are scheduled. Tableau 2 provides indicative dates. The following rules apply.

For the end of PGE1 or PGE2 internships:

- **Start:** the day after the last scheduled event (class, exam, return from academic stay);
- **End:** the day before the start of the following academic year;

For PGE2 internships prior to an academic stay in S4 (or PGE1 prior to an academic stay in S2):

- **Start:** the day following the last scheduled event corresponding to the S3 semester (course, exam);
- **End:** the day before the start of the following academic year;

For the internships during the Experience year:

- **Start:** the day following the last scheduled event of the previous year – PGE1 or PGE2 (course, exam, return from academic stay) ;
- **End:** the day before the start of the following academic year;

For end of PGE3 internships:

- **Start:** the day after the last scheduled event (class, exam, return from academic stay);
- **End:** the day before the scheduled graduating assessment board date.

Students on an academic stay in the 2nd semester of the PGE3 program can complete an internship:

- Before the stay, until the day before the planned start date of the stay, and
- After the stay, from the day after the official end of the stay and for a maximum duration of 6 months.

As an indication, please consider the following examples:

YEAR	CAMPUS	INDICATIVE DATES
PGE1	Nancy / Paris	05/29/2025 – 08/31/2025
PGE2	Nancy / Paris / Berlin	05/19/2025 – 08/31/2025
E/Y 24-25	All campus	05/16/2024 – 08/28/2025
E/Y 25-26	All campus	05/18/2025 – 08/28/2026*
PGE3	Nancy / Paris / Berlin	12/22/2024 – 10/31/2025
PGE3+		10/01/2024 – 12/31/2024

Tableau 2: indicative dates for internships (classic track)

For alternating internships (i.e. following the alternation calendar of the year in question, and outside the apprenticeship contract), the periods during which the internship can take place are specified in the alternation calendars for the PGE2 and PGE3 years (MyICN).

Work-based mode/alternance study, including apprenticeship contracts and work placements

The contract must follow the published alternation calendars. It can start up to 3 months before the start of the academic year and end up to 3 months after the date of the last exam. (Details available from the CFA office).

End-of-course work experience and graduation

Students at the end of their studies are reminded (apprentices excluded) that graduation immediately removes their student status and that, consequently, any internship must be immediately ended by an amendment. To avoid the difficulties associated with this sudden and often uncoordinated interruption with the host company, you must choose between two options (#1 or #2 in Tableau 3).

For apprentices, the contract can continue until two months after the graduating assessment board (approximately end of November - #3 in Tableau 3).

	<ol style="list-style-type: none"> 1. Schedule an internship that ends no later than 6/30/2025 and aim for the July assessment board 2. Schedule an internship that ends no later than 11/30/2025 and aim for the November assessment board 3. Schedule an apprenticeship contract ending no later than 08/31/2025, while aiming for the September assessment board (or failing that, the December board).
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Tableau 3: ending dates for professional experience

In all cases, you will need to anticipate the writing of your internship report in order to submit it on MyICN in time (see Tableau 1, page 6).

Also, make sure that your host company tutor will have received, completed and returned his or her own appraisal form in time.

You are reminded that **the professional quitus is suspended, as soon as a work experience is in progress**, even if the previous experiences allow reaching the minimum required. A grade of zero will appear on any grade report issued and graduation cannot occur.

INTERNSHIPS AND RE-TAKE EXAMS PERIODS

All students on internship are required to attend the re-take exams organized by the school. In case of absence, the student may be considered as failing and the validation of the module(s) considered will be impossible for the current year. The periods of final exams and retake exams can be found in Tableau 4.

Important: these dates are subject to change. Please consult the published schedule.

	SESSION 1	SESSION 2
PGE1 Nancy/Paris	S1: 6 – 10 Jan 2025 S2: 12 – 16 May 2025	S1: 19 – 23 May 2025 S2: 16 – 20 Jun 2025
PGE2 <i>Classic Track</i> Nancy/Paris/Berlin	S3: 18 – 19 Dec 2024 S4: 19 – 23 May 2025	S3: 26 – 30 May 2025 S2: 16 – 20 Jun 2025
PGE2 <i>Alternate Track</i> Nancy/Paris	S3: 18 – 19 Dec 2024 S4: 12 – 13 Jun 2025	S3: 18 – 22 août 2025 S4: 25 – 29 août 2025
PGE3 Nancy	S5: 17 Dec 2024	S5: 10 – 13 Jun 2025
PGE3 Paris	S5: 17 Dec 2024	S5: 10 – 13 Jun 2025
PGE3 Berlin	S5: 17 Dec 2024	S5: 10 – 13 Jun 2025

Tableau 4: exams period

SEQUENCE OF INTERNSHIPS

Internships are subject to strict regulations, particularly in terms of:

- maximum duration for each internship ;
- period during which the internship can be carried out;
- total duration of internship periods over the entire course of study.

Depending on your situation, it may not be possible to issue an internship agreement. Any internship completed is taken into account as soon as an assignment form and an agreement have been drawn up, whether or not you have already submitted your internship report.

Important notice!

- Once an internship agreement has been signed, the internship must be evaluated by the school and the host company. Therefore, the evaluation documents are mandatory!
- The above rule applies to all internships under agreement, even if the agreement was issued by another institution (case of academic stays, double degrees, ...). If the evaluation of the internship was carried out by the issuing institution, the grade may be repeated with the authorization of the program director. In any case, the report must be sent to the ICN.
- Before committing yourself to a company, be sure to check with the Careers and internship office to ensure that the internship is feasible.

THE FINAL YEAR DISSERTATION (MFE)

Note: the PGE/MIM is subject to the validation of a thesis (MFE). In the case of a double degree, the learning agreement indicates how this work is to be validated.

PROCEDURE AND IMPORTANT DATES

Strictly adhere to the instructions and deadlines provided and published via the MFE management platform.

CONTACTS AND REFERENCES

Master Thesis (MFE) management platform: MyICN / my links

Email: mfe@icn-artem.com

Module leader: Dr Renato GUIMARAES.

IMPORTANT NOTICE

- The MFE is preferably written in pairs.
- The MFE represents a heavy workload: you must scrupulously respect the deadlines set by the MFE platform.
- The MFE can be written in pairs.
- The MFE is a long task that requires bibliographical research: anticipate this work as much as possible, especially if you are away from the ICN campuses during the first semester.
- You will run out of time as soon as you start a professional activity, whatever it may be: only strict adherence to the deadlines will guarantee a timely evaluation of your MFE and a rapid graduation.
- Any MFE that is not handed in, validated and defended on time may result in a year retake.
- Do not rely on the 2nd session as an alternative to get more time: you will be desperately short of it, you will not have assistance from your dissertation tutor (on leave), and you will most likely fail (repeat).
- In the event of repetition, the entire process of work will have to be repeated over the entire following academic year.

→ **ANTICIPATE AND FOLLOW STRICTLY DEADLINES!**

INTERNATIONAL QUITUS

① It is essential that you seriously consider the international experience in your curriculum and that you carefully examine the possibilities of doing it before the end of your studies

There are several ways of validation: in the form of an internship, a stay at a university, a stay at ICN Berlin, or the international activities included in the Global International Competency Certificate (GICC) guide., published by the international affairs service.

Non-validation of the international quitus is a frequent reason for delay or non-graduation.

A semester of study or a Double Degree in a foreign university.

For academic stays, please refer to the information guide published by the SRI and the information published on MyICN.

A successful stay in a partner university abroad of at least one semester (i.e. earning at least 30 ECTS credits or equivalent) validates the international quitus without any intervention on your part.

This stay can take place during the 2nd semester of the PGE1, during the PGE2, during the Experience years or during one of the two semesters of the PGE3. In the latter case, the semester not devoted to the stay will be dedicated to an internship (which implies that the students concerned **do not follow** the classic 1st semester of courses at ICN).

The assessment board decides based on the grade transcript issued by the host institution and the opinion of the SRI (particularly in the case of failure to obtain the number of credits stipulated in the learning agreement).

☞ Documents to be submitted:

- Grades transcript (usually sent directly to the SRI, who will forward it with any comments to the registrar for assessment board review)

Studies abroad (DD and ICN certificates - Berlin).

They result in an ICN transcript.

☞ No particular formalities are required.

Long-term professional experience abroad.

It is evaluated by the tutor, according to the usual procedures.

☞ No particular formalities are required.

Global International Competency Certificate (GICC)

This certificate is obtained by accumulating points that can be earned by completing the international experiences described in the AICC guide published by the SRI.

Earning all or part of the certificate can be an argument in favor of a specific application (see "Other cases" below).

If you are not planning an academic or professional stay abroad, it is imperative that you use this certificate to develop your international profile. We advise you to think about this as early as possible, and to plan the activities you wish to carry out.

Particular situations.

Foreign students are exempt from international quitus (dual nationality allowed).

☞ Submit a proof on MyICN.

The total exemption of the international quitus is granted only to students:

- having joined the programme directly in PGE2 **and** having signed a two-year apprenticeship contract (with apprentice status or under a professionalisation contract) and honouring their contract until the end;
- who have completed a double degree in two years (e.g. engineering, DU Law followed by M2 at Nancy Law School).

☞ Submit a proof to the registrar.

IMPORTANT NOTICE: in the event of termination of the apprenticeship contract, the quitus becomes due again, if case of loss of apprentice status.

Other cases

A request for exemption may be submitted to the assessment board, with all the necessary documents attesting to proven and justified international experience.

If the international quitus is not validated at the end of the PGE3, the degree cannot be delivered. You will then be deferred until you have validated a long experience (at least 5 months) abroad.

The SRI is able to offer you stays adapted to your profile. You must not refuse these proposals, in order not to jeopardise your international quitus.

Please note:

- No applications are accepted before the 2nd semester of PGE3. The jury considers that, up to this date, international experiences can and must be envisaged in order to validate the quitus.
- Submission of an application does not imply acceptance. Any application in which no international experience is submitted and duly supported by an official document will be automatically rejected, with all the consequences this implies for graduation.
- Please note that you must register for the "PGE3+" extension if you were unable to pass the two PGE3 exam sessions. This extension year is subject to a fee.

QUITUS FOR ENGLISH PROFICIENCY

① It is essential to anticipate the preparation and passing of your external language certificate as early as possible in your studies. In addition, possession of a valid external certification with a good score is an important CV element.

Failure to validate your English language certification is a frequent reason for delay or non-graduation.

The English language quitus is completely independent of the international quitus. Both must be validated separately.

From the start of the 2024 academic year, the requirements will change:

- For new entrants to PGE1: table 1 applies.
- For students arriving in PGE2 or already in the programme, table 2 applies.

TEST	REQUIRED LEVEL
TOEFL IBT	88
GMAT	550 <i>Verbal score or around 30-34</i>
TOEIC	757
IELTS	6.5
Bulats	70

Tableau 5: for students entering PGE1 in 24-25

TEST	REQUIRED LEVEL
TOEFL IBT	78
GMAT	550 <i>Verbal score or around 30-34</i>
TOEIC	750
IELTS	6.0
Bulats	65

Tableau 6: for students entering PGE2 in 24-25, or enrolled before 2024-2025

Please note!

- Depending on your current level, obtaining these scores may require a significant amount of work.

☞ Consult the document 'Valider le quitus langue LV1' on MyICN / Student services / Useful documents / PGE / Sclolarité|Registrar / Quitus LV1.

- GlobalExam exams cannot be used to validate the LV1 quitus³. Only the official external examinations listed above are accepted.

Important reminders:

- The certificate must be valid on the date it is submitted on MyICN, during your MiM course.
- The deadlines for submitting scores on MyICN are imperative for them to be taken into account by the assessment board (Tableau 7).
- **Obtaining the minimum score is a must.** The degree will not be issued without the validation of the English language quitus, even if the student meets all the other requirements of the exam regulations.
- Students of foreign nationality who have joined the program via an exchange program or a double degree agreement may benefit from specific validation or exemption provisions. Please contact the SRI for further information.

	<p>Be sure to register your scores on MyICN :</p> <ul style="list-style-type: none">- For the February assessment board: by January 15 at the latest;- for the July assessment board: by June 15 at the latest;- for the September assessment board: by August 20 at the latest;- for the December assessment board: by October 31 at the latest.
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Tableau 7: deadlines for official certificate submission

REGISTRATION OF ALL QUITUS

For proper consideration of releases, **it is the student's responsibility** to ensure that:

- All documents produced for evaluation purposes have been submitted (reports, summaries, answers to questionnaires, etc.).
- The results of external language tests (TOEFL, TOEIC, GMAT) have been communicated to the registrar via the MyICN website;
- The results of partner universities have been transmitted to the SRI – *they are sometimes sent directly to you by the host university*;
- All documents sent to companies for evaluation purposes have been completed and sent (internship/apprenticeship evaluation) – *ask your internship/apprenticeship supervisor or your N+1.*

³ Except, by way of exception, for students who were in Experience Year in 22-23, and who have not yet benefited from the GlobalExam examinations organised during the 2022-2023 year.



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