

	ICN Business School Master in Management <i>Grande Ecole</i> Degree Program
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ICN Business School – ICN Grande Ecole / Master in Management Degree

This document describes the procedures currently in place for validating the different requirements which students must fulfil during their professional internships and academic study periods abroad, together with the regulations for the final year Dissertation.

The dates and deadlines indicated in the document are final and cannot be changed. If students do not adhere to them, this will make it impossible for their grades and grade reports to be discussed by the Examination Board. This will inevitably have repercussions for the Board's ability to grant the ICN Master Degree to students concerned.

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Important: Please check that the document you are consulting is the correct one for the current year.

Professional Quitus

The professional quitus is obtained when nine months of professional experience has been validated by the Faculty tutor, based on at least one short experience (minimum 10 weeks), and a long experience (minimum 5 months).

Appreciation of the duration of professional experiences

The duration of a professional experience must be calculated in proportion to the legal working time, ie 35 hours per week. Please 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. Abroad, please take into account the legal weekly worktime (minimum 30 hrs per week).

■ **Short experience: minimum 10 weeks** (unless a special dispensation has been agreed because the student has chosen to participate either in a humanitarian mission or in the welcome and reception of student candidates for the Master Degree course).

Short experiences take place at the end of year 1 and year 2; internships, summer jobs, are accepted whatever the contract you may sign. Summer school, humanitarian mission, and language period of residence are also welcome. Make sure your Faculty tutor receives documents that justify duration and activity (internship agreement, contract, certificate).

Mission forms corresponding to any activity completed in associations are managed by PEPS (contact: Isabelle Montigny).

☞ *Documents which need to be submitted to validate the professional experience (CDD, VIE, Interim, internship):*

- Written report + students' self-assessment report + synthesis
- Company assessment of the student
- Any document that states duration and activity

☞ *Documents which need to be submitted to validate all other experience (humanitarian mission, welcome of student candidates):*

- Written report describing your mission, the context, and outcome
- Recommendation, or assessment of the student, whenever possible - Any document that states duration and activity

✂ Grading the experience by the ICN academic tutor will be based on the ICN Short Internship Grading Sheet (*Fiche Notation Ecole PGE Stage Court*, v 1.6).

<i>Passerelle & BCE June – July</i>	<i>4.5 weeks Reception of candidates validated</i>	=	<i>10 weeks of internship validated</i>
<i>Foreign students August – September</i>	<i>1 week reception of candidates validated</i>	=	<i>2 weeks of internship validated</i>

Students who complete less than 10 weeks of internship must either complete their professional experience obligation by doing another experience or participate in welcoming student candidates, in which case the following will apply:

1 week of reception of candidates = 2 weeks of internship validated

■ **Long experience: 5 to 6 months.** This must involve an executive or managerial mission, the managerial level of which will be decided by the academic tutor.

Long experience takes place during the gap year, or year 3. Internships (with an internship agreement), jobs (with a regular contract), or VIE agreements are accepted. Make sure your Faculty tutor validates your mission.

☞ *Documents which must be produced:*

- Student report + students' self-assessment report + synthesis
- Company assessment of student, and
- Any document, issued by the company, that states duration and activity.

✂ Grading the internship by the ICN academic tutor will be based on the ICN Long Internship Grading Sheet (*Fiche Notation Ecole PGE Stage Long*, v 2.3).

Note: a short internship/experience at the end of year 2 may be extended into a long one, if the student decides to complete an 'Experience/Gap year'. In this case it will be considered as one and the same long experience.

Procedures

NB :

- All documentation and information regarding internships is available on Career Center : <http://icn.jobteaser.com>, section : Content/To help you ('Contenu/Pour vous guider').
- For humanitarian missions in your associations, please contact Isabelle Montigny (PEPS service).
- For welcoming student candidates, our communication department will send to your academic tutor a confirmation of participation.
- Note that 10 days (more for an internship abroad) are necessary for you to obtain a full internship agreement.
- The Internship Agreement is a contract like any other. Fixed term work contracts (CDD) temporary work contracts (Interim), and other special work contracts are also acceptable. If you do have a contract which is out of the ordinary however, it is important to contact the Careers and Internships Service to check before the beginning of the internship.
- Please make sure you have backups of your reports, and do not forget to upload them on Campus.

Obtaining your Internship Agreement for an internship

Stages in the procedure:

- ➔ Student starts to complete the mission form (*fiche de mission*) with dates, information about the company and the mission, task or project,
- ➔ Company completes the missing information,
- ➔ Student checks the information,
- ➔ Student sends a request for academic approval to the Faculty tutor,
- ➔ Careers and Internships Service gives final approval,
- ➔ Internship agreement, already completed, is put on-line for downloading.
- ➔ Evaluation process: evaluation sheet (filled-in by your professional tutor or manager), synthesis sheet, self-evaluation sheet, report to be uploaded.



agreements.

Length of time necessary to obtain internship agreement: 8 days for internship in France / 15 days for internship abroad.

Internships abroad: Engagement letter about insurance to be signed.

Scanning documents: possible only for urgent/imminent start of internship (sending documents to personal addresses is not accepted).

Reminder: In no case should students begin their internship before signing the agreement or contract (work contract or internship agreement). The School does not issue pre-dated

Making sure that your Professional Quitus is validated

To validate your Professional Quitus you must, amongst other conditions, pass the course requirement to have minimum professional experience in companies (see Examination regulations). Every experience that you have in a company or organization must be assessed and graded separately. The following two components must be assessed :

1. **A report** (*see*: Student booklet on internships).
→ It is the student's responsibility to up-load his/her experience report using the *MyICN* tool. Due date is published by the Program Offices.
2. **An assessment or evaluation** of the student's performance by the host company itself.
→ The company must complete the assessment form on *Campus* (it will be available on *Campus* one month before the end of the experience). *It is the student's responsibility to ensure that the company supervisor has completed this form. The student should then enclose this form with his/her experience report when this is sent to the Faculty tutor.*

Reminder: 9 months of internship/professional experience are required for the student to graduate from the ICN Master Degree. (Normal case scenario)

✂ The Professional Quitus is registered by the Program Office for the course when the Faculty tutor sends the Professional Quitus Validation form (*Fiche Validation Quitus Pro: v 2.2*).

Important dates

Your report must be uploaded on Campus within one month after the end of your experience, for each experience, and before the deadlines mentioned thereafter.

Last date for returning all documents:

<i>For graduation in July 2020:</i>	June 5 th 2020
<i>For graduation in October 2020:</i>	August 31 st 2020
<i>For graduation in February 2021:</i>	January 5 th 2021 ¹

Last date for all grades to be received by the Program Office:

<i>For graduation in July 2020:</i>	June 19 nd 2020
<i>For graduation in October 2020:</i>	September 14 th 2020
<i>For graduation in February 2021:</i>	January 26 th 2021*

¹ **IMPORTANT:** The February Examinations Board normally deals with a small number of exceptional cases. Consequently it is not available for all students. Students should not see the February Examination Board as an option for late graduation, unless they have advance written approval for this from the Program Office.

Contacts and references

The Careers and Internships Service's *websites*:

- MyICN / Stages (administrative matters)
- Career Center : <http://icn.jobteaser.com> (internship offers, advice, regulations)

For administrative matters regarding internships:

Contacts:

Internship agreements, and evaluations: vanessa.jacquemin@icn-artem.com

For matters concerning Examination Regulations: the Program Director or Program Offices.

Reference : www.myicn.fr : useful documentation / PGE, section 'Internships/Internship regulations Grande Ecole' '(Stages / Règlement des Stages (Grande Ecole))'.

Contacts :

For ICN 3 students: sandrine.didier@icn-artem.com

For students on extended ICN3: stephanie.stolf@icn-artem.com

For general guidelines regarding reports:

Reference: Long/Short Internship Guides; MyICN.

Professional experience planning

Experience Year (gap year) organisation

We distinguish:

- The Gap Year (or year out), as it is defined in the programme regulations. This year may consist in internships, professional experience, academic periods abroad. Students must be regularly registered.
- The “césure”, which is a temporary course interruption. Students are not registered, and, thus, do not benefit of any service from ICN (namely, internships agreements, academic stay in partner university, etc.)

The gap year, as well as the « césure » are optionnal, and subject to authorisation. Students must submit a project and describe precisely what they intend to do during the year.

If your project does not include any internship, then the gap year may be freely organised. (eg, sabbatical year, other studies, road trip, personal experience, ...).

Professional experiences (regular contract, VIE), that take place during your studies (including the gap year), may be considered to validate your professional quitus, as any internship would be. Keep in mind that any professional experience project must be approved by your Faculty tutor beforehand. If not, the experience will not be taken into account.

Regulations

Gap year: students must apply for the gap year. The project must be submitted to the Program Office, and approved. The Program Offices will contact you via email in April (year 2). The project may be compatible with our “Experience Year”, which involves both academic and professional experiences.

Important notice: all credits acquired during the gap year cannot be taken into account to replace credits of the ICN Grande Ecole diploma. They are considered as extra credits.

Internships: any internship (maximum 6 months) must be integrated in the curriculum, which must count at least 200 hours or class contact per year.

Experience Year

Semester 1	Semester 2
1 long internship (5 to 6 months)	<p>Academic Stay (Partner University)</p> <p>OR</p> <p>Contract, VIE, personal experience</p> <p>OR</p> <p>1 long internship (5 to 6 months) <i>provided enough teaching hours have been completed</i></p>
Academic Stay (Partner University)	<p>1 long internship (5 to 6 months)</p> <p>OR</p> <p>Contract, VIE, personal experience</p>
Contract, VIE, personal experience	<p>Academic Stay (Partner University)</p> <p>OR</p> <p>Contract, VIE, personal experience</p> <p>OR</p> <p>1 long internship (5 to 6 months) <i>provided enough teaching hours have been completed</i></p>

Dates of Internships

The official Internship periods are as follows:

PGE1 Nancy / Paris	01 Jun 2020 – 31 Aug 2020
PGE2 Nancy / Berlin	25 May 2020 – 29 Aug 2020
A/E	25 May 2020 – 28 Aug 2021
PGE3 Nancy	21 Dec 2019 – 30 Sep 2020
PGE3 Berlin	02 Mar 2020 – 30 Sep 2020

Students in academic stay during the 2nd semester of PGE3 may take an internship:

- Before their stay, up to the day before the stay starts, and:
- After their stay, from the day after the end of the stay, up to Dec. 31st.

Year 3 students shall note that graduating revokes the “student” status. As a consequence, any internship agreement must terminate immediately after graduation. To avoid problems with the company, and prevent from interrupting your internship, you must choose one option among:

1. Choosing an internship that ends before June 30th, and expect graduation in July;
2. Choosing an internship that ends before September 30th, and expect graduation in October.

Whatever your choice, you will have to write and submit your report before the end of your internship (cf deadlines). Make sure, as well, that the company evaluation will be submitted on time.

Internships and second session examinations (re-sit/re-take examinations).

All students on internships are required to be present for any second session examinations organized by the ICN. Any student failing to be present for such examinations will be considered as absent and the validation of the module or modules concerned will not be discussed by the Examinations Board during the same year of study.

The periods timetabled for mid-term and second session (re-sit) examinations are the following:

	Session 1	Session 2
PGE1	S1 : 6 – 10 Jan 2020 S2 : 15 – 20 May 2020	S1 : 9 – 14 Mar 2020 S2 : 17 – 21 Aug 2020
PGE2 Nancy	S3 : 14 – 20 Dec 2019 S4 : 15 – 20 May 2020	S3 : 9 – 14 Mar 2020 S4 : 17 – 21 Aug 2020
PGE2 Metz	S3 : 27 Jan – 1 ^{er} Feb 2020 S4 : 8 – 13 Jun 2020	S3 : 8 – 13 Jun 2020 S4 : 17 – 21 Aug 2020
PGE2 Berlin	S3 : 14 – 20 Dec 2019 S4 : 15 – 20 May 2020	S3 : 9 – 14 Mar 2020 S4 : 17 – 21 Aug 2020
PGE3 Nancy	S5 : 14 – 20 Dec 2019	S5 : 22 – 26 Jun 2020
PGE3 Metz	S5 : 14 – 20 Dec 2019	S5 : 22 – 26 Jun 2020
PGE3 Berlin	S5 : 14 – 20 Dec 2019 S6 : 25 – 27 Feb 2020	S5 : 22 – 26 Jun 2020

Important: These dates may be subject to change. See updated timetables as they are published.

Sequence of internships

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

- the maximum duration of each internship,
- the period during which the internships may be carried out,
- the number of internships which may be carried out in each year, and
- the total number of internships which may be carried out during the whole period of study at ICN.

Consequently, and depending on your situation, it is possible that the ICN will not allow you an additional internship agreement. In particular, and unless you obtain approval to the contrary by the Careers and Internships Service of the ICN, every internship is taken into consideration, whether you have submitted your internship report or not (report is mandatory, anyway).

Important Notice!

- **As soon as any internship agreement has been signed, the internship must be evaluated by the School, and by the Company. Thus, a report is mandatory.**
- This rule applies for any internship, even if the agreement has been settled by another School (in case of double degree, academic stay, ...). If the internship has been assessed by another school, the assessment may be taken into account by ICN, after approval of the PGE programme director. In any case, the report must be submitted to the ICN supervisor.
- Before you come to any agreement with a company, please check with the Careers and Internships Service that the internship that you are planning is within the regulations and can be approved.

Final Year (End of Course) Dissertation (aka *mémoire de fin d'études*, *master thesis*, or *MFE*)

Note: The award of the ICN Master *Grande Ecole* Degree, like any Master level degree, is conditional upon successful completion of a Final Year Dissertation (*Mémoire de Fin d'Etudes* or *MFE* in French). In cases where students opt to study for a double degree (two degrees simultaneously) it is possible to consider the Final Year Dissertation in the first institution as valid for the second, if it is a Master level dissertation.

Procedure

Your work schedule, as well as deliverables due dates, are to be agreed on with your supervisor. However, to make sure you can graduate as soon as possible, please consider the following deadlines.

Strictly comply with instructions & deadlines published on the Master Thesis e-learning platform.

Contacts and references

Master Thesis platform: <https://extranet.icn-artem.com/mfe>

Master Thesis e-learning Module: <http://elearning.myicn.fr>

IMPORTANT

The Final Year Dissertation involves a considerable workload. Strictly comply with enforced deadlines.

The Final Year Dissertation is a time-consuming piece of work, requiring considerable bibliographical research. Do not underestimate the amount of work involved. The literature search must be started and carried out as soon as possible.

We urge you therefore to work as early as possible on your dissertation and keep in touch with your Dissertation Supervisor. Remember that, whatever profession that you finally take up, time will be a very precious commodity!

It is a mistake to rely on the second examinations session in October to hand in your dissertation to your Supervisor.

You may have to retake the entire year if your work is not validated on time.

***In short: ANTICIPATE and FOLLOW STRICTLY
INSTRUCTIONS & DEADLINES!***

International quitus

The international quitus is obtained after a validated academic semester (minimum) abroad, in a host institution, or in an ICN campus (Berlin, Chengdu). For incoming students, and PGE2 students, a professional long (min. Five months) experience abroad can also validate this quitus, provided the supervisor validates the mission.

- A semester-long study visit or a Double Degree in a foreign university.

The stay abroad, on completion, must be validated by the International Relations Office (S.R.I.). Validation will be based on the student's grade sheets as communicated to the S.R.I. by the host institution abroad.

The stay abroad can take place in year 2 (2nd semester), during the gap year, or in year 3 (1st or 2nd semester). In year 3, one semester is academic, and the other can be dedicated to a professional experience. For example, if the academic semester takes place on the 2nd semester, then the 1st semester is free for a professional experience. Therefore, students *may not attend* our classical academic semester at ICN.

☞ Attention: this professional experience before the academic stay would be mandatory if your professional quitus is not validated when you enter year 3. Actually, all internship must be completed before September 30th, and you may not have enough time to accomplish your minimum five-months experience when you come back from your academic stay.

☞ Documents to be presented:

- Grade sheets (normally communicated directly to the S.R.I. from the partner university abroad)

✂ The S.R.I. will communicate the validated Quitus directly to the Program Office.

- Studies abroad (double degrees, ICN certificates – Berlin, Chengdu)

You will receive a regular ICN transcript. Therefore, no additional application is required to validate your international quitus.

- Particular situations.

The international quitus is validated:

- For foreign students (double nationality is ok);

The international quitus may be replaced by a professional experience abroad in the following cases only:

- Audit specialization in PGE2+PGE3 (in order to receive the IRE certificate);
- A one-year double degree (replacing year 3), including ICN MSc;

Students are exempted if:

- They are registered as apprentice in specialisations delivered in Metz;
- They are registered in a two-years double degree (ingénieur ; C.C.A. ; DU Droit + M2) ;

Procedures and documents

For academic stay, please refer to the information guide issued by the International Relations Office, and published on MyICN.

A study visit of a minimum of one semester in a foreign partner university, successfully completed (i.e. obtaining a minimum of 30 ECTS credits, or equivalent) validates the International Quitus without any further action required by the student.

If the 30 ECTS credits (or more in the case of a Double Degree) are not obtained, the Master *Grande Ecole* Examinations Board will assess the situation in the light of the results and documents received from the S.R.I., and will reach a decision accordingly.

IMPORTANT NOTICE:

- If the international quitus is not validated at the end of Year 3, the degree cannot be awarded. One more year is admitted to allow you to provide the assessment board with some international experience. If not, you will not be allowed to register again.
- The International Relations Office is here to identify interesting academic stay, corresponding to your profile. You must consider its proposals, to make sure your international quitus can be validated on time.

Contacts and References

For academic stay:

Contact : The International Relations Office.

Reference: S.R.I. brochures; MyICN.

For studying in Berlin or Chengdu:

Reference: specialization brochure (MyICN) & other MSc-specific documentation.

Quitus for English proficiency (“quitus LV1”)

Following the recommendations of the Head of Department of Foreign Languages and Cultures, the minimum levels of competence required to validate the Quitus in FL1 are the following:

Test	Level required
TOEFL ‘IBT’	78
GMAT	550
TOEIC	750
IELTS	6.0
BULATS	65

The quitus in FL1, and the international quitus are independent. Both must be validated by the end of your degree course.

Important notice:

- The “quitus LV1” is totally independent from the international quitus. Both must be validated separately. Make sure you have uploaded your scores, using MyICN, before the following deadlines:
 - For the Assessment Board in July: June 15th.
 - For the Assessment Board in October: Sep. 11th.
- A minimum score is mandatory. The degree will not be awarded without the LV1 quitus validation, even if the student fulfils all other requirements.

Recording the results of the Quitus

To ensure that all their *Quitus* conditions have been fulfilled and recorded on their grade sheets, it is important that students make sure that:

- their Faculty tutor has in his/her possession all the components necessary for validating the Quitus,
- the results of external tests of foreign language competence (TOEIC, TOEFL, etc.) have also been communicated to the Program Office.

To check that all this information is correct and correctly recorded, students should, in the first place, contact their Faculty tutor, and only then the Program Office.

It is the student’s responsibility to make sure that:

- His/her supervisor has all documents needed to validate all quitus (generally, only the professional quitus is validated by the supervisor);
☞ *Contact your supervisor if you have any doubt.*
- TOEFL, TOEIC, and other external language certificates have been uploaded on MyICN.
☞ *Check on MyICN before contacting the registrar.*
- Transcripts from partner universities have been transmitted to the S.R.I.
☞ *Check your emails and contact the S.R.I.*