



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

ACADEMIC YEAR 2022-2023

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>

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 by the Faculty tutor, including at least one operational experience (at least 10 weeks) and one executive experience (at least 5 months)². It only takes into account approved experience gained during the PGE 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.

We advise you to make regular back-ups of all deliverables and documents related to your professional experiences (assignments, agreements, reports, self-assessment or summary sheets, etc.).

Please also make sure that you upload the required deliverables to our platforms in accordance with the instructions you will receive.

TYPES OF WORK EXPERIENCES

■ **Operational missions:** These are short experiences (minimum 10 weeks), part of an active discovery mission, immersion (see Professional Experience Guide). Welcoming student candidates or involvement in a humanitarian mission also falls into this category.

Operational missions usually take place at the end of PGE1 and PGE2, or throughout PGE2 (work-based mode/alternance). They can be carried out in the form of internships (classic or work-based mode/alternance), apprenticeship contracts, summer jobs, which can be contracted under an internship agreement or classic employment contract. Language stays, summer schools and humanitarian missions are accepted; however, they are not recorded by the Careers and Internships Service, but only by your tutor. Whatever the activity chosen, make sure you have the documents justifying the duration and nature of these experiences and submit them on MyICN - "internships" section.

Mission forms corresponding to any activity completed in associations are managed by PEPS.

☞ Documents which need to be submitted to validate the professional experience:

- Internship report (for a first professional experience only) + student's self-assessment form + work placement summary ;
- Appraisal form by the host company;
- Any document attesting to the duration and nature of the activity (agreement, work contract, official certificate, etc.)

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

- Report describing your mission, its context, and the results you achieved;
- Letter of recommendation, if applicable;
- Any official certificate attesting to the duration and nature of the activity;

Welcoming student candidates. The students participating in this activity validate an operational mission of variable duration (see table below). The list of students benefiting from this measure is established by the Marketing & Communication Department.

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.

AST & BCE May – July	4.5 weeks Welcoming of candidates validated	=	10 weeks of internship validated
Foreign students August – September	1 week Welcoming of candidates validated	=	2 weeks of internship validated

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.

■ **Executive missions:** These are long experiences (minimum 5 months), whose "executive" nature is assessed by the tutor when requesting validation of the mission.

Executive missions take place during the year of experience (in compliance with the legislation in force on the gap year) or during the PGE3; they can be carried out in the form of internships (under an internship agreement, work-based mode/alternance or not), jobs (under an employment contract), apprenticeship contracts (for the assignment corresponding to the PGE3 year) or VIE.

☞ Documents that must be produced:

- Internship report (for a first professional experience only) + student's self-assessment form + work placement summary;
- Appraisal form by the host company;
- Any document attesting to the duration and nature of the activity (agreement, work contract, official certificate, etc.)

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.

EXTENSIONS

- A short experience at the end of 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. The type of assignment may also change from "operational" to "managerial", at the tutor's initiative.
- An executive 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, year N (i.e. at the time of the 2nd session Programme Board), a re-registration is authorized in 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.
- Any extension to a new academic year 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.

- **General reference:** MyICN / Education / Useful documents
- 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.
- 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 (Gerfa 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

The validation of the professional quitus is based in part on the evaluation of **all** the company experiences (see examination regulations). Each experience must be evaluated *separately* based on two elements:

1. **A feedback document**, written by the student, i.e. a report (for the 1st completed experience only) and the self-assessment and summary sheets (for all completed experiences).
→ 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 completed this form.


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

IMPORTANT DATES

The internship report (or any other form of work experience) must be submitted on MyICN / Internships / My Evaluations, for each experience.

For work experience in PGE1, PGE2 or Experience year, documents must be submitted **by Oct. 15th 2022**.

For final year experiences, the deadlines in the table above apply to ensure early graduation.

	Deadline for the return of the student's documents to the tutor:
	To be graduated in July 2023 :.....26/05/2023
	To be graduated in November 2023 :.....06/10/2023
	To be graduated in February 2024 :.....08/01/2024
	Deadline for submission of grades to the registrar by the tutor:
	To be graduated in July 2023 :.....16/06/2023
	To be graduated in November 2023 :.....27/10/2023
	To be graduated in February 2024 :.....26/01/2024

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 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 for PGE2 students.) 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	Academic Stay in a Partner University or Work contract, VIE, personal experience or 1 long-term internship of 5 to 6 months
Academic Stay in a Partner University	1 long-term internship of 5 to 6 months in a company or Work contract, VIE, personal experience
Work contract, VIE, personal experience	Academic Stay in a Partner University or Work contract, VIE, personal experience or 1 long-term internship of 5 to 6 months

INTERNSHIP DEADLINES

Classical path, including internships

Authorized internship periods are set differently depending on the PGE/MIM year in which they are scheduled.

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:

- 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 PGE2 event (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	29/05/2023 – 31/08/2023
PGE2	Nancy / Paris / Berlin	19/05/2023 – 31/08/2023
E/Y 2022-2023	All campus	16/05/2022 – 28/08/2022
E/Y 2023-2024	All campus	19/05/2023 – 28/08/2024
PGE3	Nancy / Paris / Berlin	19/12/2022 – 31/10/2023
PGE3+		01/10-2023 – 31/12/2023


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 2 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:

	<ol style="list-style-type: none"> 1. Schedule an internship that ends <u>no later than 6/30/2023</u> and aim for the July assessment board 2. Schedule an internship that ends <u>no later than 10/31/2023</u> and aim for the November assessment board
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For apprentices, the contract can continue until two months after the graduating assessment board (approximately the end of August).

In all cases, you will need to anticipate the writing of your internship report in order to submit it to your tutor in time (see deadlines). Also, make sure that your host company tutor will have received, completed and returned his or her own appraisal form in time.

You are also 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 (except in the case of an apprenticeship contract, as mentioned above).

RE-TAKE EXAMS PERIODS

All students and apprentices are required to attend the re-take exams organised by the school. In the event of absence, the student may be considered to have failed the module(s) in question and the validation of the module(s) in question will not be possible for the year in progress. It should be noted that this might result in the student having to repeat the entire semester.

The periods of partial exams and catch-up exams are as follows:

	SESSION 1	SESSION 2
PGE1 Nancy/Paris	S1: 3 – 7 Jan 2023 S2: 22 – 27 May 2023	S1: 13 – 17 Mar 2023 S2: 16 – 21 Aug 2023
PGE2 Nancy/Paris/Berlin	S3: 12 – 16 Dec 2022 S4: 13 – 17 May 2023	S3: 13 – 17 Mar 2023 S4: 16 – 21 Aug 2023
PGE2 Apprenticeship	S3: 12 – 16 Dec 2022 S4: 13 – 17 May 2023	S3: 13 – 17 Mar 2023 S4: 16 – 21 Aug 2023
PGE3 Nancy	S5: 10 – 16 Dec 2022	S5: 12 – 17 Jun 2023
PGE3 Paris	S5: 10 – 16 Dec 2022	S5: 12 – 17 Jun 2023
PGE3 Berlin	S5: 10 – 16 Dec 2022	S5: 12 – 17 Jun 2023

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

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 Coralie Fiori-Khayat

IMPORTANT NOTICE

- The MFE represents a heavy workload: you must scrupulously respect the deadlines set by the MFE platform.
- 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. The February assessment board is therefore not an option for early graduation.

→ 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. **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 PGE2, during the Experience year 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.

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:

- as a two-year apprenticeship (with apprentice status, or under a professionalization contract);
- in a two-year double degree program: engineering, master C.C.A. and DU Droit followed by M2;

☞ 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. Deferral cannot exceed one year;

at the end of this period, the assessment board will declare that you are not allowed to re-enrol, and you will lose all chance of graduating.

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.

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.

At the suggestion of the head of the Foreign Languages Centre, the minimum levels required to obtain this quitus are:

TEST	REQUIRED LEVEL
TOEFL IBT	78
GMAT	550
TOEIC	750

Important reminders:

- The certificate must be valid on the date it is submitted to the MiM/PGE registrar.
- **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.

	<p>Be sure to register your scores on MyICN :</p> <ul style="list-style-type: none">- for the July assessment board: by June 15 at the latest;- for the November assessment board: by October 15 at the latest.
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REGISTRATION OF ALL QUITUS

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

- His school tutor has in his possession all the elements allowing him to approve his quitus (in general, only the professional quitus is approved by the tutor);
- ☞ Contact your tutor if in doubt.
- The results of external language tests (TOEFL, TOEIC, GMAT) have been communicated to the registrar via the MyICN website;
- ☞ Check the MyICN website before contacting the registrar.
- The results of partner universities have been transmitted to the SRI.
- ☞ Check your emails before contacting the SRI.



Contact

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