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# PGE/MiM Quitus

*Graduate as soon as possible!*

Information & reminder

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Directeur du programme Grande Ecole

*Information valid for 2023-2024 only*



Master in Management  
Ranking 2019



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\*Programme:

programme PGE	
ALTERNANCE	
SCOLARITE   REGISTRAR	
STAGES   INTERNSHIPS	
<b>REGLEMENTATION PROGRAMME</b>	
Délégués de promotion (élus)	
Conseil de discipline	
Spécialisations PGE et MSc	
Mémoire de fin d'études MFE	
Ateliers PGE2	
DATES & CALENDRIERS   DATES	
DOUBLES DIPLOMES   DOUBLE I	
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Nom
📄 MiM regulations / règlement du PGE
📄 Information QUITUS PGE.pdf ←
📄 Rentrée PGE - Kick Off Meeting MiM 2023-2024.pdf
📄 _Procédure_demandes_dérogation_quitus_-_dispensation_request_procedure (7).pdf
📁 Ateliers PGE2
📁 Spécialisations PGE et MSc
📁 Délégués de promotion (élus + compte rendu réunions)
📁 Conseil de discipline
📁 Mémoire de fin d'études MFE / Master thesis

# Context and objective

## Graduate as soon as possible

- QUITUS are **mandatory graduating conditions**.
- Rules can be found on the **Programme Regulations**; they are also presented each year, during the welcoming meeting in September (*see MyICN for prog. Regulations, and meetings slides*)
- Some quitus are related to **legal constraints** (French University master level) – *LV1 & Int'l*
- Failure to obtain a quitus **systematically results in delayed graduation**
- It is very important to anticipate, and make sure everything is / will be OK to graduate ASAP PGE3

# Attention points

- Rules are clear: **do not interpret them**, and **never suppose** what the assessment board may decide.
- Rules do change: **programme regulations is your unique reference** (not alumni!).
- Any dispensation request must be **justified**, **submitted** to the registrar, and **documented**.
- **Do not count on dispensations**; rejections are many.
- **It's your duty** to **verify that everything is ready for graduation**: check with your tutor(s), companies, etc.  
→ Please check the ***General Procedures*** published on MyICN.

# Quitus LV1

## External English certification

### RULE = required minimum score:

- TOEIC : 750
- TOEFL : 78
- GMAT : 550

**WARNING:** expectations will increase in Sep. 2024.

### *Automatic exemptions:*

- Native speakers (English = mother tongue)

# Quitus LV1

## Dispensation request

**When submitting a dispensation request**, expected mitigating circumstances may be:

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



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

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

# International Quitus

## One semester abroad

### **ONE SINGLE RULE = minimum 5 months abroad during the PGE/MiM course:**

- Professional experience abroad (including Switzerland, Belgium, Luxembourg, ...), whatever the contract type (*CDD, VIE, internship, ...*)
- Academic semester in Partner University

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

- Foreign students – *based on foreign passport or ID*
- Two-year apprenticeship (PGE2+PGE3) – *based on contract (for PGE3 23-24 only)*
- Two-year double degree (A/E + PGE3 like Engineer, Law D.D.) – *based on transcript*

# International Quitus Dispensation request

**When submitting a dispensation request**, expected mitigating circumstances may be:

- Professional experience in an international context (with **strong** evidence)
- Student integrated in PGE2, and PGE3 as an apprentice (one-year apprenticeship)
- International Competency Certificate (from SRI), fully or partially validated
- Significant international experience *before* PGE/MiM course



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

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

# Professional Quitus

## Nine months of validated experience

**ONE SINGLE RULE = minimum of 9 months of [approved](#) and [validated](#) professional experience during the PGE/MiM course:**

- Includes internships, apprenticeships, entrepreneurship, CDD, CDI, VIE, job contracts, ...
- With at least one long experience ( $\geq 5$  months) – *In Gap Year and/or PGE3*
- Final validation in PGE3, based on a “professional portfolio” (*see below*)
- **Includes the “3-month bonus”** obtained in 19-20 or 20-21.

“Approved” = prior registered in our system, and mission approved by ICN

“Validated” = successful experience, assessed by ICN (deliverables + company appraisal)

# Professional Quitus Dispensation request

- When submitting a dispensation request**, expected mitigating circumstances may be:
- PGE/MiM level of prior significant professional experience (with **strong** evidence, and ICN evaluation)
  - Student integrated in PGE2 (two-year MiM course)
  - Student enrolled in two-year double degree



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

# Professional Quitus

## Validating rules till 2021-2022 (*included*)

For each professional experience realised in former years (before 2022-2023):

- Self assessment
- Synthesis
- Student report

→ **Follow the rules** of “guide du stage court” / “guide du stage long” (MyICN)

→ Have a look to “Guide des expériences professionnelles PGE v4” “Professional Experiences Guide PGE v4”(MyICN).

# Professional Quitus

## Validating rules from 2022-2023

For each professional experiences realised in 2022-2023, and after:

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

→ **Follow the rules** of “Guide des expériences professionnelles PGE v4” / “Professional Experiences Guide PGE v4” (MyICN)



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Nom	Type	Date	
Cover page 23-24.docx	DOCX	27/10/2023	
Page de garde 23-24.docx	DOCX	27/10/2023	
Guide des expériences professionnelles PGE v4.pdf	PDF	27/10/2023	
Professional Experiences Guide PGE v4.pdf	PDF	27/10/2023	
Information Q11031 PGE.pdf	PDF	22/09/2023	
Cover page 22-23.docx	DOCX	04/05/2023	
Page de garde 22-23.docx	DOCX	05/01/2023	
Stage court   short internship (PGE 1, PGE 2)	HTML	24/11/2022	
Stage long   Long internship (classic & alternate & apprenticeship)	HTML	24/11/2022	
Interrompre un stage   Interrupting an internship	HTML	23/11/2022	

# Professional Quitus Professional Portfolio

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

- Self assessment, synthesis, and reports of all of your experiences are useful
- The portfolio is expected for the PGE3 Seminar, in May (even if you cannot participate)
- Portfolio assessment **gives a grade for the Seminar module** (PGE3, Semester 6)

→ *See instructions & information on MyICN*



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  - PROGRAMME
    - Etudier à BERLIN ou à CHE
    - 2022-2023
    - 2023-2024
      - Spécialisations PGE et f
      - Mémoire de fin d'étude
      - Ateliers PGE2
      - PGE3 Seminar
    - 2024-2025

Nom	Type	Date	
Seminar PGE3 - Portfolio template 23-24.docx	DOCX	16/04/2024	
Seminar Principes PGE3 23-24.pdf	PDF	16/04/2024	
Principe du séminaire PGE3 23-24.pdf	PDF	16/04/2024	

# Dispensation Request Warning

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

# Dispensation Request Procedure

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

*Precise instructions here:*



The screenshot shows the 'myicn' website interface. At the top, there is a navigation bar with icons for home, icn, documents, users, and other functions. Below the navigation bar, the breadcrumb path is '/ Scolarité / Documents utiles'. A dropdown menu for '\*Programme:' is set to 'PGE' with a 'Choisir' button. The main content area displays a tree view of documents under 'programme PGE'. The 'REGLEMENTATION PROGRAMME' folder is expanded, showing sub-items like 'Délégués de promotion (él...', 'Conseil de discipline', 'DATES & CALENDRIERS | DATES', 'DOUBLES DIPLOMES | DOUBLE PROGRAMME', and 'PROGRAMME'. The 'PROGRAMME' folder is further expanded to show 'Etudier à BERLIN ou à CHE...', '2022-2023', '2023-2024', 'Spécialisations PGE et...', 'Mémoire de fin d'études', 'Ateliers PGE2', 'PGE3 Seminar', and '2024-2025'. On the right side, a list of documents is displayed, with the first item, 'Procédure demandes dérogation quitus - dispensation request procedure.pdf', circled in red.

# Reference

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

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



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  - LIVRETS DE L'ETUDIANT | STUD

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## REGLEMENT D'EXAMENS / ACADEMIC REGULATIONS

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

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

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

### Année universitaire / academic year 2023-2024

Le règlement d'examens se compose de plusieurs documents :

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

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

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

### ARCHIVES / academic year 2022-2023

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~

LEWIS CARROLL

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