

DEPARTURE GUIDE IN PARTNER UNIVERSITIES

**International BBA students - Selection 2026-2027
for a departure in 2027-2028**

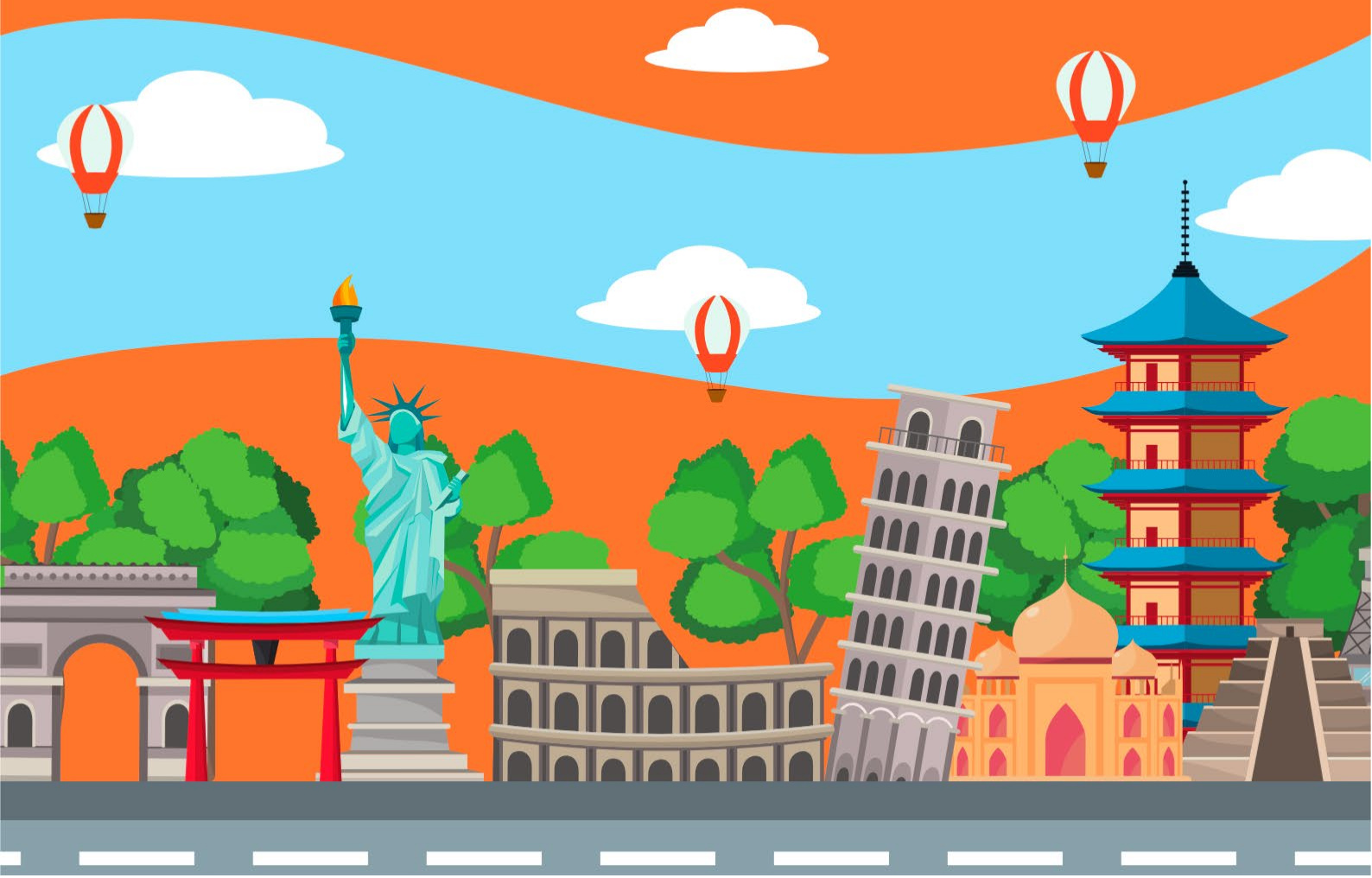


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Destination International: Your adventure starts here

This booklet is your roadmap. It has been designed to guide you step-by-step through the administrative procedures and ensure a smooth enrollment process at your future partner school. Keep it handy: most of the answers to your questions are right here!

Our network moves with you! New partnership negotiations are constantly underway, meaning that exciting new destinations could be added throughout the year.

Going abroad is a unique opportunity that requires adaptability, strict adherence to deadlines, and excellent interpersonal skills. Remember, you will be the ambassadors of ICN international. We are also counting on you to embody this open-mindedness daily on our campuses by welcoming the international students and professors who join us with curiosity and kindness.

A successful study abroad experience is a team effort. Together, let's make this journey an unforgettable human and academic experience, from your preparation all the way to your return.

To go further:

- ➔ Explore the detailed factsheets of our partner universities on your MyICN space (International section).
- ➔ Have a specific question? The International Relations team is here for you: feel free to book an appointment!

International relations office



Frédérique BOUTIN
Head of International Relations



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Pauline MOTHU
International Community Officer



Fanny EL-BARWANE
International Projects Officer



The international relations team is available for a personal meeting concerning your international plans during your entire education at ICN.

If you have any questions

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

CHAPTER I: APPLYING TO STUDY ABROAD IN A FOREIGN UNIVERSITY

1. AUTHORIZED STUDY ABROAD PERIODS

In accordance with the IBBA degree examination regulations, the third year deepens your international exposure.

A standard study abroad semester takes place during your third year, in both the 1st and 2nd semesters.

The double degree program is completed during the 3rd year (full academic year).

The different tracks are detailed below:

FALL SEMESTER 5	ECTS	SPRING SEMESTER 6	ECTS
Elective course base	30	Elective course base	30
TRACK 1		TRACK 1	
Study abroad (Partner A)	30	Study abroad (Partner B)	30
TRACK 2		TRACK 2	
Study abroad (Partner C)	30	Study abroad (Partner C)	

As part of a double degree program, you are required to write an experience report on your stay at the partner university and complete an oral defense upon your return.

2. SELECTION CRITERIA

We draw your attention to the fact that a study abroad experience is not just a linguistic experience in order to learn a foreign language. Our agreements are made with **Business Schools or Faculties for Economic or Management Studies**. You must be able to follow courses in Marketing, Finance, Human Resources etc. and to take notes and exams successfully. The grades and credits obtained are transferred to ICN in order for you to graduate.

As a result, the selection of candidates is based on a number of criteria:

- **A strong academic record**

All the universities require that we send your official transcripts with your registration file. Your transcripts will be translated and given letter grade equivalents (A, B, or C).

A transcript with weak grades risks being rejected by the partner.

A good academic file contains:

- Good grades
- Proof of language proficiency
- Presence in class
- Record of excellent behavior
- Strong motivation

The selection committee will be held during the middle of your 2nd year in the IBBA program. Do not forget that it is a **pre-selection** and that your departure will only be guaranteed after you validate your current year and your file has been accepted by the partner university.

If, as a result of decisions by the Examinations and Assessment Board, you are not allowed to proceed to the next year of the program, your application for study abroad is automatically cancelled. If you have outstanding academic 'debts', i.e. failed course modules, un-submitted work, etc., your application will be passed on to a further selection committee, working in cooperation with the academic office and the program Director, to make a final decision on whether or not you are allowed to leave for a foreign university.

A ranking will be generated electronically based on your IBBA 1st-year grades or your performance in the 2nd-year IBBA entrance exam. Placements in the partner universities will be assigned according to this ranking which is the first selection criteria.

▪ **Evidence of foreign language competence**

Obviously, it is important to have an appropriate level of competence in the language in which you will be studying. Language exams are mandatory in order to study abroad.

For all countries where courses are followed in **English**, **partner universities require an official English language exam**: TOEFL, TOEIC, IELTS, Duolingo, etc...

For all countries where courses are followed in **Spanish**:

- Cervantès nivel intermedio (*the Cervantès nivel basico test is not eligible*).
- Results from the Global Exam DELE test at B2 level, dated within the last year.
- Certificate from a certified teacher confirming language level B2, dated within the last year (*the certificate must be requested from a teacher who is already familiar with the candidate's level. Any related steps and potential fees are the responsibility of the candidate*).

For all countries where courses are followed in **German**:

- BULATS certificate at B2 level.
- Goethe-Zertifikat at B2 level (*the German ZD test is not eligible*).
- Results from the Global Exam WiDaF test at B2 level, dated within the last year.
- Certificate from a certified teacher confirming language level B2, dated within the last year (*the certificate must be requested from a teacher who is already familiar with the candidate's level. Any related steps and potential fees are the responsibility of the candidate*).

For all countries where courses are followed in **Portuguese**:

- Camoès certificate at B2 level.
- Certificate from a certified teacher confirming language level B2, dated within the last year (*the certificate must be requested from a teacher who is already familiar with the candidate's level. Any related steps and potential fees are the responsibility of the candidate*).

For all countries where courses are taught in **Italian**:

- CILS livello due-B2.
- Certificate from a certified teacher confirming language level B2, dated within the last year (*the certificate must be requested from a teacher who is already familiar with the candidate's level. Any related steps and potential fees are the responsibility of the candidate*).

For any and all necessary information on academic and language requirements (minimum required score etc.), please refer to the information sheets that are available on the MyICN intranet. Some schools recognize some language tests, and others not.

3. ADDITIONAL INFORMATION ABOUT LANGUAGE TESTS

TOEFL <https://www.ets.org/>

In order to study in an English-speaking country or in a university where courses are held in English, the **TOEFL IS MANDATORY** (for other language tests, please refer to the following paragraph). The TOEFL exam must be taken **as soon as possible before mid-December the year before you will leave to study abroad** because the TOEFL score will be a necessary part of your application (application deadline beginning of January). You must obtain **a minimum overall TOEFL iBT score of 4.0 (equivalent to a score of 80 on the previous 0–120 scale)**. NOTE that some partner universities demand a higher score¹. It is strongly recommended that you follow the test preparation classes organized by the school.

Any application for a university where classes are in English, which does not contain a TOEFL score (or another required language score), will not be considered.

Registration for the TOEFL test is your personal responsibility.

NOTE: Register as early as possible, as the number of places available is limited.

TOEIC – Listening and Reading Public Programme <https://www.ets.org/>

This test is accepted by quite a lot of partner universities but not all of them. The minimum score is 750 but be careful some partner require a higher score. Please refer to the information sheets for the partner universities on MyICN to find out about the requirements.

IELTS www.ielts.org

The IELTS test is also accepted by a number of foreign partner universities. The minimum score required to apply for one of these universities is 6. Once again, some of our partner universities require a higher score, such as 6.5 or 7.

Duolingo English Test www.englishtest.duolingo.com

The Duolingo English Test is increasingly accepted by partner universities. The minimum score required is usually between 105 and 115. Please note that some partner universities may require a higher score.

It is important that you consult the websites and partner universities information sheets in order to decide whether you are going to sit the TOEFL, TOEIC, Duolingo or IELTS exam.

CERVANTES

This is an official diploma issued by the Spanish Ministry of Education. The Cervantes Institute is the organization responsible for administering registrations for the examination. The contents, marking and final grading of the examination are carried out by the University of Salamanca in Spain. The examination consists of the following 5 exercises: written comprehension, written expression, oral comprehension, oral expression, and grammar and vocabulary.

You will find detailed information on the following site:
<http://diplomas.cervantes.es/index.jsp>.

Cervantes examinations are only organized a few times per year. It is important to think ahead and plan as quickly as possible in order to register for this examination with the Cervantes Institute.

¹ Refer to the information sheets on the MyICN intranet

You will be asked to fill in and send a registration form to the examination center of your choice.

The international relations office does its best to regularly update the information sheets for the partner universities that are on the MyICN intranet, for both minimum required language scores as well as any other information.

4. DATES AND DEADLINES FOR APPLICATION

You have to submit your application the year before the departure abroad, which is during the second year of the IBBA.

There is one selection committee per year:

Selection committee 4 January 2027

NO APPLICATIONS WILL BE CONSIDERED AFTER THIS DATE

Applications must be submitted online. The link to the online application, the procedure and the list of available placements will be sent to you at the beginning of the application period.

BE SURE TO ALWAYS FOLLOW THE CORRECT PROCEDURES AND RESPECT THE GIVEN DEADLINES. OTHERWISE, YOU WILL NOT BE ELIGIBLE

CHAPTER II: YOUR SELECTION AND OFFICIAL REGISTRATION IN THE PARTNER UNIVERSITY

1. THE DIFFERENT STAGES OF THE SELECTION PROCESS

Selection requires strict observation of the successive stages of application.

1st stage: Submission of application files

You must submit a complete application file to the International Relations department. Incomplete applications will not be reviewed.

👉 Golden rule: 10 mandatory choices. You must list 10 different partner schools. Take the time to carefully check their academic calendars: make sure that the end dates of your first semester are perfectly compatible with the start dates of your second semester.

2nd stage: selection committee

Deadline for application 4 January 2027. Places are allocated to candidates according to the criteria outlined in the previous paragraph.

3rd stage: Placement

Placement results will be launched in January 2027. You will be required to sign a certificate of commitment statement (see appendix).

4th stage: Official registration with the foreign partner university

Following your confirmation, and depending on the partner university's calendar, the international relations office will send you an Email with all the instructions to complete the official registration for your exchange. **YOU MUST STRICTLY FOLLOW THE INSTRUCTIONS GIVEN TO YOU BY THE INTERNATIONAL OFFICE OF ICN AND RESPECT THE DEADLINE THAT WILL BE GIVEN TO YOU.**

ATTENTION

The partnership agreements require ICN to select candidates for studying abroad. We place students in partner universities according to the admission criteria set by our partners, but the partner universities have the right to review all the applications which are sent to them. This is why we only send them the applications which already meet their criteria. **A refusal by the partner university is always possible even at this stage.**

A final point is that a student with a 'weak' academic profile and application file will find it difficult to be selected, because his/her application will be rejected by the majority of partner universities. So it is essential to remind students that their academic record is a very important criterion. ICN Business School, in order to safeguard its reputation with its partners abroad, cannot afford to send out applications of poor quality.

All students pre-selected by the selection committee are chosen on the condition that they have successfully completed their 1st and 2nd year.

We take great care to check that each student has passed his/her examinations and has no outstanding re-sit examinations when he/she is abroad. **We will cancel all departures abroad for any students who have been pre-selected but who have not validated their latest year of study, even if the registration at the foreign university has already been done.**

The indispensable and unavoidable condition for being accepted for study leave abroad is: **You must pass your examinations and be allowed by the examinations board to proceed to your next year of study.**

You should always wait to receive confirmation of your acceptance (admission letter) as well as the results of the examination board before:

- booking a plane ticket
- cancelling a phone line
- breaking a lease
- etc...

Whatever the case may be, rest assured that ICN manages the selection process with a full understanding of each partner university's requirements.

2. YOUR REGISTRATION AND ADMISSION AT THE PARTNER UNIVERSITY

You will find below important information and the steps to follow once the pre-selection process has been successfully completed. An academic stay at a foreign university must be well-prepared, and well in advance, always respecting the deadlines set by the foreign university, the consulates, and any other administrative service (your insurance cover for example).

2.1 THE REGISTRATION FORM

As mentioned above, the international relations office will contact you about your registration with the partner university. The registration form is sent to us by the partner university and must be filled in, either on-line or as a paper version. It must be filled in by you yourself, and not by your parents.

You will be asked to include with your registration forms a number of other documents in addition to your registration file. These documents (bank references, medical certificates, etc.) will vary from university to university. To help you to complete these forms, we ask you to consult the website of the university concerned, as well as contacting a member of the international relations office at ICN.

Take great care when reading the documents sent to you, and prepare your application file carefully. Some documents will be asked for in the language of the host country (a bank statement prepared by your bank in English, for example).

Your registration file will be considered carefully by the partner university, who, if you are accepted, will send you a letter confirming your admission. It is this letter which authorizes you, if necessary, to apply for a visa from the relevant consulate or embassy. Your passport must be valid, including for the dates of your stay in the host country. **Think ahead and prepare well in advance all the steps necessary to obtain or to renew your passport.**

The ICN international relations office cannot be held responsible for any delays or lack of information which should be provided by the foreign university. We do everything to ensure that such inconveniences do not happen, but in the final analysis we too are subject to the functioning and administrative procedures of our partner universities.

We do insist on the fact that dealing with a registration document is an important and sometimes complex procedure in a university's daily activities. The international relations office receives and deals with the registration of the exchange student, then sends it on to the central administration unit of the partner university. Then it goes to the Accounts Department (so that the student is given the status of a non-fee-paying student), then to the computerized administration services, then to the accommodation office (if one exists), etc. ...

A large number of people are involved in managing and welcoming an international exchange student. You are therefore asked to fill in your forms very carefully, to respect all deadlines, to not cancel your application, to show respect to all people concerned, etc...

2.2. COURSE SELECTION

You have to submit a list of courses that you wish to follow with your registration application.

To obtain the maximum number of credits allocated for a semester of study at a partner university (cf. the assessment and examination regulations of your diploma), you must obtain 30 ECTS credits or, in a non-European university, an equivalent number of 'local' credits (e.g. 12 to 18 credits in the United States/or 5 subjects to be validated / or 18 – 20 credits in Japan, etc.).

... and 'obtaining' means passing all examinations and assignments!

You have a free choice of subjects of study when abroad, but there obviously **must be some coherence with your ICN degree**. Your choice should therefore concentrate mainly on classes in Management, Finance, Business Ethics, Human Resources Management, etc. You may choose a Language course, German, English, Spanish, Russian, Japanese, Swedish, etc. Your choice of classes and courses **must** be approved by the host institution abroad and by ICN's international relations office.

Most of the time, the partner university will send you directly all the information on course content and on choosing your courses, as soon as your admission to the university is confirmed. Take care to read carefully the information contained in all the e-mails you receive. Your choice of classes must be made **BEFORE** you leave. Catalogues or lists of classes are often posted online, or sent directly to you, the exchange student. Course listings are not permanent, programs evolve every year. By consequence, the

list of classes open to ICN students may vary too. Again, read carefully the documents sent to you by the host university abroad and search directly for the information on the partner university's website.

Double degree students must follow a specific program set forth by the host university. If you have any questions or doubts, do not hesitate to contact the international relations office. We are here to help you.

The learning agreement (list of courses) absolutely must be completed and approved **before your departure and signed by 3 parties: student, ICN, partner university**. It is possible that this list must be modified upon arrival at the partner university. In this case, you must send us, within 2 weeks of your arrival, the modified learning agreement duly completed and signed.

Failure to do so means that your academic study abroad will not be validated, in agreement with the Direction of the ICN Bachelor program. Even if you had chosen your courses before leaving and obtained the approval of the international relations office at ICN, you are still required to send the learning agreement within 2 weeks of your arrival.

Obligations



- Choose courses, complete and obtain approval of the learning agreement from ICN before departure
- If your learning agreement is modified upon arrival, send the modified and signed learning agreement to ICN within 2 weeks of arrival

2.3. REGISTRATION FEES

Any student studying abroad as part of an exchange program keeps the status of a **full-time student registered at ICN** during the period of residence abroad. Because of this, the usual registration fees must be paid at ICN before departure for the partner university.

=> Year 3 students pay the tuition fees for IBBA Year 3

To be awarded the IBBA degree and have the benefits of exchange agreements, you must be fully registered at ICN Business School.

You will be exempted from paying tuition fees while abroad.

You must separate tuition fees from the administrative costs of being a student living on a partner campus (general fees, bus tickets, Health Center, access to the university library, sports center, etc.). In these areas, the partner university is within its rights to ask for payment of extra fees.

2.4. HOUSING

It is **important for you to think carefully about your accommodation when you register at the partner university**. There are no general rules, as some universities offer you housing, others do not. Depending on the country, the town or the campus, you may have access to housing in a university hall of residence. If this is not the case, it is up to you to find appropriate accommodation. We advise you to contact the ICN students already in residence at the university you are going to, to get information about housing, as well as the international students here at ICN. They will be pleased to help you settle in to their country and will be the best means of finding an apartment to rent or share, etc.

It is very often the case that you will be required to register online to have a room or an apartment in the campus residences. Read carefully the documents sent to you by the university, as the university registration and your request for accommodation may require contact with different administrative services.

Once you are settled in your new university, find all the information you can on the legislation governing rental agreements, property and contents insurance, guarantees, etc.

You must show due respect for local by-laws, and police laws.

2.5. HEALTH INSURANCE

Your student social security covers your medical costs in France. If you are leaving for a study period abroad, you must **ask the CPAM for an extension to your social security cover while abroad**. You must also take similar steps with your complementary insurance (mutuelle). Do not forget to subscribe to an insurance for emergency repatriation. If you travel to Europe and want to benefit from coverage for medical care, it is necessary to obtain a European Health Insurance Card (CEAM). The CEAM is individual. The card is free of charge, but the application must be made at least 20 days before departure through the ameli account.

The responsibility for medical costs while abroad will vary, depending on your status in the country of residence (work intern or student abroad, your age, the length of your stay, etc.).

The formalities to be followed also vary, depending on whether you are studying in a member state of the European Union, in Quebec, or elsewhere. Some American universities may require that students take out a separate insurance, leaving you no choice in the matter.

If you will be studying in Québec, a France-Quebec memorandum of understanding allows you to benefit from care of your medical expenses. You must ask to the ICN ASQ office for the SE 401-Q-106 form, complete it, and send it to your health insurance company. Warning: this insurance covers you only in the territory of Quebec. When traveling, you must take out additional insurance.

3. OTHER IMPORTANT FORMALITIES

As soon as you know that your application is being treated by your foreign university, it is important for you to start organizing your stay abroad:

- Obtain a **PASSPORT** if necessary, or check the validity of your existing passport if you have one.
- Obtain a **VISA**, if necessary for your country of destination.

You are the only person who can complete these formalities. The letter confirming your admission to the foreign university is THE document which will enable you to begin the process. Without this letter it is no use going to the Embassy. Consequently, consult the website of the appropriate Embassy and prepare a list of the documents required for obtaining a visa.

NOTE: the **delays** for appointments at the Embassy may be long.

- Depending on your country of destination, make sure you are up to date with your **VACCINATIONS** (Asia, Africa, South America, etc.).
- Take out **insurance for emergency repatriation** in case you have to deal with an emergency situation at home or situations outside your control, (illness, epidemic, accident, hospitalization, floods, earthquakes, etc.).
- Register yourself on **the Ministry of Foreign Affairs website** <http://www.diplomatie.gouv.fr>).

Read the informations available in the advice to travellers: **«Conseils aux voyageurs»**.

You will find answers to all your questions: a guide to your first visit abroad, list of French Embassies and Consulates, *Maison des Français à l'étranger*, European Sickness Insurance Card, Medical Information Committee, etc...

ICN's International Relations Office submits an application each year to the European Commission to obtain Erasmus+ funding in order to award Erasmus grants to eligible students participating in a mobility programme in Europe. Please note that this funding is not guaranteed.

The Grand Est Region is currently considering the implementation of a financial support scheme for international mobility. For the latest information, please consult the Grand Est Region's website: [Grand Est Region – International Student Mobility Grant](#).

For other destinations, all requests for grants, information, and administrative procedures must be personally taken on board by the student.

4. EXPENSES ASSOCIATED TO STUDYING ABROAD

You must give a **serious thought** to your budget and the costs of studying in a foreign country.

The stay in a partner university will incur costs. These are costs incurred in both your studies and your daily life in the country: rent, electricity bills, food, transport (train and/or airfare), visa if necessary, purchase of books and lecture notes, accommodation and health insurance, general fees, subscriptions to campus facilities, sports, library, computer labs, « technology fees », « media fees », « activity fees », « bus fees » (public transportation) etc... This list is not exhaustive. In some countries books can be very expensive (more than US\$ 100). All this must be taken into account when thinking about your budget.

All these costs are entirely your responsibility and may change from one year to the next.



In conclusion, organise your departure sufficiently enough in advance to enable you to be up to date with the administrative procedures, and to move to and live in your new country in the best possible conditions. It is only in this way that you will derive the maximum benefit and enjoyment from your stay in a foreign university.

CHAPTER III: VALIDATION OF YOUR ACADEMIC STAY ABROAD

1. ONE-SEMESTER EXCHANGE

When you apply for a study period to a partner university, and you have been selected and registered for the university abroad, you are required to validate this period of study by obtaining 30 ECTS credits or the local equivalent. This validation is obtained via the grades and credits awarded in each subject of study.

If you fail one or more subjects or modules, you must take the **re-sit examinations organised abroad** by your host university. At the beginning of the semester, find out the dates of the 1st and 2nd session examinations. An early return for personal reasons before the second session of examinations will mean that you will not validate your semester abroad.

NOTE: certain education systems do not have a re-sit or second examination session (United States, Canada, China, etc.). So in these countries you must pass the first time!

Your semester will be validated by ICN after receiving your official transcript. Sometimes the transcript will be sent automatically to ICN from your university abroad. However in most cases, the partner university requires the student to make a formal request for the transcript to be sent to ICN. If it is not possible for ICN to receive a copy directly, be extremely careful as to the internal rules and procedures of your host university.

The IBBA examinations and assessment board can only approve your status for graduation from ICN after receiving your transcript.

If you do not obtain the ECTS credits or the equivalent local credits required, the academic semester abroad will not be validated and you will have to repeat the academic year.

We remind you that studying abroad is not tourism.

It is important for us to remind you of these rules in order to avoid any problems, confusion or misunderstandings. **An academic stay abroad is an integral part of your study program, and an important component in earning your IBBA degree.**

2. DOUBLE DEGREE PROGRAM

The situation is simple in the sense that **you are completely subjected to the conditions and rules set by the partner university for being awarded the foreign degree.**

At the end of your year of study, you should send your official transcript to ICN, a copy of the foreign degree obtained or an attestation that you have been awarded the degree, and a copy of the «Bachelor Thesis» (if required).

At the end of the study abroad period, you should also validate the **thesis (if required by the partner) + defense + written experience report** in order to obtain the French degree by presenting the « Bachelor Thesis » and the feedback.

If, as part of the academic program abroad, a « Bachelor Thesis » has to be submitted to the partner university, a copy of this thesis must be sent to Frédérique BOUTIN. The thesis subject and research must be supervised by a tutor at the partner university.

You will give an **oral presentation** at ICN. A **written experience report** must be turned into Frédérique BOUTIN 2 weeks before the presentation, as well as a copy of the thesis.

The report and the presentation should detail your experience in the Bachelor program (presentation of the partner school, the Bachelor program, life in the foreign country, courses, differences in the different education systems, extracurricular activities, your discoveries, feedback, professional project, etc...). If you carried out any studies or research during your courses, you should also include this information.

Formal requirement for the written report:

- 15 pages minimum with the following breakdown: 1 cover page, 1 introduction page, 1 conclusion page, 12 pages for the content
- The typeface shall be 12 point (times) with 1.5 line spacing for the text
- A bibliography if concerned
- A declaration of non-plagiarism

Do not forget that this "oral defense" is more a feedback than a thesis. For this feedback, you are free to prepare a PowerPoint presentation (not mandatory).

In conclusion, if all of the above mentioned conditions are fulfilled (award of foreign degree + validation of all the examination regulations for the award of the IBBA degree) you will be awarded the International Bachelor of Business Administration degree.

CHAPTER IV. « ICN GREEN MOBILITY »

Before you leave, we would like to inform you that ICN is committed to making the necessary social and environmental transitions across our 3 campuses to contribute to a more sustainable world, respectful of the planet and people, as stated in the "ICN impact" strategic action plan.

Mobility is a strategic challenge for reducing greenhouse gas emissions. For this reason, ICN has set up a 5-stage action plan to build a comprehensive environmental awareness policy.

Step 1 - Before mobility

You must take part in the mandatory conference on sustainable development. Details will be provided by the International Relations Department.

Step 2 - During your stay

Here's a little advice: we encourage you to get in touch with your host university and find out what they are doing to contribute to sustainable development, and take part in various events to compensate for your carbon footprint (tree planting, sorting and recycling, plogging, etc.). You can also join a volunteer organization.

Step 3 - Checklist for outgoing students

Bring the "eco-responsible" checklist (see appendix) with you and try to follow the recommendations as much as you can.

Step 4 - Contest

You will need to send ICN's international office a photo/video to showcase an eco-responsible initiative you've taken abroad.

Step 5 - After the mobility

At the end of the semester, you will receive a "feedback and carbon footprint" questionnaire. We invite you to send us your feedback on your exchange so that we can share it on MyICN and/or on social networks to promote our partner universities to ICN students. The second aim of the questionnaire is simply to assess the overall carbon footprint of your mobility, and no penalty will be applied to students with a high carbon footprint. The school will therefore be able to participate in carbon offset programs based on our overall carbon footprint. That's why we strongly encourage you to answer the end-of-semester survey as truthfully as possible, so that we can give you the most realistic estimation of your carbon emissions.

If possible, we encourage you to use the least polluting means of transport, and to avoid making multiple return trips from your main residence to your host country, so that you can get the most out of your immersion and discover all the region has to offer.

This last step is mandatory. You will have to complete the form using the tool we'll be sending you; a simple, fun and educational tool 😊

CHAPTER VI: THE « CHECKLIST »

Here is a checklist which covers all the different stages of your application, your departure, and your life on the campus abroad.

Before applying

- ➔ Have you registered for the appropriate Language test (TOEFL, TOEIC, IELTS, Duolingo, GMAT, Cervantes Intermedio, ZMP, ZDFB, B2,etc)?
- ➔ Have you consulted the information and documentation on ICN's university partners abroad on MyICN intranet?
- ➔ Have you read the academic stay abroad infographic on MyICN?
- ➔ Have you made an appointment for an individual meeting with a member of the international office?
- ➔ Have you contacted international students currently at ICN? (A list is available on MyICN, International)?

- ➔ Did you attend the international forum?
- ➔ Did you volunteer to become an international student's Buddy?
- ➔ Did you attend the many different informational meetings organized by the international relations office and/or by the School's international partners present at ICN?
- ➔ Have you prepared a budget for this project?

Preparing your application file

- ➔ Have you completed your MoveOn application?
- ➔ Is your application file complete?

After your pre-selection, before your departure

- ➔ Have you completed the learning agreement and have you had it approved by ICN and by the partner university?
- ➔ Do you have a valid passport?
- ➔ Have you correctly filled in the registration form for the host university?
- ➔ Have you chosen your courses? Have you read the information on the classes sent by your host university, and the procedure for registering for classes? Have you respected the instructions from ICN about validating your studies abroad (30 ECTS credits, etc...)?
- ➔ Have you contacted previous ICN students who have already been to your host university? (list available on MyICN intranet)
- ➔ Have you registered yourself on the Ministry of Foreign Affairs website <http://www.diplomatie.gouv.fr> (ARIANE)?
- ➔ Are you eligible for an Erasmus scholarship?
- ➔ Have you booked your housing?
- ➔ Have you obtained your visa, if one is necessary?
- ➔ Have you prepared your budget?
- ➔ Have you organized your health insurance (CPAM/MGEL/LMDE) for while you will be studying abroad?
- ➔ Have you taken out an additional insurance policy?
- ➔ Have you informed the partner institution of your arrival date? Have you taken note of the dates and times of opening of the student residences? If not, book a room in a hotel, if necessary.
- ➔ Don't forget to register at ICN before you leave. You can only enjoy the advantages of the partnership agreements and be awarded your ICN degree if you are officially registered at the ICN.

Upon arrival and during your stay at a foreign university

- ➔ Inquire at the international relations office at the partner university about the procedure for obtaining your official transcript
- ➔ Inquire about the conditions of retake exams (if they exist).
- ➔ In case of any changes in your courses, have you sent your modified Learning Agreement to the ICN international relations office within 2 weeks of arriving at the partner university?
- ➔ Have you sent your Erasmus confirmation (for students concerned)?
- ➔ Have you inquired, upon arrival at the university abroad, the dates of the examination sessions, the procedures and conditions of the retake examinations?
- ➔ Don't forget to respect the procedures for sending your official transcript to the international relations office (note, in most cases a specific request MUST be made by the student).
- ➔ Don't forget to send a postcard, your feedback and impressions by e-mail, and especially a few photographs to the ICN international relations office 😊
- ➔ Always stay in contact with ICN and the international relations office. We are here to help you should you need us.

CHAPTER VII: ETHICAL BEHAVIOR AND APTITUDES

1. ETHICAL BEHAVIOR

Basic principles

Etymology: from the Greek *ethikos*, moral, from *ethos*, customs.

*« Ethics can be defined as a reflexion on the behavior to adopt, to make the world a more human place to live in.
In this sense, ethics is the search for a societal ideal, for an ideal way of existing».*

By ethical behavior, we mean a code of good conduct. It is important for individuals to respect the rules of life and of living. In the main, it means using a common sense approach, where 'knowing how to be', 'knowing how to live one's life', and respect, are the foundations of living in a harmonious community.

The principles apply in your relations with the ICN Business School, with its staff and with staff in the administrative services of your university abroad. You must respect the customs and traditions of the country in which you will find yourself, and observe the rules of law.

2. SKILLS & APTITUDES

A study visit at a foreign university requires a certain number of qualities and personal skills. It will be a unique experience for you, and it will enrich your life, both personally and professionally. You must be prepared to have your traditional behavior and thought patterns shaken somewhat, and therefore demonstrate your flexibility and adaptability.

Experience of living abroad is synonymous with:

- Embracing change
- Open-mindedness
- Tolerance
- Patience
- Capacity to adapt
- Tenacity
- Flexibility
- Respect
- Knowing how to behave

Stay in touch!

Your departure is just around the corner, but the International Relations team is with you every step of the way. As soon as you arrive, **please remember to drop us a quick email during your first month** to let us know you have settled in and have made contact with the international office at your host university.

During and after your stay, share your journey with us! Your feedback is invaluable: who better than you to tell us about the classes, campus life, teaching methods, or local activities? When you return, come visit us or write to us to share your experience.

An unexpected challenge or difficulty? Don't wait until you feel overwhelmed—contact us right away. This stay is a major milestone in your academic journey, and our role is to help you experience it with peace of mind and enthusiasm.

All that is left for us is to wish you outstanding success in your studies. Be proud ambassadors of ICN Business School and, above all, have an extraordinary experience!

APPENDIX

1. SAVE THE DATE	P. 20
2. Certificate of Commitment	P. 21
3. Check list “ICN green mobility”	P.23

SAVE THE DATE

International Forum - Academic & Professional Opportunities Abroad - November 23 – 27, 2026

Organized by the International Relations Office and the Careers & Internships Service

On-site Stands – across the three campuses

- Monday, November 23 | 12:00 – 14:00

Online Info-Sessions – partner universities & external speakers

- Tuesday to Friday | 12:00 – 14:00
- Monday to Thursday | 18:30 – 20:30

INFORMATION / PROCEDURES - ACADEMIC STAY ABROAD

12:30-1:30pm –Teams – Prepare your questions! An email [INTERNATIONAL] will be sent before each session with the connection link.

Thursday 17 September 2026 (one session in English and one session in French)

Thursday 01 October 2026 (one session in English and one session in French)

Thursday 15 October 2026 (session in French)

Thursday 29 October 2026 (session in English)

Information sessions from January 2027 will be communicated later.

Individual APPOINTMENTS upon request, in person or online. Please contact the ASQ department to share your availability.

4 January 2027 – Application Deadline

COMPLETE application files must be turned in to the international relations office

CERTIFICATE OF COMMITMENT

I, the undersigned, «person.first_name» «person.surname», accept my **pre-selection** for an academic exchange abroad under the following conditions:

- Offer of stay: «stay.stay_opportunity»
- Country: «stay.country.name_en»
- Partner university: «stay.institution»
- Study abroad period: «stay.subject_area»
- Special conditions: «stay.remarks»

Nature of the pre-selection

- I acknowledge that this offer constitutes a **pre-selection by ICN Business School** and **does not constitute final admission** to the host institution.
- I understand that my admission remains subject to the final decision of the host institution, which has sole authority to accept or reject my application in accordance with its own admission criteria, procedures and capacity.
- I further acknowledge that **any financial commitment made before receiving the official admission confirmation from the host institution (including, but not limited to, airline tickets, accommodation, visa applications, insurance or any other expenses) is made entirely at my own risk**. Consequently, **ICN Business School shall not be held liable for any costs incurred or financial losses** resulting from a refusal of admission, or from any modification, postponement or cancellation of the mobility by the host institution or due to circumstances beyond ICN Business School's control.

I undertake to:

- Attend all required classes and successfully obtain the required ECTS credits or their equivalent.
- Obtain approval from ICN Business School's International Relations Office for my course selection before the beginning of the semester and seek renewed approval should any changes to my study plan become necessary after my arrival at the host institution.
- Acknowledge that course availability, enrolment capacity, programme compatibility and teaching arrangements are determined solely by the host institution and are not guaranteed by ICN Business School.
- Familiarise myself with the host institution's academic regulations, including assessment methods, examination dates, attendance requirements, continuous assessment, minimum passing grades, resit opportunities (where applicable), and any other academic requirements.
- Accept that the academic calendar (including semester dates, examinations, holidays, end of semester and publication of results) is determined exclusively by the host institution and may differ from that of ICN Business School.
- Wait until I have received official admission from the host institution before making any non-refundable financial commitments (including flights, accommodation, visas, insurance, etc.). If I choose to incur such expenses beforehand, I accept full financial responsibility.
- Inform myself of all costs related to my mobility (administrative fees, insurance, accommodation, tuition fees where applicable, transportation, living expenses and any other local costs). I acknowledge that these expenses are entirely my responsibility, may vary from year to year, and will not be reimbursed by ICN Business School.
- Complete, within the required deadlines, all administrative procedures necessary to obtain my passport, visa and any other travel or residence authorisation required by the host country. I acknowledge that ICN Business School cannot guarantee the issuance of such documents.
- Obtain and maintain throughout my mobility all insurance coverage required by the host country, the host institution and ICN Business School.

- Conduct myself in an ethical and respectful manner in accordance with ICN Business School's regulations, the host institution's rules and the International Mobility Guide available on MyICN.
- Comply with the host institution's health insurance requirements.
- Register my trip on the French Ministry for Europe and Foreign Affairs' ARIANE travel platform before departure.
- Read the International Study Abroad Guide carefully and comply with all procedures, deadlines and recommendations relating to my mobility (official application, administrative formalities, course validation, accommodation, passport, visa, scholarships, ICN Green Mobility checklist, etc.).
- Inform ICN Business School's International Relations Office immediately of any difficulty that may affect the successful completion of my mobility.
- Acknowledge that the host institution may modify its admission procedures, course offerings, teaching arrangements, academic calendar or mobility conditions, or may postpone or cancel the mobility, without ICN Business School being held liable.
- Acknowledge that exceptional circumstances beyond the control of ICN Business School (including, but not limited to, natural disasters, armed conflicts, public health emergencies, government decisions, strikes, travel restrictions or any other force majeure event) may result in the modification, postponement or cancellation of my mobility, without ICN Business School being held liable.
- Represent ICN Business School responsibly and positively throughout my stay at the host institution.

Signed at (city): _____

Date: _____

Signature (preceded by the statement "Read and approved"):

CHECK LIST « ICN GREEN MOBILITY »

PURCHASES

- Upload the app Too Good To Go to help reduce food waste
- Prefer second-hand shopping
- Do your shopping at local markets

TRANSPORT

- Choose public transportation
- Favour soft mobility (bicycle, scooter, walking) for short journeys; the UBER is practical but walking is always good for your health
- Opt for carpooling
- Whenever possible, use eco-friendly transportation options
- If you are receiving an Erasmus grant, by using an eco-friendly transportation mode, you will receive additional funding

LEISURE & ECO-GESTURES

- Is there a shared garden near your home? On campus?
- Rethinking consumption also means being inventive
 - Is your purchase resource efficient, repairable and recyclable?
 - Is the product from the local economy or part of a social integration programme?
 - Do I really need it?
 - Are the social and environmental impacts communicated transparently?
- Sort and reduce waste
- Buy reusable plates, utensils and straws: Paper and plastic may seem easy to use, but there's nothing environmentally friendly about them. Get yourself a few sets of eco-friendly dishes, utensils and straws that you can reuse over and over again.
- Carry a reusable water bottle or coffee mug: You may need water, coffee or tea during the day, but you don't need plastic bottles or disposable cups. Take a reusable bottle or mug with you to class and to study.
- Eat less meat: Reduce greenhouse gas emissions, deforestation and soil degradation. Reducing meat consumption will also save huge amounts of land and water and increase biodiversity.

Save energy - switch on, switch off, put on standby, one degree more, one degree less? Here are some simple things you can do to save energy and money at the same time.

1. I choose natural daylight for lighting. Otherwise, I use low-energy light bulbs, which consume 5 times less than conventional bulbs and last 8 times longer. Above all, I take away halogen lights and remember to turn off the light when I leave a room.
2. I don't keep any appliance on standby. I always switch off the television, DVD player, computer, etc. when I'm not using them. On standby, an appliance can still consume up to 30% of energy.

3. In the kitchen, I place a lid on my saucepans. Boiling 1.5 liters of water requires 4 times less energy if you place a lid on the saucepan. In the bathroom, I turn off the tap while I brush my teeth.

⇒ As soon as you arrive at the partner university, don't forget to ask about good practice (activities, services and good addresses).