

icn

CREACTIVE

business school

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#ICNBS



welcome to your school!
new student arrival guide



Master in Management
Ranking 2017





Welcome

📍 **ICN BUSINESS SCHOOL**

Galerie Artem

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icn
REACTIVE
business
school

wELCOME TO
icn business school

icn business school

key figures

- **3,000 STUDENTS**, 38% of whom ARE FROM OVERSEAS
- **14,000 GRADUATES**
- **130 PARTNER UNIVERSITIES** worldwide
- **42 STUDENT ASSOCIATIONS**
- **30 YEARS** of developing a range of soft skills
- A **104 TEAM** of administrative **STAFF**
- **72 PERMANENT PROFESSORS**
ET **24 ASSOCIATE PROFESSORS**
- **86%** of the faculty hold a **phd** and **58%** ARE FROM **OVERSEAS**
- **300** professional experts
- **15 DATABASES** including bloomberg, ebSCO and ABI Proquest
- **33 INTERNATIONAL DOUBLE-DEGREES**



5 SITES

4 CAMPUSES

- **METZ, nancy & paris** FRANCE
- **NUREMBERG** GERMANY

1 location in shanghai china

ICN BS was awarded with the EQUIS and the AMBA accreditations, both prestigious international accreditations are references for leading management schools. The EQUIS accreditation validates the school's overall strategy, while the AMBA specifically targets the quality of the MBA program.



Member of the chapter of business schools within the 'Conférence des Grandes Écoles'.



ICN Business School is authorised to issue a diploma endorsed by the Ministry of Higher Education, Research and Innovation for ICN Bachelor SUP'EST and the ICN Grande École program.

2 of our continuing education programs are listed in the National Directory of Professional Certifications (Répertoire National des Certifications Professionnelles): Coach pro RNCP Level I and Formacadre RNCP Level II.

Associated with the University of Lorraine, ICN Business School is actively involved in creating joint projects and double degrees with the University of Lorraine, as well as ISAM/IAE, or Mines Nancy.



ICN Business School is a recognised organisation in the Greater Region in terms of continuing education in the managerial domain, and today is one of the first references on the Datadock list under the decree of quality professional training.



ICN has obtained the "Établissement d'Enseignement Supérieur Privé d'Intérêt Général" (EESPIG) qualification by ministerial decree on the 8th of June, 2016, published in the 'Bulletin Officiel' on 07/07/2016.



your dean



Florence LEGROS

ICN Business School Dean

A warm welcome to ICN Business School!

We have created this practical guide to help you explore your new School at your own pace. All the information about your studies, how your course is structured, as well as practical information on the cities of Nancy, Metz and Nuremberg that you need to settle in quickly can be found right here. Welcome to our family and I look forward to meeting you.

Wishing you a great start to the academic year!

heads of program



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METZ, nancy, NUREMBERG And PARIS CAMPUSES



THE METZ CAMPUS



THE nancy campus



THE NUREMBERG CAMPUS



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90408 Nürnberg
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THE PARIS CAMPUS



ICN Paris La Défense
2 place de La Défense
92053 Paris La Défense cedex
CNIT Porte 2 4th floor
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**THE NEXT STEPS
in your education**

YOUR REGISTRATION

THE ADMISSIONS-REGISTRATION OFFICE

Completing your registration form: the office can help you during opening hours or over the phone.

Students cards: after you have registered, you will receive an email notifying you that your card is ready.

Academic certificates: you can print this from MyICN (my account section) once registration has been completed.



nancy

9 am - 5 pm | Ground floor
Offices 003 to 007
www.icn-artem.com/en/academic-programs/registration-office



Céline GRENEZ

Head of Registration Services
03.54.50.25.57

Jenny HUET 03.54.50.25.39
inscriptions@icn-artem.com

your education

ACADEMIC OFFICE & PROGRAM DEPARTMENT



nancy

ICN GRANDE ÉCOLE PROGRAM
1.30 - 5.30 pm | Ground floor



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Sandrine DIDIER

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nancy

ICN BACHELOR SUP'EST
10 am - 12 pm / 1.30 am - 5 pm
Ground floor



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nancy ICN MSC

2 - 5 pm | Ground floor



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NUREMBERG

ICN BACHELOR SUP'EST
ICN GRANDE ECOLE PROGRAM
ICN MSC



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METZ

10 am - 12 pm / 1.30 - 4 pm
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Eve DEMANGE

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and 3A "Alternance" -
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Summer Program
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your support And guidance SERVICES

peps office (PROFESSIONAL EXPERIENCE & PERSONAL SUPPORT)

PEPS is on hand throughout your studies to make your transition to higher education as smooth as possible and maximize your chances of success when you leave.

This office pools all of the personal development activities on offer to students:

1 ASSOCIATIONS

Join one of ICN's 42 associations and apply your motivation, energy and creativity to one of the many team projects.

These associations are fully incorporated into ICN's courses and provide students with a sense of personal and professional fulfilment.

The associations cover a variety of fields including career development, arts and culture, sports, humanitarian issues, community outreach, and leadership.

Joining an association can boost your skills, enhancing your student life and CV!

2 SUPPORT AND GUIDANCE

Tutoring

From day one of your studies, **you will be allocated a permanent member of the ICN faculty** as your personal academic tutor and point of contact.

You can ask your tutor questions about your subject choices. He or she will also be your academic tutor when you undertake your internship.

Personal development

If you would like to gain a better understanding of your abilities, develop your skills, or discuss your career path, **speak to our psychologist.**

Using a range of tools (interviews, vocational tests, personality quizzes, etc.), he or she can help you make the right decisions about your future career path.

Personal support

If you encounter personal difficulties, the school employs a psychologist on a permanent basis who is on hand to help. In keeping with the psychologist's code of practice, these sessions are completely confidential. Don't hesitate to get in touch.

Coaching sessions

In addition to the support and guidance services mentioned above, ICN's PEPS and school of coaching are there to help and **offer students a number of coaching sessions.**

DATES FOR YOUR DIARY

Wednesday, 17 October:
meet your tutor.

The associations forum meeting on **Thursday, 18 October**, is a great opportunity for you to chat to other members and sign up to take part in their activities.





icn bs ARTICLE 1 PARTNER (FORMERLY PASSEPORT AVENIR)

Article 1 works with businesses to help talented young people without a professional network to obtain their higher education degree and enter the world of work.

To achieve this, Article 1 offers career tutoring to help you learn about the different roles within a company and how a business operates, helping you to gain the skills you need to be successful and develop professional contacts.

For further information:
www.passeport-avenir.com

3 SEMINARS

ICN's seminars give you the chance to put your management skills into practice beyond the academic world. **They are a great way of developing your personal skills.**

Faced with a real-life situation, you will be tasked with finding your own solutions to societal issues.

For over 20 years, ICN's seminars have evolved on a constant basis thanks to ever-changing content, new student intakes and adjustments to how they are delivered.

This action-based form of management offers you another way of learning, and provides lecturers and supervising staff with another opportunity to get to know students.

This mutual enrichment has helped shape ICN's identity.

how to CONTACT PEPS AND MAKE AN APPOINTMENT?

If you have questions about your professional and/or personal plans, contact: accompnement@icn-artem.com

For questions about seminars: nacera.berbara@icn-artem.com

For help organizing your association events: associations@icn-artem.com and/or the association's tutor(s)



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Bertrand HARTER

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In Nancy
Offices 128 & 130
Open daily

In Metz
Consultation sessions
are held on a regular basis

your professional EXPERIENCE

CAREERS AND INTERNSHIPS OFFICE

The Careers and Internships Office can help you find a job, whether in France or overseas!

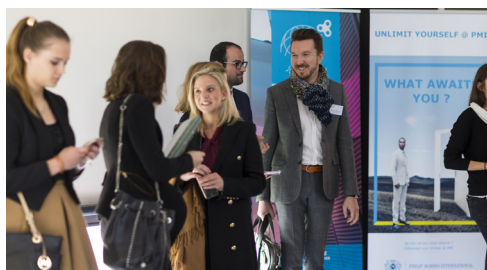
Group or one-on-one sessions are held throughout the year to develop your professional and personal skills: CV, cover letter, job interviews, building a network, international internships, workshops, after-work events, and much more.

They also organize careers fairs with companies looking to hire new staff!

The careers and internships office provides tools that help you find an internship and your first job: the **ICN Career Center** advertises offers, career videos, information on the previous year's internships, advice and more.

It can also assist you in obtaining agreements for an internship in France or overseas.

The office works closely with **ICN Alumni**, the graduates' association that offers its services from your first year.



how to CONTACT THE CAREERS AND internships office?



Consult internship and job offers on the Career Center:
<https://icn.jobteaser.com/fr>



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Company events
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Tracey-Lynn SCHNEIDER

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nancy

1st floor | From 9 am to 5 pm
Monday to Friday

METZ

Metz Consultation sessions
held on a regular basis

your international EXPERIENCE

INTERNATIONAL RELATIONS OFFICE

The International Relations Office team is there to provide tailored advice on your international plans throughout your studies.

You can visit the International Relations Office during opening hours or arrange an appointment on one of the following topics:

- Student exchanges with partner universities (selection, approval, etc.)
- International Forum
- Mentoring international students



how to CONTACT SRI office and MAKE AN APPOINTMENT?



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Maria KOLNIKAJ

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Recrutement en cours

Exchange Programs Advisor
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Exchange Programs Advisor
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Elisa LEON

Exchange Programs Advisor
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Middle East, Africa)
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nancy

1st floor | Offices 102 à 108
From 1.30 pm to 5 pm |
Monday to Friday
icnexchange@icn-artem.com

METZ & NUREMBERG

Meeting by phone
or face-to-face possible

RESEARCHES

documentation office

- One-on-one or group appointments to discuss your research topics and receive suggestions regarding the most appropriate resources,
- Hands on assistance with databases or specific tools.

We can source any unavailable documents online or in your library, in digital or hard copy format.



Séverine KOEHL

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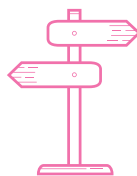
Virginie RICHARD

Documentation Researcher
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Saliha DORIAN

Librarian
Nancy - Artem Media Library
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Access ICN's libraries with your student card or MyICN login:

online via the Knowledge Hub 24/7

ARTEM media library
8.30 am - 6.30 pm

METZ library 8 am - 7.30 pm
documentation@icn-artem.com



Knowledge Hub & other resources

The Knowledge Hub, is THE portal to access ICN Business School's information, online resources, databases, books and ebooks!

Use the search engine **to search all of the academic databases in one go**. This is a key tool for any assignments that have a theoretical element or involve articles published by researchers.

You can also use the search engine **to read newspapers, dissertations sourced from the school's different programs, or download economic or financial data as well as market or company surveys**.

Last but not least, if you need a book, there are plenty of ebooks available but you can also find hard copy versions in the Nancy and Metz libraries.

Any problems? Any questions? Need help with your research or an online tool? Contact us via the "Assistance" section and chat with someone from the ICN library team!

<http://knowledgehub.icn-artem.com>



All your INTERNAL information

www.myicn.fr

Available on myicn:

Login to myicn.fr to find out information about your lectures and course program. This is where you will find:

- your course material
- your timetable
- FAQ
- collaborative tools

- information published by your lecturers as well as the program and academic departments
- information about internships and student exchanges at partner universities
- access to your email account

And not forgetting:

- documentary resources
- online databases
- association projects
- support and guidance
- international information

If you have any questions about MyICN contact: support-myicn@icn-artem.com

how to REPORT AN ABSENCE?

"Program/report absence" section.

WHERE TO find COURSE TIMETABLES?

- On www.myicn.fr
- Displayed on the screens on the ground floor of the Artem campus in Nancy
- On the "administration" section of the Metz campus, ground floor.

WHERE TO find ADMINISTRATIVE AND ACADEMIC information?

- On the www.myicn.fr homepage
 - Via your firstname.lastname@myicn.fr mailbox.
- You will therefore need to check your mailbox on a regular basis!** You can access your @myicn.fr email anywhere in the world and can find the webmail link on www.myicn.fr.

how to REGISTER AN LV1 COURSE CREDIT (TOEIC OR TOEFL)?

"Program/register a course credit score" section.

NEWS

You can use MyICN to share news with lecturers and administrators, in particular news about your associations.

your "it" ACCESS

THE INFORMATION SYSTEMS OFFICE

nancy: Ground floor |
Offices 020 and 021
8.30 am - 12 pm/1.30 - 5 pm
reseau@icn-artem.com

METZ: consultation sessions

How to access and use the computer rooms

ICN provides free access to computer rooms.

Rooms 30 and 31 on the ground floor of the Nancy campus. Rooms 122 and 124 of the Metz campus

- Access the rooms using your student card.
- The PCs are connected to the network (restricted access).
- Multi-purpose photocopiers also available.

You will need a login and personal password

To obtain these, visit the following web page – www.myicn.fr/Students – and follow the instructions to create your logins. You will also use this account to access WiFi.

IT charter

When you register online you will be required to electronically sign the IT charter. You will be liable for any misuse or illicit use of the IT resources.

How to save your work

Each student has 40 MB of space on a disk drive. Click on the Workstation icon to access this drive.

Important note

The password you use to access your account is different to your email password. Your initial email password will be your INE code.

Don't forget to logout by clicking CTRL+ALT+DEL then clicking on "Log off".

advertize your association's news

RESOURCES AVAILABLE AT THE school

plan your REQUESTS
AHEAD of TIME!

INTERNAL TOOLS

E-mailing

CONTACT PEPS:
Associations@icn-ARTEM.COM

Remember to specify who the recipients of your information should be: ICN staff and/or students (specify the student intake and campus).

POSTERS

CONTACT MARKETING & COMMUNICATION DEPARTMENT:
Emiline.CAUCHIE@icn-ARTEM.COM

- A3 portrait format poster for display on the Metz and Nancy campuses.
- Display on plasma screens in landscape format. Types of file accepted: PowerPoint, Word, jpeg, PDF and video.
- Specify the dates on which these are to be displayed and on which campuses.

INTRANET

CONTACT MARKETING & COMMUNICATION DEPARTMENT:
Emiline.CAUCHIE@icn-ARTEM.COM

- News on the Intranet for administrators and teaching staff.
- News on myicn for students.
- Send the text by email or in a Word file. Images in jpeg format.

INTERNAL NEWSLETTER

CONTACT MARKETING & COMMUNICATION DEPARTMENT:
Emiline.CAUCHIE@icn-ARTEM.COM

- Audience: ICN staff.
- Distributed twice a month.
- Send the text by email or in a Word file. Images in jpeg format.

EXTERNAL TOOLS

EXTERNAL NEWSLETTER

CONTACT MARKETING & COMMUNICATION DEPARTMENT:
CATHERINE.JUNGMANN@icn-ARTEM.COM

- Distributed once a month.
- Audience: all students, ICN staff, journalists, partners.
- Aim: to update partners and journalists on news about the school. You can use the "student life" section.

MEDIA RELATIONS

CONTACT MARKETING & COMMUNICATION DEPARTMENT:
CATHERINE.JUNGMANN@icn-ARTEM.COM

- The press release must be written by the association. It may be reviewed and distributed by the Marketing and Communications Department.
 - Target: regional and national student press.
- CONTENT**
Topic: highlighting a news item, an event.
Format: Maximum 1 page.
Style: simple and to the point with specific information.

Neutral tone.

Heading: write a catchy title.

Who? What? Where? When? How? Why?

Introduce your association in a few words, then prioritize your information.

Don't forget to **refer to ICN**.

Press contact: first name + last name + job title + telephone number + email address.

Schedule: send eight to 10 days before the event. Send to the Marketing and Communications Department one month in advance.

Remember to check for spelling mistakes. And make sure any supplier quotes you include are accurate.

ORGANIZING AN EVENT

for any type of event

- To reserve the hall and gallery: association@icn-artem.com
- To reserve rooms: ordonnancement@icn-artem.com
- Assistance with event organization and publicity available: logistique@icn-artem.com
- Instructions can be found on myicn

CONFERENCE EVENT (OR SIMILAR)

you MUST CONTACT the city'zen ASSOCIATION: cityzen@myicn.fr

- Event diary management
- Assistance with event organization and publicity available

Remember to notify PEPS and the Marketing and Communications Department about your event eight days in advance.

Never confirm an event before making sure it will definitely go ahead (venue availability, etc.).

PROTOCOL

If an event involves one or more local authorities (City of Nancy/Metz, Meurthe-et-Moselle regional council, Grand Est Region, etc.), you must comply with the protocol guidelines (invitations, official emails, etc.).

CONTACT MARKETING & COMMUNICATION DEPARTMENT:
HERVE.GAUDIN@icn-ARTEM.COM

YOUR COMMUNICATION

THE MARKETING and COMMUNICATIONS DEPARTMENT



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Elhem RENOUARD

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find us AT WWW.ICN-ARTEM.COM

Please note:

How to reserve a room?

Send an email, at least one month in advance, to ordonnancement@icn-artem.com for Nancy and Metz campuses specifying:

- the event type
- the date
- the start and finish time
- how many attendees you expect at the event
- any equipment/resources you need.

Tutors must approve any association-related events in advance and you must also give prior notice of the event to PEPS.

How to contact teaching and administrative staff?

Contact the person by email: firstname.lastname@icn-artem.com.



life in nancy, METZ & NUREMBERG

culture in nancy

The former city of the Dukes of Lorraine, Nancy is located at the crossroads of Europe. For centuries it was a center for artists and architects. Their unique contributions give the city a distinctive flair.

SQUARES AND SIGHTS

The city of Nancy has a wealth of celebrated squares to explore and sights to see:

Place Stanislas: this world-famous square was built on the orders of Stanislas Leszczynski, Duke of Lorraine, and is renowned for the beauty of its wrought iron gates decorated with gold.

Place Carrière: this square is located between Porte Héré and the Palais du Gouvernement.

Hôtel de Ville: the Town Hall is situated on Place Stanislas.

Porte Héré: this gate sits between Place Stanislas and Place Carrière.

Palais du Gouvernement: located at one end of Place Carrière.

Palais Ducal: the Ducal Palace is situated in the Old Town.

Porte de la Craffe: located in the Old Town, at one end of the Grande Rue.

And don't forget Nancy's six religious monuments: Basilique Saint-Epvre, Eglise des Cordeliers, Cathedral, Eglise Notre Dame de Bonsecours, Eglise Saint Pierre and Eglise Saint Sébastien.



PARKS AND GARDENS

Nancy has many public parks and gardens, with something for everyone. These range in size and theme, and can be found in different corners of the city. The most famous of all is the Parc de la Pépinière. This 23-hectare (57 acre) park contains a rose garden, zoo and English garden. It is located next to Place Stanislas.

MUSEUMS

For lovers of history, fine and decorative arts, Nancy has three museums – one for each genre – that highlight the city's diverse cultural heritage. Located in three different parts of the city, they are also physical symbols of its architectural evolution:

The Musée Lorrain can be found in the heart of the medieval city – in the former palace of the Dukes of Lorraine – and retraces the history of the region from prehistoric times to the present day.

The Musée des Beaux-Arts can be found in one of the splendid 18th century pavilions located on Place Stanislas, and offers visitors a stunning collection of paintings, sculpture and the graphic arts in addition to the exceptional Daum glass collection.

The Musée de l'Ecole de Nancy is housed in a residence that dates back to the late 19th century and is entirely given over to the decorative arts, with work from Nancy artists who made their mark during the Art Nouveau period.

Here are two museums that are sure to be of interest to nature lovers, or those with an interest in mining or the steel industry (once a traditional industry in Nancy):

The Museum Aquarium de Nancy has over 10,000 preserved specimens, including many rare, endangered and extinct species, and offers a complete overview of the animal kingdom from five different continents.

The Musée du Fer, offers an introduction to, and the history of, the different techniques used to produce iron.

THEATRES, CONCERTS, CINEMAS

Culture fans are spoilt for choice in Nancy, with its Opera House, National Drama Centre, the Ballet de Lorraine, the Orchestre Symphonique et Lyrique de Nancy, the Zénith de Nancy entertainment venue, and diverse jazz and rock concerts. The city also has a wide choice of venues, including theatres, concert halls, exhibition spaces and cinemas, to name but a few.

Events are held all year round, organized by the city authorities and associations:

- Le Livre sur la Place [Books in the square] (September)
- Journée et Nuit du patrimoine [Heritage day and night] (September)
- Théâtre de la Passion [Passion Theatre]
- Nancy Jazz Pulsations (October)
- Fête de la Saint-Nicolas [Feast of St Nicolas] (December)
- Le printemps des poètes [Poets' springtime festival] (March)
- Festival International de chant choral [International choir festival] (held every two years in May)
- Musicales en Lorraine [Musical encounters in Lorraine]
- Patrimoine en musique [Music heritage festival]



SPORTS AND LEISURE

SUAPS, the Service Universitaire des Activités Physiques et Sportives [University Sports and Physical Activities Department], is the sports department for all students in Nancy. For further information:

+33 (0)3 54 50 37 77 | sport.univ-lorraine.fr | suaps-nancy-contact@univ-lorraine.fr

There are 55 sporting activities on offer, from aikido to badminton, dance, climbing, fencing, weight lifting, parachuting, tennis, table tennis, golf, swimming, skiing and many more.

ICN Business School's **sports association (BDS-bureau des sports)** offers help on how to take part in any of the school's sporting activities.

The school's sports facilities are located in various parts of Nancy and Metz:

nancy city-centre

Gymnase A. Lefebvre

1, bis boulevard Albert 1^{er} -

54000 Nancy

Tél.: 03 54 50 37 60

Les Océanautes

(swimming pool and gym)

Rue de Verdun - Nancy

Tél.: 03 83 96 15 71

vandœuvre

Complexe sportif

des Aiguillettes

(Aiguillettes sporting

complex)

Boulevard des Aiguillettes

Villers-lès-Nancy

Tél.: 03 83 28 29 72

brabois

Nouvelle Halle des Sports

11 Avenue de la Forêt

de Haye

Vandœuvre-lès-Nancy

Tél.: 03 54 50 37 93

METZ

Complexe sportif du Saulcy

Ile du Saulcy

57000 Metz

Tél.: 03.72.74.06.31

For more information, please contact the ICN sports office: bds@myicn.fr

discovering METZ

A city in a perfect location

Metz, the capital of Lorraine and a city of international trade fairs, is ideally situated at the crossroads of Luxembourg, Germany and Belgium. This regional metropolis offers residents an enviable quality of life just a stone's throw from the Vosges mountains and Alsace.

Metz is a key communications hub and has the characteristics of three European construction pioneers, Germany, Belgium and the Duchy of Luxembourg. It has therefore played a key role in shaping major European cultural trends.

"In Metz, the information highways connect people". Metz made communication its speciality in 1984 when it established a Technopôle, Europe's first technology hub, specializing in software and communication.

Metz undoubtedly benefits from its superb location, with various French and international companies moving to the region, not to mention a number of elite business schools including Centrale/Supélec, Georgia Tech, Arts et Métiers ParisTech, and others.



WHAT TO SEE AND VISIT

Be sure to visit some of the city's top sights!

St Etienne cathedral
Centre Pompidou-Metz
Musée de la Cour d'Or
Opéra-Théâtre
Temple Neuf
Chapelle des Templiers
Place St Louis
Arsenal
Église St Maximin
Église St Pierre-aux-Nonnains
Porte des Allemands
Cloître des Récollets
Railway station
Marina
Avenue Foch



A GREEN CITY

Metz is a city of water and gardens, and nature can even be found in the very heart of the city.

With over 470 hectares (1,161 acres) of green spaces, approximately 37 m² (398 sq ft) of protected natural areas per resident, Metz is one of France's greenest cities.

These green spaces are a jewel in the city's crown one, with Metz recognized as one of France's top "Towns in Bloom" and a past winner of the European City in Bloom contest.

A CITY OF CULTURE

From music to entertainment, theatre, cinemas and museums in stunning settings, when it comes to culture, Metz has something for everyone.

Entertainment venues and museums include the Arsenal, Opéra-Théâtre, Les Trinitaires, Arènes de Metz, the Palace, Caméo & Ariel and Kinépolis cinemas, the Galaxie, and the Musée de la Cour d'Or. And don't miss a key event in the city's calendar: Les Nuits Blanches [White nights].

THE CITY OF NUREMBERG

AN ATTRACTIVE HISTORIC CENTRE

Beyond its airport and exhibition centre, Nuremberg also boasts a historic centre with attractive shops, pubs and restaurants, as well as many charming squares lined with historic houses.

A CULTURAL CITY LIFE THAT JUXTAPoses THE OLD WITH THE NEW

The city's museums bring history to life with their guided tours and plays that present the life and works of Dürer and the daily life of a noble family.

Nuremberg is a city of toymaking and industry, and these traditions are showcased at the Toy Museum and the Museum for Industrial Culture.

Each year these attractions and many more participate in the Blaue Nacht [Blue Night] festival, Nuremberg's long night of museums and culture.

And when Nuremberg transforms itself into Germany's number-one Christmas destination, it's time to celebrate one of the city's delicacies - gingerbread.

WHAT TO SEE AND VISIT

Don't miss the city's top sights!

Kaiserburg (Imperial Castle)
Tiergarten Nürnberg
(Nuremberg Zoo)
Nürnberger Christkindelsmarkt
(Christmas market)
Albrecht Dürer's House
Germanisches Nationalmuseum
National Museum of Art and Design
Nuremberg Trials Memorial



USEFUL ADDRESSES

TOURIST OFFICES

nancy

Place Stanislas
+33 (0)3.83.35.22.41
www.nancy-tourisme.fr

METZ

2 Place d'Armes
+33 (0)3.87.39.00.00
www.tourisme-metz.com

NUREMBERG

Verkehrsverein Nuernberg
Frauentorgraben 3/IV
+49 911 2336-0
tourismus.nuernberg.de

PREFECTURES

nancy

6 Rue Sainte-Catherine
54000 Nancy
+33 (0)3 83 34 26 26
www.meurthe-et-moselle.gouv.fr

METZ

9 Place de la Préfecture
57034 Metz
+33 (0)3 87 34 87 34
www.moselle.gouv.fr

TOWN HALLS

nancy

1 Place Stanislas
+33 (0)3 83 85 30 00
www.nancy.fr

METZ

1 Place d'Armes
0 800 891 891 (appel gratuit)
metz.fr

NUREMBERG

Hauptmarkt 18
+49 (0)911 / 231- 32 22 - 55 55
<https://www.nuernberg.de>

PUBLIC TRANSPORT

nancy

www.reseau-stan.com

METZ

lemet.fr

NUREMBERG

www.vag.de

PUBLIC LIBRARIES

nancy

www.reseau-colibris.fr
• Faculté de Droit et de Sciences Economiques.
• Médiathèque de Nancy
• Bibliothèque municipale d'études

METZ

bm.metz.fr
• Médiathèque du Pontiffroy (media library)
• Bibliothèque de Bellecroix (library)
• Université de Lorraine

university CATERING in METZ and nancy

Students have a wide range of University canteens to choose from in the vicinity of ICN and across Nancy (Artem, Vélodrome, etc.), with healthy meals available at lunchtime and in the evening for just €3.25.

At weekends and outside of term time, meals are provided at Nancy's university canteens on a rotating basis.

Règlement par carte bancaire ou compte Izly.

(s)PACE ARTEM



(s)PACE ARTEM



compte izly

When you arrive, you will need to activate your IZLY account. IZLY is a new way of paying for items via your smartphone on the Artem campus.

Please note that your banking and personal data are secured because they are never stored on your telephone or on your card. All online transactions must be authorized with a password.



How to load credit onto your IZLY account

- by bank transfer (minimum amount €5) on IZLY.fr
- by credit card (minimum amount €30) on IZLY.fr

CROUS CANTEENS in METZ and nancy

nancy

(S)pace Artem

Rue Michel Dinet

54000 NANCY

Phone: 03 83 53 33 50

E-mail: restauration@crous-lorraine.fr

Vélodrome

Boulevard des Aiguillettes

54500 VANDOEUVRE-LÈS-NANCY

Phone: 03 83 53 33 50

E-mail: restauration@crous-lorraine.fr

Brabois

9, avenue de la Forêt de Haye

54500 VANDOEUVRE-LÈS-NANCY

Phone: 03 83 44 61 00

E-mail: restauration@crous-lorraine.fr

METZ

Technopôle

4, boulevard Arago

57070 METZ Cedex

Phone: 03 87 20 47 08

E-mail: restauration@crous-lorraine.fr

For further information visit: www.crous-lorraine.fr/restauration/nosrestaurants

SOCIAL SECURITY, CVEC & MUTUAL INSURANCE

FOR FURTHER INFORMATION VISIT WWW.ICN-ARTEM.COM/EN/ACADEMIC-PROGRAMS/REGISTRATION-OFFICE

SOCIAL SECURITY

Is this your first time enrolling in a higher education institution?

For health care cost reimbursements, your mandatory health insurance scheme will not change. You will remain an independent insured member of your current social protection scheme, which is typically the same as that of your parents or legal guardians, no matter which scheme this is (general, agricultural, or other).

There are no specific steps to carry out in relation to this membership, but you should still take the time to create an account on ameli.fr (general scheme), MSA (agricultural scheme) or

any other website for a specific scheme to ensure that you are reimbursed for future health care costs.

Were you a student in France last year?

Whether you are French or an international student, there are no specific steps to complete. You will remain a member of your current social security scheme, MGEL or LMDE, even if you have moved from a different region.

Are you an international student and signing up for social security for the first time?

From 1 September 2018 you will be able to create a social security account on a dedicated website: etudiant-etranger.ameli.fr.

CPAM WWW.AMELI.FR 3646

NANCY

9, boulevard Joffre

METZ

18 Rue Haute Seille

changes in 2018



When the new academic year begins, nothing changes with your health cover... Your medical expenses will still be covered.

Remember to update your personal information to ensure you are reimbursed!



New student at the start of the 2018 academic year



Create your personal ameli account on the ameli.fr website or ameli app.



Enter your bank details into your ameli account.



If you have not done so already, choose your General Practitioner and, during an appointment, fill in a declaration of choice document (déclaration de choix) that he/she will then send to your health insurer.



Update your carte Vitale (French national health insurance card) using the terminals available in all health insurance offices (Caisses de l'Assurance Maladie), pharmacies and in some health centres.



Ensure that your personal social security number (numéro de sécurité sociale personnel – NIR) has been properly logged with your mutual insurer/supplementary health insurer.



Student enrolled before the start of the 2018 academic year



Check that your student mutual health insurer has your correct postal address.



Check that your student mutual health insurer has your bank details. Send these details if they do not have them.



If you have not done so already, choose your General Practitioner and, during an appointment, fill in a declaration of choice document (déclaration de choix) that he/she will then send to your health insurer.



Update your carte Vitale (French national health insurance card) using the terminals available in all health insurance offices (Caisses de l'Assurance Maladie), pharmacies and in some health centres.

"CONTRIBUTION VIE ÉTUDIANTE ET DE CAMPUS" (CVEC)

Starting from the 2018-2019 academic year, you must obtain a certificate confirming that you have settled/paid your Student and Campus Life Contribution (Contribution Vie Etudiante et de Campus – CVEC).

The CVEC is intended to improve student services and support in the areas of social life, health, culture, and sport.

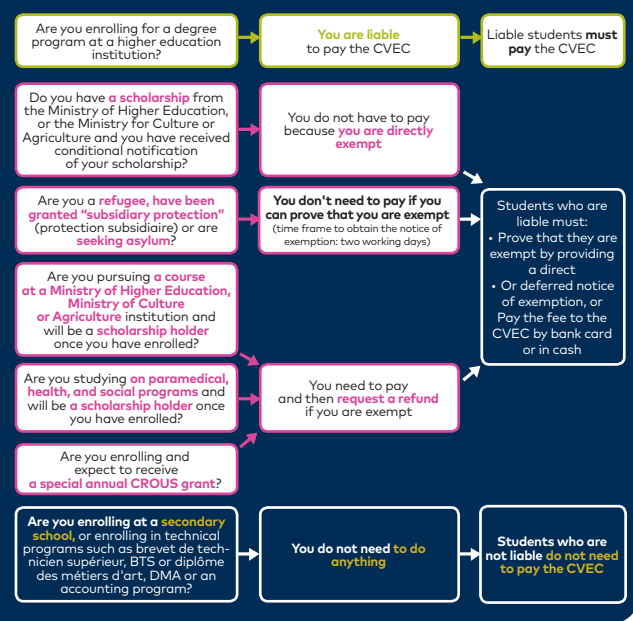
Depending on your circumstances, you may or may not be required to pay the €90 fee, which is collected by the CROUS (Regional Centres for Student Services).

Students taking a double degree at two institutions need only pay the fee once.

for FURTHER information visit (french only):

cvec.platforme-crous.fr/la-cvec

WHAT ARE YOUR CIRCUMSTANCES?



MUTUAL INSURANCE And health CARE ASSISTANCE

It is also very important to understand your supplementary health care cover. Social Security reimburses 65% of health care costs, and a mutual supplementary insurer can cover the remaining 35% of costs.

This 35% figure can quickly amount to exorbitant sums of money depending on the type of treatment provided (laboratory analysis, consultations with specialists, X-rays, hospitalization, etc.).

We therefore suggest that you find out how much cover your mutual insurer (parental, student, supplementary CMU, etc.) will provide.

for FURTHER information visit: www.icn-artem.com/en/academic-programs/registration-office



SERVICE UNIVERSITAIRE DE SANTÉ (UNIVERSITY HEALTH DEPARTMENT)

nancy

Santé universitaire

Campus Lettres et Sciences Humaines

23 Boulevard Albert 1^{er}

Phone: 03.72.74.05.71

Monday to Friday from 8 am to 5 pm

SUMPPS-Nancy / Vélodrome

Rond-Point du Vélodrome

6, Rue Jacques Callot - Vandœuvre-lès-Nancy

Phone: 03.72.74.05.51

Monday to Thursday from 7.45 am to 5 pm,
Friday from 7.45 am to 4.30 pm

METZ

Service Universitaire de Médecine Préventive et de Promotion de la Santé (SUMPPS)

Campus Bridoux

Rue du Général Delestraint

Phone: 03.72.74.05.40

Monday, Wednesday and Friday from 9 am to 12 pm

CREACTIVE business school

DATES FOR YOUR DIARY

Dates for seminars and different events
may change throughout the year

SEPTEMBER

- 3 to 7** Integration week for international students
- 7 to 9** Le livre sur la place [Books in the square]
Nancy
- 12 to 24** Nuremberg old town festival
- 15 to 20** 1A PGE seminar
- 20 to 29** Festival étudiant dans ma ville
[Student in my town festival] Metz
- 29** Start of the pop-up garden, Nancy

OCTOBER

- 2** "Deloitte without" taboos evening
- 4** **Preparatory sessions for the business forum**
- 9** After-work event, Nancy
- 10 & 12** Employability workshop
- 10 to 20** Nancy Jazz Pulsations à Nancy
- 11** **Business forum**
- 16** Interview practice evening
- 17** Support and guidance day
- 18** Associations forum
- Mentoring international students ceremony
- 20 to 26** MSc IBD 2A seminar
- 22** End of the pop-up garden, Metz
- 24 & 26** CV and cover letter workshops
- 25** International forum

NOVEMBER

- 11** End of the pop-up garden, Nancy
- 14** Finding an internship and networking
workshop
- 15** "Horizon Est" forum
- 17** Start of the Metz Christmas Market
- 20** Interview workshop
- 22** After-work event, Nancy
- 23** Start of the St Nicolas village festival, Nancy
- 28** LinkedIn conference
- 30** Start of the Nuremberg Christmas Market

DECEMBER

- 1 & 2** St Nicolas parade and weekend in Metz and
Nancy
- 8** Open Day, Nancy
- 24** End of the Nuremberg Christmas Market
- 30** End of the St Nicolas village festival, Nancy

JANUARY

- 6** End of the St Nicolas festival in Nancy and the
Christmas Market in Metz
- 6 to 11** Bachelor 3 English Track seminar
- 12** Open Day, Nancy
- 22** Interview practice evening
- 19 to 23** MSc LDM 2A seminar
- 24** Afterwork Nancy
- 31** **Preparatory session for the business forum**

FEBRUARY

- 1st & 2** Graduation Ceremony
- Open Day, Metz
- 6** Preparatory session for the business forum
- 7** After-work event, Nancy
- 8 & 9** Open day, Metz
- 14** **Business forum**

MARCH

- 2** Open Day, Nancy
- 4 to 8** Bachelor 3A French Track seminar
- 6** Employability workshop
- 11 to 15** International week
- 18 to 21** Bachelor 1A Nuremberg seminar

APRIL

- 1st to 4** Bachelor 1A Nancy & Metz seminar

MAY

- 20 to 24** PGE 3A seminar

AT ICN
IN THE CITIES

icn-artem.com

 ICNBusinessSchool

 #icnbusinessschool

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School se réserve le droit de modifier le contenu de ses programmes en lien avec l'évolution du marché et de ses propres innovations.

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