

Following the recent merger of the academic and research services, the department is now made up of:

- Estelle DURAND - Head of Academic and Research Administration.
- 4 assistants with administrative support to the members of each DAP (Academic Departments) as well as transverse missions and 1 research promotion assistant.

A- Contacts:

Capucine HARTER

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- Marketing & Intercultural Communication Hub Assistant.
- Support for the management of the PhD & DbA doctoral programmes in collaboration with the Director of these programmes.
- DAR budget - Assistance to the DAR ("academic" travels).

Laurence KOUDLANSKY

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- Assistant to the DAPs : Finance Audit Accounting Control & Arts and Technology
- Tools and process of the DAR services (follow-up & monitoring (boost), internal DAR procedures improvement, Academ Development).
- Implementation and monitoring of the teachers workload planning process.

Morgane LEONARD

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- Assistant to the DAP : Human Resources and Organisational Behaviour Departments.
Support for Service management
- KPIs and data collection.
- Research budget, Grant agreements centralisation.
Support for Faculty Management
- Evaluation committee and track committee, Faculty workload centralisation (payments).
- Faculty handbook.

Camille SCHMITT (arrival scheduled in January 2024)

- Assistant to the DAPs: Strategy, Entrepreneurship & Supply Chain Management and Information Systems
- Support for promotion and publication activities, editorial assistant for the RIPCO review.
- Follow-up and administrative support (travel outside the classroom, access, etc.) for research affiliates and teaching affiliates.
- Support for internal research initiatives (e.g. Seed funding).

Marion PHILIPPOT

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- Research promotion assistant
- Promotion: newsletter, Research Insights, link with the communication department, websites follow-up (ICN and CEREFIGE, research yearbook, Knowledge@icn, ICN HAL Collection, follow-up and development of teachers skills).
- Links with the Corporates and Alumni directions to implement promotional activities.
- Relationship and coordination with the CEREFIGE laboratory.

B- Assistance to members of each DAP includes academic and research missions such as :

- Organisation and minutes of DAP meetings.
- Support for research activities (copy-editing, travel to conferences and other events, transcriptions, etc.).
- Welcome and support for new teachers.
- Support for DirDAPs in organising recruitment meetings.
- Support for updating DAP members' Academ files and individual research reports.
- Administrative support for project leaders.
- Support for the publication of case studies.
- Relations with other internal departments for educational activities (schooling, programme, planning, etc.).