



THE GUIDE

YOU ARE
UN**1**QUE

WELCOME TO ICN!



STUDENT WELCOME
GUIDE

2024-2025 - www.icn-artem.com

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Introduction

Congratulations on your application! You have just joined ICN Business School in Nancy, Paris or Berlin.

This guide will introduce you to the world of ICN. It will provide you with valuable information on all aspects of your studies, so that you will be able to make the most of your time at ICN.

UN1QUE and pleasant experience.

However, if you still have questions after reading this guide, you can contact the ASQ department, which will answer your questions and/or direct you to the right people.

We would like to welcome you once again to ICN, and wish you an excellent 2024/2025!

I would like to register

You will receive 1 to 3 invitation emails each time you register, depending on the stages you are involved in:

- 1 - Enrolment (*if applicable*): Education Department
- 2 - Administrative registration: admissions department
- 3 - financial registration (*if applicable*): accounts department

a) Educational registration

Once your administrative and financial registration has been finalised, it is definitive. You will be able to retrieve your certificate of enrolment via your enrolment link sent by e-mail by ICN. Your student card will be distributed on each campus.

There may be several enrolments, depending on the programme. The first is in May for choices for year N+1, others during the year. You will receive an e-mail with a link.

b) Administrative registration

As soon as your educational choices have been confirmed, you will receive an e-mail inviting you to complete your administrative registration. You will need to complete the online form, submitting the required administrative documents at each stage.

The documents you will be asked to provide (depending on the answers given at each stage) :

Identity document	Passport, residence permit, identity card	CVEC certificate	Procedure to be carried out on the CVEC website if you are concerned by this procedure and if you are asked to do so when you register.
Social security certificate	CPAM certificate or European card. For international students outside Europe, a current certificate or proof that the formalities are underway	CROUS scholarship certificate	Only for students answering yes to the question of scholarship status on eligible programmes
Visa	For international students: visa, current certificate or proof of appointment at the prefecture	Civil liability certificate	Proof of personal liability insurance for your studies
Diploma	For new students: proof of the diploma required for the international competition or recruitment.	Photo	You will be asked to provide a passport-size photo for your student card.

c) Financial registration

The Accounts Department manages the school's financial enrolments in addition to the Enrolments Department. It collects and checks the documents needed to validate the financial enrolment (payment slip, financial formalities, joint guarantee, etc.). It also records your tuition fee payments (direct debits, transfers, cheques).

The department is active on these issues at various times, starting with the enrolment campaign (from June to September for the main period) and then throughout the year to monitor payments.

For all questions relating to financial enrolment, answers can be found on the school's website. However, if your question is not answered there, the ASQ* department will get back to you.

Once all your enrolments have been validated and finalised, we will issue your student card and send you your certificate of enrolment.

The student card will be distributed on each campus and you will receive an e-mail as soon as it is available. You will receive a student card in 2024-2025, which you will need to keep throughout your studies, as in subsequent years you will only receive a paper version. This card will give you access to the ICN campuses throughout your studies. If you are an apprentice, you will also receive a trades card, which will be dematerialised via your ISIC space.

If you have any questions about your registration, please write to the ASQ department (via: <https://asq.icn-artem.com/hc/fr/requests/new>).

d) Computer access

Connecting to wifi

Connecting to the wifi couldn't be easier: choose the "eduroam" network from your list of wifi networks, then log in with your student email address ending in @icn-artem.com, and your MyICN password.

ICN Student application

This application will keep you informed about campus life, the CROUS and changes to your course timetable. Download it now and let it guide you!

My life at school

a) Finding my way around campuses

THE NANCY CAMPUS

➤ How to get to the campus

The bus can drop you off right in front of the ICN campus at the Nancy Artem (line B) and Nancy Artem Vauban (line 11) stops.

You can also come by bike, thanks to the 34 VeloStan'lib stations available throughout the city. There is a VeloStan'lib station just outside ICN.

➤ Where to eat

- On campus

A university restaurant is available behind ICN in the grounds of the ARTEM campus: the Crous (S)pace Artem. It is open from 11.30am to 1.30pm, Monday to Friday. You can pay by credit card or by Izly, a dedicated Crous payment system. As a student, you have access to the Crous (S)pace Artem, which offers meals at €1 for students with grants and €3.30 for students without grants.

- Around the campus

Around campus, you'll find everything from Japanese restaurants such as Maison Kanazawa (163 rue Sergent Blandan) to Belgian fries and burgers at Bonidé (135 rue Sergent Blandan) and bagels at BAGEL & SALSA by secrètement bon (232 avenue du Général Leclerc, 2 impasse Prétoria), as well as a Carrefour City at 175 avenue du Général Leclerc.

THE PARIS CAMPUS

➤ How to get to the campus

By metro, take line 1 to La Défense - Grande Arche. You can also take RER line B to La Défense - Grande Arche.

➤ Where to eat

- On campus

At the cafeteria, located on the ground floor of ICN, you'll find hot and cold drinks, hot and cold dishes (paninis, sandwiches, mixed salads, pasta, vegetarian, organic and pork-free products), snacks and fruit, to be consumed on site and in authorised consumption areas on campus, or to take away.

A sandwich + drink + dessert costs between €7 and €11.

It is open Monday to Friday from 8.45am to 4pm and Saturday from 8.45am to 2pm.

- Around the campus

Around the campus, you'll find a wide range of restaurants, from the Greek restaurant Yaya La Défense (15 Parvis De La Défense, 92800 Puteaux) to the Vietnamese restaurant Hanoi Cà Phê (Westfield les 4 Temps). 6 food trucks can be found every day at 3 locations in Paris La Défense:

2 Food Trucks at Grande Arche

2 Food Trucks near the Bassin Takis

2 Food Trucks on the Cours Valmy.

THE BERLIN CAMPUS

➤ **How to get to the campus**

You can get to the campus by bus from the stop near ICN Berlin Französische Str. (line 147, 3 minutes' walk from ICN).

You can also take the underground: the Stadtmitte stop (line U2) is a 3-minute walk from ICN.

The train is also an option, with Berlin Friedrichstraße station just an 8-minute walk from ICN.

You can also come to ICN Berlin by bike. There are several areas dedicated to bike hire. You can hire one via nextbike Berlin or via Jelbi. The nearest stations to ICN Berlin are :

nextbike Taubenstraße/Friedrich

Jelbi Taubenstraße/Friedrich

➤ **Where to eat**

- Around the campus

Around the campus you can find a variety of catering options such as :

Little Green Rabbit: salads, jacket potatoes, soups and Flammkuchen, Unter den Linden 21, 10117 Berlin

Sons of Mana: Asian cuisine: Hawaiian poke bowls, sushi, noodle soups, Friedrichstraße 67-70/Q, Charlottenstraße 205, 10117 Berlin

Auf die Hand: salads and sandwiches, Friedrichstraße 63, 10117 Berlin

Ishin: Japanese cuisine, Mittelstraße 24, 10117 Berlin

Frittenwerk: poutines, snacks and salads, Friedrichstraße 69, 10117 Berlin

b) I go to class and manage my schedule:

➤ **MyICN/planning**

To access your timetable, go to MyICN in "Schooling" > "My Timetable".



MON PLANNING

- CALENDRIER DES ÉVÈNEMENTS
- ENSEIGNANTS
- PROMOS

rechercher...

Vie de l'école

- Nancy - Rentrée PGE 3 classique
- Début de rentrées de l'accompagne...
- Nancy - Rentrée MSc 2 alterné
- Nancy - Rentrée Bachelor 1, 2 & Bachelor 3...

You will be redirected to a login page where you will need to identify yourself with your e-mail address and your e-mail password:

ICN
CREATIVE
BUSINESS
SCHOOL

Bienvenue dans votre espace ! Si vous possédez déjà un compte mail ICN, merci de vous connecter avec celui-ci. Sinon, merci de cliquer sur le bouton "Réinitialiser mon mot de passe" pour vous créer un compte lors de la première connexion. Veuillez ensuite utiliser la même adresse mail que pour votre compte concours.
 Welcome to our portal! If you already have an ICN email account, please log in using your username and password. Otherwise, please click on "Reset my password" to create an account for your first connection. Please use the same email address that you used for your application.

Connexion

Réinitialiser mon mot de passe

You can then access your courses:

Planning de ma Promo

2425_BCH_3_NA_FR

Date: 26/08/2024 Semaine: 35-2024

2 – 8 Septembre 2024

	Lun 02/09	Mar 03/09	Mer 04/09	Jeu 05/09	Ven 06/09	Sam 07/09
08						
09						
10				09:45 - 11:15 -- Cpe1-CM-TC BCH3 Nancy	09:45 - 11:15 -- Cpe2-CM-TC BCH3 Nancy	
11						
12				11:30 - 13:00 -- Cpe1-CM-TC BCH3 Nancy	11:30 - 13:00 -- Cpe2-CM-TC BCH3 Nancy	
13						

Get into the habit of checking your timetable regularly (cancellation of lessons for health reasons, change of room, etc.).

List of abbreviations you may come across in your timetable

The different types of courses :

TC: Common Core

TC FR: Tronc Commun FRançais

TC GB: English core curriculum

LG : LanGues

SPE: SPEcialisation (followed by the abbreviation of your specialisation: e.g. SPEFE: specialisation in Corporate Finance)

PRO: Domaine de PROfessionnalisation (which is followed by the abbreviation of your specialisation: e.g. PROAi: domaine de professionnalisation en Affaires Internationales)

Atl : Workshop

ELE: elective

Type of teaching and teaching method :

CM: large group lessons

TD: lessons in small groups

PJ: ProJet course

PA: Partial (final or continuous examination)

AN: non-course events (back-to-school, forums, presentations,)

MN: Digital equipment

NB: the distance learning mode is indicated by the location of the room (distance learning Nancy; distance learning Paris; distance learning Berlin).

To connect :

use the Teams link automatically created in your timetable.

or the Teams link sent by the teacher to your @icn-artem.com address.

Find classrooms :

Nancy campus :

ICN ARTEM de : for traditional classrooms : Access through the school

ICN ARTEM Amphi A or C: Access via the gallery

ICN station A: Orange building near the Sergent Blandan statue (Place de Padoue)

IAE ARTEM amphi B: Access via the gallery

Mines ARTEM amphi 100 and 200 : Access via the gallery of the red building

Mines ARTEM from A006 to A007 at : Access via the Ecole des Mines building (dark green/khaki) (rooms behind reception)

Plan (image)

Paris campus :

All courses take place on campus

Berlin campus :

All courses take place on campus

c) I am a member of

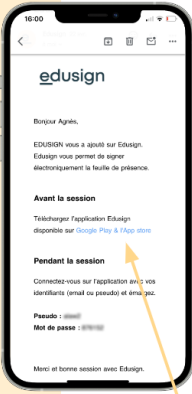
Here's how to sign up for a course using the Edusign sign-up tool:

Téléchargez l'application Edusign

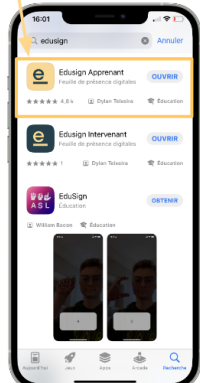
Utilisez le lien figurant dans le premier email que vous avez reçu d'Edusign ou rendez-vous sur l'Appstore ou le Google Play Store

OU

1. Recherche sur l'App Store ou Google Play Store
2. Sélectionnez Edusign et téléchargez



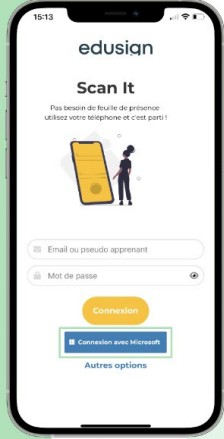
Cliquez sur le lien et téléchargez l'application

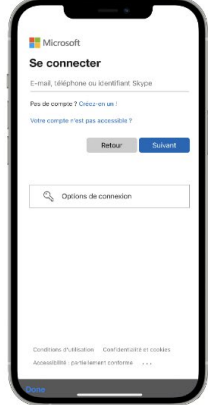


Pour les écoles utilisant Office 365

Identifiez-vous avec Microsoft

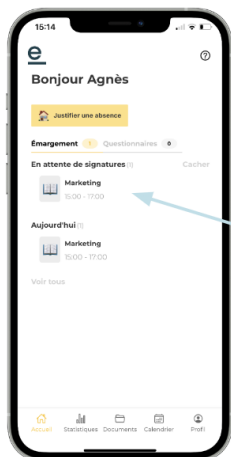
Si votre école utilise la suite Office 365 et qu'elle vous a demandé de vous connecter via votre compte Microsoft.





Sélectionnez votre cours

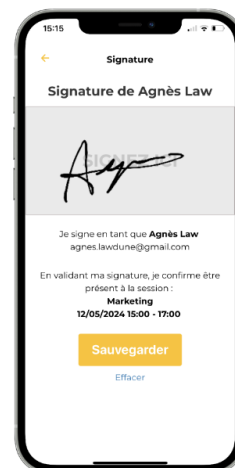
Vous pouvez voir vos cours
passés en cliquant sur "Voir tous".



Cliquez sur votre cours
pour pouvoir émerger.

Signez à l'aide de votre doigt

N'oubliez pas de sauvegarder !



Scannez le QR Code affiché par votre professeur

Veuillez autoriser l'accès à
votre appareil photo.



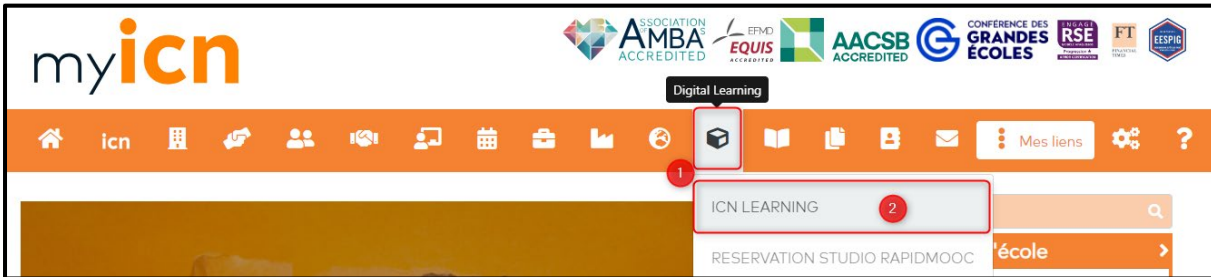
For other actions in the Edusign application, such as declaring an absence, go to MyICN at this address:
<https://www.myicn.fr/article/view/68>

d) E-Learning/Digital Technology for Learning:



Refresher courses are available on the ICN Learning platform as soon as registration is complete. All blended modules, including MN (Digital Material) modules, are available at the start of the modules.

To access the platform, follow the "ICN Learning" link in the "Digital Learning" tab:

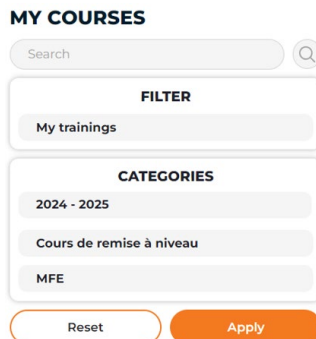


The connection is then made automatically.

The courses in which you are enrolled will appear on the "My courses" page.



To search for a course in all the courses in your catalogue, search by keyword in the "My courses" field or choose to display the courses by category.



e) My first exams

Find your exam dates on the general calendar for your year (available in MyICN).

Here's how the exams are organised:

➤ 15 days before

The Assessment Department will send you the exam timetable by e-mail to your @icn-artem.com address no later than 15 days before the exams.

In this e-mail, you will find :

- breakdown by room and campus.
- a reminder that you must present an official identity document;
- the time needed to set up the sign-in procedure and distribute the students in the room so that the test can start at the scheduled time (this can vary between 15 and 30 minutes).

➤ D-Day

You must present a student card (or, failing that, an official identity document such as an identity card, driving licence or passport) at every test, without exception. PLEASE NOTE: documents such as carte vitale without a photo, travel tickets or bank cards (...) are not accepted.

Without official identification, you will not be admitted to the exam.

You must take precautions (toilets, etc.) before signing in and entering the room.

Any student who signs the attendance sheet enters the room and may not leave again.

Phones are switched off and stored in your bag. Connected watches are left in your bag.

Bags and coats must be deposited in a place designated by the supervisors.

Drinks with corks are permitted on the table. To avoid any mishaps on the examination papers you are completing, cups and drinks with bottle tops are not permitted.

Important: you are allowed to enter the room after the start of the test (up to 1/3 of the test time) but you will finish at the same time as the others.

You must wait 1/3 of the time before being allowed to leave the examination room.

In the event of fraud or attempted fraud, the supervisor will inform the person concerned. They then fill in the "Fraud Report", which is signed by both parties. The student continues to sit the exam.

At the end of the test or when you have finished (respecting the time limit of 1/3 of the time indicated above) you must hand in your paper, your drafts, the test subject and any calculator that may have been provided.

ATTENTION: chatter and exchanges of material are prohibited until you leave the room, otherwise they will be considered as an attempt at fraud.

Exams organised during the course (continuous assessment or final exams) are managed directly by the teacher.

f) My first newsletter

You can find your report card after the 1^{er} jury. An e-mail will tell you where to find it, using a path on MyICN.

My experiences

a) Professional integration

The sooner you start looking for an internship, the more effective your search will be. As soon as the internship calendars are online, make an appointment with your careers advisers to prepare your application tools as well as possible.

How: By making an appointment with one of our careers advisers:

- Charlotte REROT: looking for internships, apprenticeships, 1^{er} job in France (**Nancy campus**)
- Pierre Alexandre GIRAUD: looking for internships, apprenticeships, 1^{er} job in France (**Paris and Berlin campuses**), international research (**Berlin Campus**)
- Tracey-Lynn Schneider: looking for an internship and 1^{er} international job (**Paris and Nancy campuses**)

Where: Via the career centre (<https://icn.jobteaser.com/fr/v2/appointments>).

Interviews are held on the various campuses, either face-to-face or virtually.

b) Internships and apprenticeships

➤ Internship

Throughout the year, it is important to apply for a work placement agreement as soon as possible.

For France: 7 working days before the start of your course

For international placements: 15 working days before the start of your placement

How By filling in your assignment form to record your professional experience (Guide available via MyICN > Internships)

where : Via your MyICN interface in the internships section, a fully digitised process.

➤ Learning

If you want to start an apprenticeship, here's some information.

You can sign an apprenticeship contract up to 3 months before and 3 months after the start date of your course.

Your contract must include the last course date on the calendar. It can extend up to 2 months after the graduation date.

How and where to sign a contract?

You can sign a work-study contract from your MyICN space:

- 1 - Log in and click on the apprenticeship tab, then click on "new apprenticeship application". Fill in your part of the form. The information will then be sent to the HR contact associated with your form.
- 2 - Company stage: The company checks the information, completes its section and adds a job description.
- 3 - Assignment validation stage : The specialisation advisor validates the match between your assignments in the company and the content of your diploma.
- 4 - Contractualisation stage: The apprenticeship department contacts the company to draw up the contractualisation documents (Cerfa form and training agreement).

c) Entrepreneurship

You can embark on your entrepreneurial adventure at any time. Support for student entrepreneurs can start at any time, and this is one of ICN's strengths in this area: a project can arise at any time during your studies, and we are quick to respond and flexible enough to promote entrepreneurial initiatives without waiting. The SNEE (Statut National d'Etudiant Entrepreneur, issued by the Ministry) can also be obtained at any time, with our partner the PEEL (Pôle Entrepreneuriat Etudiant de Lorraine). Based on the Artem campus, the Peel is part of the national network of Pôles Etudiants Pour l'Innovation, le Transfert et l'Entrepreneuriat (PEPITE).

In addition to support, there are specific modules in PGE2 and 3 ("entrepreneurial project module", which provides individualised, tailor-made support) and links that we foster with the local innovation ecosystem. Entrepreneurial students can dedicate a section of their course to their project (replacing the course with an 'entrepreneurial mission'), subject to approval by David Gegonne and the programme directors, and subject to obtaining the SNEE.

d) I would like to go on an academic placement abroad

Here are a few points to help you plan your academic stay.

If you are a Bachelor student and you are enrolled in the 2nd year in 2023-2024 (and in the 1st year in 2022-2023), in accordance with the ICN Bachelor diploma examination regulations, you may spend the third year at a foreign university. The single stay in a foreign university can take place during the 1st or 2nd semester of your third year.

If you are a Bachelor student and you are enrolled in **1^{ère}** or 2nd year in 2024-2025 (and in 1st year in 2022-2023), in accordance with the ICN Bachelor diploma examination regulations, you may spend your third year

studying at a foreign university. The single stay at a foreign university can take place during your third year, in the 1^{er} semester.

If you are a Bachelor or PGE student and would like to do a double degree at a partner university, this is possible, either in 3rd year (duration 1 year), in 3rd year extension (duration 1 year), or in 3rd year with 3rd year extension (duration 2 years). Each double degree is subject to a different timetable. Negotiations and agreements are specific to each university. Most double degrees are taken instead of the 3^{ème} year.

If you are a PGE student, you can go on an academic stay as part of a single stay:

- During the year optional experience between PGE1 and PGE2: in the 1^{er} or 2nd semester

- PGE 2: 2nd semester only

- During the year optional experience **between PGE2 and PGE3**: in the 1st or 2nd semester

- PGE 3: 1st or 2nd semester

The length and timetable of academic stays vary according to each partner university.

➤ **Would you like to apply?**

If you wish to apply for an academic residence, you must apply the year before your departure. Two selection committees are organised each year, the first in December and the second in March/April. You will receive an e-mail with the application procedure and the list of available partner universities. You can make up to 10 wishes and you must rank them in order of preference. You put together your application file with all the documents requested, such as your language test (TOEFL, TOEIC or IELTS in English and/or internal test in Spanish, Italian, German, Portuguese), your CV, your covering letter explaining each wish, your report cards, etc.).

If you are preselected for an academic stay, you will have to register with the partner university according to the instructions given to you by the International Department, choose your courses in line with your programme at ICN, and then arrange your departure (accommodation, travel tickets, international insurance, visa if necessary, scholarship application, etc.). At the end of your academic stay, you must send the International Department your report card, complete the various surveys and complete any other procedures (scholarships, etc.).

Erasmus if applicable, etc.). As part of a double-degree programme, you will be required to submit a written report and give an **oral** presentation, and to validate the equivalence of 30 ECTS credits per semester.

➤ **Knowing where to take the necessary steps**

You must consult the international tab on MyICN to :

- Read the departure guide and familiarise yourself with the procedure (MyICN > International > Useful documents > Important information > Academic stays > Departure guide)
- Find out about ICN's network of partner universities (MyICN > International > Partner university lists > search: {name of university or country} > in the ACTIONS column, click on the "see" eye > tests accepted by partner universities and minimum scores required, other important information about exchange programmes at partner universities to be read carefully).
- **Taking part in the international forum at which partner schools are represented**

The International Department welcomes and advises you every day from 1.30pm to 5pm (4pm on Fridays). You are invited to take part in the remote information sessions via Zoom, on Thursdays from 12.30 to 1.30 p.m., every fortnight. You can also book an individual or group appointment, either face-to-face or remotely.

You can find all the key stages of an academic placement in the MyICN > International > Useful documents > Infographic.

e) I'm joining an association

At ICN, nearly 30 associations are waiting for you: learn to work as a team, get involved, professionalise yourself and express your creativity! If you are a Bachelor 2 or PGE1 student, the **community project is a compulsory** part of your course.

On 24 October, ICN's student associations will be present at the *Forum des associations*, **which is also compulsory**. It will give you the opportunity to get to know the different associations and their specific features. During the forum, you will be able to leave your name on one or more lists in order to join the association of your choice and take over its mandate. Of course, if you are not a Bachelor 2 or PGE1 student, you are also welcome to join an association as an active member.

Once you have joined one of the ICN associations, there are a number of compulsory administrative formalities to be carried out by members of the board (formalities with the prefecture, etc.).

Sophie THIREAU and Nacéra BERBARA, FIFO department, are available to help you with this. You can contact them at associations@icn-artem.com

In addition, you will find most of the information you need in Myicn: PEPS >documents utiles >associations>démarches administratives>passation et enregistrement.

➤ Association events

To ensure that several association events do not take place at the same time, the different dates of your events must be approved by a BDE association manager.

You must then declare each event to the FIFO service by completing a form: <https://sphinx.icn-artem.com/SurveyServer/s/ccc/eventASSO/questionnaire.htm>

Please note: the form must be completed at least one week before the start of the event!

➤ **How do you book a room for your association?**

Booking requirements will be indicated on the above form.

➤ **Do you need communication materials?**

Once you have approved your communications material with the Communications Department, send your print request to associations@icn-artem.com. You will need to specify the number of copies as well as the dimensions and indicate the maximum date by which you would like to receive your material.

Please note that reprography requests must be sent **at least 3 days** before the requested date.

f) The student commitment plan

The student commitment scheme recognises and rewards student initiatives within the community. Recognition can take the form of an increase in marks or grade point average, additional credits, or validation of a leave of absence, thus enhancing the value of extracurricular, voluntary or leadership activities.

This scheme encourages students to develop cross-disciplinary skills while becoming actively involved in projects. It also strengthens students' sense of belonging and civic involvement.

Well-being at school

a) Psychological support

If you are experiencing personal difficulties, a psychologist is available to listen to you on a permanent basis at the School. In accordance with the Code of Ethics for Psychologists, all discussions are completely confidential. Don't hesitate to contact him!

To make an appointment, ask ASQ or send an e-mail to Bruno Vançon: bruno.vançon@icn-artem.com

b) ICN's financing option

The school has a social committee which, subject to academic and financial conditions, can waive part of your tuition fees on an exceptional basis.

To find out about the dates and the documents to be submitted, contact the ASQ department at:
<https://asq.icn-artem.com/hc/fr/requests/new>

c) Sport

To find out about the school's sporting events and/or to register, contact the Sports Office (BDS). This office is one of the school's many associations, and will be delighted to provide you with all the information you need.

I still have questions

If this guide doesn't answer all your questions, you can contact the ASQ service using the form available at

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

They are also located on the ground floor in Nancy, on the 7th floor in Paris and in office 004 in Berlin. SSOs (Student Service Officers) are also present on the Nancy, Paris and Berlin campuses.

The "rentrée de l'accompagnement", which takes place in September, will also be able to help you make the most of your time at ICN. Here you will find all the school's services, such as Registration/Admission, Careers and Internships, and PEPS (Professional Experience Personal Support).

Once again, we welcome you to the ICN and wish you an excellent year 2024-2025!