

# PGE INFORMATION

## General Information about PGE / Master in Management (MiM)

*Valid for 2022-2023*

**Gérald DUFFING**

Directeur du programme ICN Grande Ecole

# IMPORTANT NOTE

*This presentation contains important information*

*A copy is uploaded **on MyICN***

*Please take time to reread it,  
browse through other documentation  
(namely, course regulations)*

# PROGRAMME STRUCTURE

# LE PGE EN TROIS TEMPS

Wake Up!

- **Socle académique commun**
- Découverte des fonctions, mise en appétit
- Mise en application (projets, stages)

Experiment!

- **Spécialisation / MSc**
- Mise en œuvre de projets #ATM
- Expériences professionnelles

Jump!

- **Approfondissement (spé / MSc / DD)**
- Problématiques complexes d'entreprise
- Expériences professionnelles

# The PGE is divided into THREE STAGES

Wake Up!

- **Common core courses**
- Discover business functions / operations: *awaken your appetite !*
- Apply theory in projects, internships

Experiment!

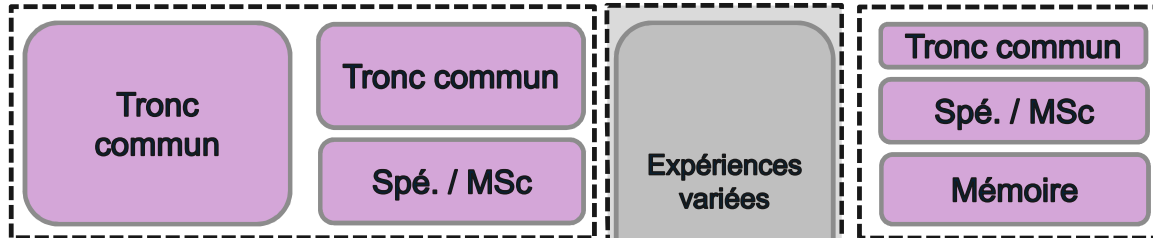
- **Functional Specialisation / MSc courses**
- Transdisciplinary application with #ATM projects
- Professional experience

Jump!

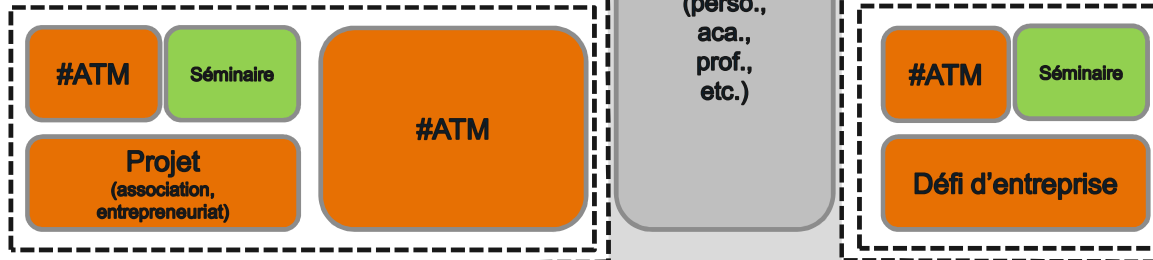
- **Advanced specialisation : MSc / DD**
- Address complex business issues
- Professional experience



*Socle académique*

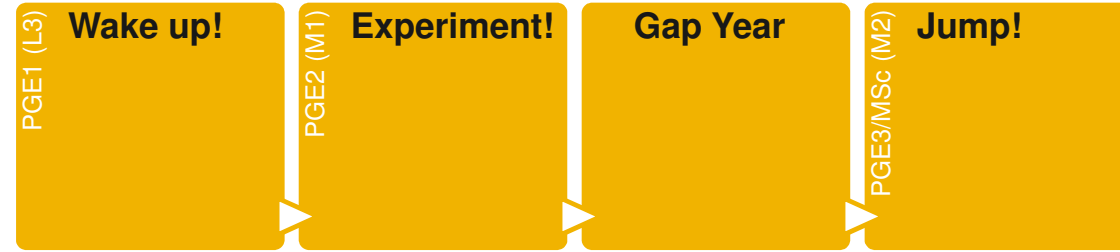


*Engagement en équipe*

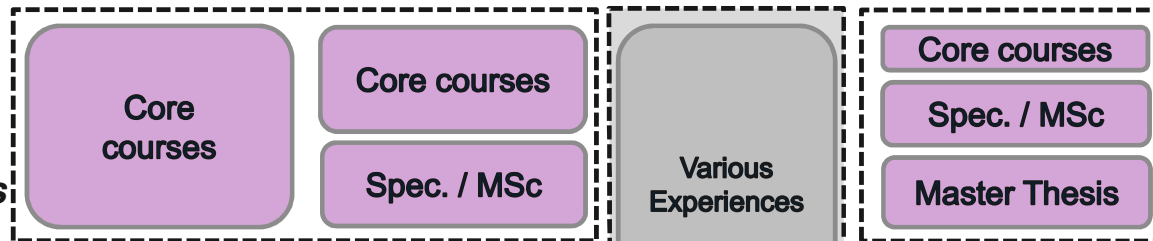


*Formation & Professionnalisation Individuelle*

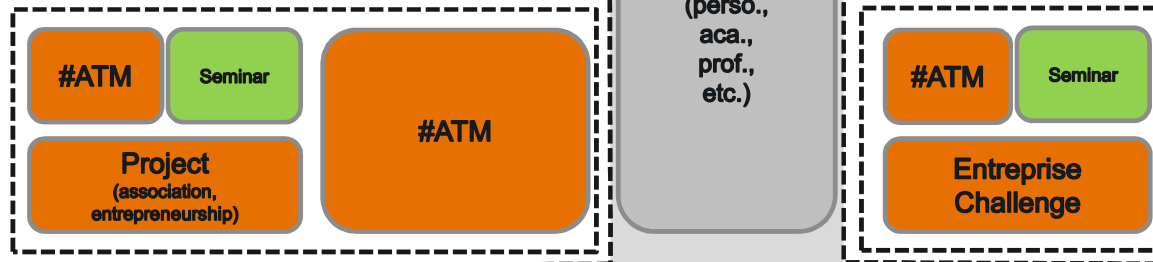




*Core Academic Management courses*



*Commitment & Team Spirit*



*Individual learning & professional empowerment*



# ECTS CREDITS

PGE = Master in Management :

- In two years: 120 ECTS (PGE 2,3 – M1-M2), or
  - In three years: 180 ECTS (PGE 1,2,3 – L3-M1-M2).
- **1 year = 60 ECTS (credits) = 2 independent semesters of 30 credits each**
  - **1 semester = a set of modules** (*aka* “courses”)
  - **1 ECTS = 30 hrs of student learning** (on-campus classes, personal work, assignments, readings, digital learning, examinations, etc.)

*Example:*

- 4-ECTS module = 120 hrs of student learning (4 ECTS \* 30 hrs), including on-campus classes & digital learning (30 hrs).
- Expect 120 hrs – 30 hrs = **90 hrs of personal work.**



***Autonomy & responsibility***



# CREDITS ECTS

PGE = Programme Grande Ecole = Master in Management :

- En deux ans: 120 ECTS (PGE 2,3 – M1-M2), ou
  - En trois ans: 180 ECTS (PGE 1,2,3 – L3-M1-M2).
- **1 année = 60 ECTS (crédits) = 2 semestres indépendants de 30 crédits chacun.**
  - **1 semestre = un ensemble de modules** (cours)
  - **1 ECTS= 30 h de travail, tout inclus** (cours en salle, travail personnel, devoirs, lectures, e-learning, examens, etc.)

*Exemple:*

- Module de 4 crédits = 120 h de travail (4 crédits \* 30 h de travail), incluant cours et e-learning pour 30h.
- Prévoyez 120h – 30h = **90h de travail personnel.**



***Autonomie & responsabilité***

# MODULES DESCRIPTORS

## The syllabus

For each module, your instructor submits a [syllabus](#), which provides a global course description:

- **Module description:** the general content of the module.
- **Intended Learning Outcomes (ILOs):** expected knowledge & skills.
- **Descriptors:** how the module relates to the mission related strands - Sustainability, #ATM, international issues, and SDGs.
- **Module outline:** a brief description of sessions.
- **Teaching:** teaching and learning methods adopted.
- **Course material and readings:** references and useful resources.
- **Research connection:** how this module is linked to ICN faculty research activities and emerging trends in management research.
- **Assessment:** components, types, methods, weighting, and how each component relates to ILOs.
- **Programme learning objectives:** contribution to the PGE learning objectives (LOs).

# DESCRIPTION DES MODULES

## Le syllabus

Pour chaque module du programme, le professeur établit un [syllabus](#) où l'on trouve les éléments suivants :

- **Présentation du cours** : le contenu général du module, les sujets abordés.
- **Connaissances et compétences visées**: Intended Learning Outcomes (ILOs).
- **Descripteurs**: liens avec la DD/RSE, #ATM, l'international, et les ODDs.
- **Contenu**: description sommaire des sessions.
- **Pédagogie**: les méthodes pédagogiques utilisées.
- **Bibliographie**: références et autres ressources utiles.
- **Connexion avec la recherche**: lien entre le cours et la recherche académique de la faculté, notamment.
- **Mode d'évaluation**: composantes de l'évaluation, types, méthodes et poids, et la façon dont chaque composant contribue aux ILOs.
- **Objectifs d'apprentissage du programme**: contribution de ce module aux objectifs généraux du PGE (LOs).

# BLENDED LEARNING

## (Teaching methods)

- **On-campus classes (IC/PR):**
  - Classical synchronous in-class course sessions
- **Digital Learning Resources (DR/MN) – *not planned*:**
  - Asynchronous, at home
  - Based on resources provided by your instructor (videos, digital material, readings, ...)
- **Project (*30-hrs modules only*):**
  - In class, or via videolink
  - Group work on the project linked to the course
- **Additional personal work – *not planned*:**
  - To be achieved in addition to the above
  - **For prerequisite & further readings, exercises, projects, ...**

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## (Teaching methods)

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  - To be achieved **in addition to the above**
  - **For prerequisite & further readings, exercises, projects, ...**

# BLENDDED LEARNING

## (Méthodes d'enseignement)

- **En classe (PR) :**
  - Cours classiques, synchrones, en classe
- **Matériel numérique (MN) – non planifié :**
  - Asynchrone, à la maison
  - A partir de ressources fournies par le professeur (vidéos, lectures, ...)
- **Projet (modules de 30h seulement):**
  - En classe, ou en visioconférence
  - Travail de groupe sur un projet lié au cours
- **Travail personnel additionnel – non planifié:**
  - A réaliser **en plus** de ce qui précède
  - **Pour les lectures préliminaires ou d'approfondissement, les exercices, projets, ...**

# PROGRAMME PHILOSOPHY

# MISSION ET VALEURS D'ICN

*“to provide **innovative and transdisciplinary education** that enables students and practising executives to **become responsible professionals capable of acting in the global business environment**. ICN Business School faculty engages in knowledge creation at the crossroads of art, management and technology that contributes to the advancement of impactful knowledge and sustainable practice in the business and organisational fields”.*

Nos valeurs :

- Ouverture
- Engagement
- Esprit d'équipe



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Our values :

- Open-Mindedness
- Commitment
- Team Spirit

# PROGRAMME GRANDE ECOLE

## Généraliste et international

The Master in Management (Grande Ecole) degree is a general management programme, which aims to develop students' advanced-level skills, **knowledge and capabilities in management**, preparing them, when coupled with the subject areas of their first degrees and their interests and aptitudes, for **managerial positions in a variety of public and private sector organisations** (across sectors and functions) **nationally and internationally**.

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# LES BONNES PRATIQUES

## Les moyens d'apprendre et de renouveler ses connaissances

- S'appuyer sur les **textbooks** et le matériel pédagogique indiqué par le professeur (ouvrages, articles, ...).
- Avoir été « **suffisamment exposé** » à des connaissances pour qu'elles vous marquent : vous saurez les rafraîchir et les mobiliser en temps voulu.
- **Mettre en pratique** les cours pour développer des compétences à la fois théoriques et pratiques.
- **Apprendre à apprendre** dès maintenant (vous apprendrez tout au long de votre vie)
- **Développer des « softs skills »** en parallèle des « hard skills » (liées au cours).

 **No master degree without readings and hard work!**

# GOOD PRACTICES

## How to learn and renew your skills and knowledge?

- **Read carefully** all suggested textbooks, and, of course, any other material prescribed
- **Make sure you are « exposed » enough** to all proposed disciplines: in the future, you will need to easily use and refresh your knowledge, as and when required
- **Practice** (projects, exercises, ...)
- **Learn how to learn** (long life learning)
- **Develop your soft skills**, in addition to hard skills (associated to modules)

 **No master degree without readings and hard work!**

# SOFT SKILLS

## That make a difference

- ✓ **Plasticity**
  - Flexibility, autonomy, resilience
  
- ✓ **Open-mindedness**
  - Listening, empathy
  - Creativity
  - Agility
  - Curiosity
  
- ✓ **Commitment: willing to learn, willing to do...**
  
- ✓ **Team spirit**
  - Leadership
  
- ✓ **Ethics**

# SOFT SKILLS

## Qui font la différence

- ✓ **Plasticité**
  - Flexibilité, autonomie, résilience
  
- ✓ **Ouverture d'esprit**
  - Ecoute, empathie
  - Créativité
  - Agilité
  - Curiosité
  
- ✓ **Engagement** : envie d'apprendre, de faire...
  
- ✓ **Esprit d'équipe**
  - Leadership
  
- ✓ **Ethique**

# ASSESSMENT



# ASSESSMENT

## A module may require several assessment tasks (cf Syllabus)

- Continuous assessment, final examination (several methods)
- One single grade per module
- Minimum grade: 7/20
- **Only professors can grade, and are fully responsible for grading**
- **Each semester is evaluated based on the weighted average grades of its modules, and:**
  - 10 out of 20 is not sufficient to pass
  - 🚫 minimum (disqualifying) grade + nbr of failed modules + absences + ...
- **Retake: In August (PGE1/PGE2/M1) and in June (PGE3/M2)**

# ÉVALUATIONS

## Un module organise un ensemble d'épreuves (voir syllabus)

- Contrôle continu, contrôle terminal (avec différentes méthodes)
- Calcul d'une note par module
- Note éliminatoire : 7/20 sur un module
- **Le professeur est maître de sa notation**
  
- **Le semestre est évaluée par la moyenne pondérée des notes des modules, mais :**
  - Il ne suffit pas d'avoir 10/20 pour valider le semestre
  - 🚫 Note éliminatoire + nombre de modules non validé + assiduité + ...
  
- **Rattrapages: en août (PGE1/PGE2/M1) et en juin (PGE3/M2)**

# JURY

## Examen des résultats de l'étudiant

- **En fonction des résultats obtenus, le jury prononce :**
    - Le passage en année supérieure ou la diplomation en fin de cursus
    - Le redoublement semestriel ou annuel (un seul redoublement possible pour tout le cursus)
    - La non-autorisation de poursuite d'études
    - **Ne visez pas le 10/20 de moyenne générale, cela ne garantit rien.**
  - **Deux principes fondamentaux à propos du jury :**
    - Souveraineté : il est le seul à prendre la décision
    - Non motivation : il n'explique pas sa décision
- **Relisez le règlement d'examens que vous avez signé lors de votre inscription !**

# PROGRAMME BOARD

## Assessment of student achievement

**Depending on results obtained, the Programme Board decides:**

- Admission/progression to the next Year of the programme, or graduation, at the end of the course
- Repeat (re-take) one semester, or the whole year (only one re-take is admitted during the entire course)
- Failure and dismissal from the programme
- Do not target 10/20 of semester average grade; this will not guarantee progression.

**Two fundamental guiding principles are applied in Programme Board:**

- It is sovereign: it retains the responsibility for the final decisions on condonement for failure, progression, referral and deferral.
- Decisions and Board discussions remain confidential: it does not provide justification for the final decisions
- Check “course regulations” on MyICN (you signed this document when you registered!)

# THE PROGRAMME BOARD

## Common rules

- The general semester average grade will **not** determine the semester's validation
- The **total number of FAILED modules** will be the main criterion
- Grade levels are important, especially in specialisation modules
- The programme board takes into account **academic facts only**
  - Students' non-academic (over)involvement will not be taken into account.
  - Financial issues are to be discussed with the Financial Services of ICN, not the programme board.

# THE PROGRAMME BOARD

## Referral assessments (re-takes)

- **Check your student records to know if you have resits**  
Only one resit per module, per academic year.
- **Make sure you are available during planned resit sessions**  
Exam schedule will not be customized!
- **Make sure you follow instructions and strictly conform to deadlines**  
Some re-takes do not require your presence. Personal work is to be submitted on time.

# THE PROGRAMME BOARD

## When will you graduate?

- **1st session: July**
  - Every module / quitus / experience, must be validated by mid-June
  - *Your last internship has come to an end, and is validated **before** the programme board takes place.*
  - *Your apprenticeship may end at the end of August.*
- **2<sup>nd</sup> session: November**
  - Every module / quitus / experience, must be validated by mid-September
  - *Internships / apprenticeship have come to an end, and are validated **before** the programme board takes place.*

# THE PROGRAMME BOARD

## Check list

### ▪ Main points

- All the 3 PGE quitus must be validated beforehand: no not count on dispensations.
- Do not consider your faculty tutor as your personal assistant: **YOU** must check your file.

### ▪ Check well in advance:

- With your faculty tutor: all professional experiences assessed / graded / validated?
- With MyICN / registrar: properly uploaded TOEFL/TOEIC score on MyICN?

### ▪ After the programme board meeting:

- Check your results
- Call the registrar if you find any error, **after checking** that you actually submitted all required information to graduate!
  - Only administrative mistakes are considered (incorrect / missing grades, missing document, ...)
  - No possible discussion about your grades with registrar / programme director / programme board.
- Warning: access to your results requires a completed registration



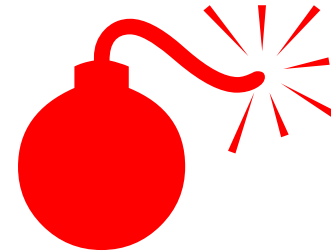
# CONSEIL DE DISCIPLINE

- **Se réunit sur demande des professeurs ou de l'administration en cas :**
  - De manquement aux règlements, notamment le règlement intérieur
  - De comportements inadéquats à l'école, en stage, en séjour, ...
  - De plagiat 🚩🚩🚩 (tristement fréquent)
    - NB : Compilatio détecte à peu près tous les plagiats, et vos professeurs encore plus !

# DISCIPLINARY COMMITTEE

- **Convened on request (by professors, administration, ...) in case of:**
  - Failure to comply with regulations
  - Inadequate behavior at school, in companies (during internships or apprenticeships), with partner universities, ...
  - Plagiarism 🚩 🚩 🚩 (sadly frequent)
    - Note: Compilatio software detects almost all cases of plagiarism (and your professors even more!)

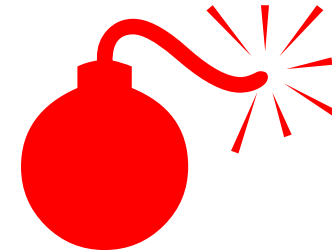
# PLAGIARISM AND FRAUD



**Plagiarism is not acceptable**  
**Plagiarism is always a bad solution!**

- **Plagiarism is:**
  - Copying / pasting some content without reformulating it (**must** be below 10%)
  - Not citing sources
  - Not quoting
- **Consequences**
  - Module invalidated, AND:
  - Disciplinary board (can lead to dismissal from the programme)

# PLAGIAT ET FRAUDE



**Le plagiat n'est pas pardonnable.  
C'est toujours une mauvaise solution**

- **Plagier, c'est :**
  - Copier / coller un contenu sans reformuler les idées (plagiat = « taux  $\geq$  10% sur Compilatio »)
  - Ne pas citer ses sources
  - Ne pas utiliser les guillemets pour faire apparaître l'emprunt
- **Conséquences :**
  - Invalidation du module, mais aussi...
  - Conseil de discipline (risque d'être exclus du programme).

**LG / LO**

# OBJECTIFS DU PGE : VOTRE PROFIL

## (Learning Goals & Objectives)

*Les « goals » se traduisent en « objectives » mesurables*

- **LG1.** Graduates will be able to **develop thorough knowledge** in management fields and **demonstrate their specific skills (Knowledge & adaptability)**
  - LO1.1. Demonstrate context-specific knowledge of business and communicate this effectively in written and oral form.
  - LO1.2. Demonstrate their flexibility in dealing with unexpected management issues/challenges in a global and evolving environment.
  
- **LG2.** Graduates will be able to **demonstrate independent thinking into business issues** and **propose informed solutions (Critical Thinking & Innovation)**
  - LO2.1. Identify, analyze and prioritize core issues and evaluate alternatives in a complex business situation, making appropriate use of relevant knowledge/tools/models/approaches.
  - LO2.2. Design an appropriate and informed creative recommendation to a given issue.

# OBJECTIFS DU PGE : VOTRE PROFIL

## (Learning Goals & Objectives)

- **LG3.** Graduates will be able to **manage decisions making process respecting CSR and sustainable standards** (**Responsible Management & Sustainability**)
  - LO3.1. Construct well thought-out decisions, fully aware of their impact on the organization, people, and environment.
  - LO3.2. Contribute as productive members to a project and demonstrate team management and leadership skills.
  
- **LG4.** Graduates will be able to **use and share transdisciplinary insight and integrate multicultural environments** (**Open-Mindedness & Transdisciplinarity**)
  - LO4.1. Demonstrate their ability to work in a multicultural environment.
  - LO4.2. Use and share transdisciplinary insights when engaging in real world projects.

# PROGRAMME GOALS: YOUR PROFILE

## (Learning Goals & Objectives)

### *Goals split up into measurable objectives*

- **LG1.** Graduates will be able to **develop thorough knowledge** in management fields and **demonstrate their specific skills (Knowledge & adaptability)**
  - LO1.1. Demonstrate context-specific knowledge of business and communicate this effectively in written and oral form.
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# PROGRAMME GOALS: YOUR PROFILE

## (Learning Goals & Objectives)

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  - LO4.1. Demonstrate their ability to work in a multicultural environment.
  - LO4.2. Use and share transdisciplinary insights when engaging in real world projects.

# PGE QUITUS

# LES TROIS QUITUS

**Un quitus sanctionne l'exécution d'une activité incontournable**

*Tous les quitus doivent être obtenus au plus tard à la fin du PGE3*

- **LV1 anglais** : vous maîtrisez l'anglais
- **International** : vous avez travaillé ou avez été formé en partie à l'étranger
- **Professionnel** : vous êtes opérationnels en milieu professionnel

# PGE'S THREE QUITUS / COURSE REQUIREMENTS

**A quitus states that a mandatory activity has been realized**

*All quitus must be validated by the end of M2*

- **English proficiency:** you are proficient in business English
- **International experience:** part of your experience has been done abroad
- **Professional experience:** you are ready to join a company

# QUITUS VALIDATION

## Recommendation

**Too often, quitus validation is a problem at the end of PGE!**

- **Evaluate** your situation today!
- When do you satisfy to all required quitus?
- How?
- What time do you have to get prepared, apply, etc.
- Any alternate plan, just in case... ?

☞ **Exceptions are rarely granted by the programme board. DO NOT COUNT ON THEM!**

# QUITUS & APPRENTISSAGE

## (Statut apprenti seulement)

- **LV1/ Anglais** : mêmes conditions qu'en statut étudiant.
- **Quitus professionnel** : le contrat d'apprentissage M1+M2 couvre la durée minimale requise (9 mois en entreprise – on ne compte pas les périodes passées à l'école).  
*Attendez-vous à un rythme soutenu.*  
La validation se fait au travers des livrables habituels et du « **livret d'apprentissage** »
  - Le lien entre l'entreprise, vous, et l'école.
  - Partagé par l'entreprise et l'école.
  - Complété par le maître d'apprentissage et le tuteur école.
- **Quitus international** : exempté si le contrat d'apprentissage est mené à son terme.

Conseil : si possible, passez le S6 dans une filiale de votre entreprise à l'étranger  
Une expérience internationale est **toujours** valorisée / valorisable dans un CV.

# QUITUS LV1

# ENGLISH PROFICIENCY


## Minimum score (toeic, toefl, or gmat)

- A minimal score is required for:

- Graduation (for all students, except native speakers)
- Selection for an academic semester with a Partner University (P.U.)
- Access to an ICN MSc double degree track.

- You must **anticipate**:

- Evaluate and adjust your level
  - *Example*: plan some activities in English environment at the end of PGE1/PGE2
- Seriously prepare for the exam
- Get some information about P.U. expectations



**750 TOEIC**  
*or*  
**78 TOEFL**  
*or*  
**550 GMAT**



# LE QUITUS LV1 ANGLAIS

## Un score minimal à une certification externe (*toeic, toefl, ou gmat*)

- Un score minimal est indispensable pour :
  - Obtenir le diplôme (quel que soit le parcours)
  - Etre sélectionné en université partenaire (chacune a ses propres exigences)
  - Accéder aux MSc ICN
- Il est impératif d'anticiper :
  - Évaluez et ajustez votre niveau en langue(s)
    - *Exemple* : prévoyez une activité en environnement anglophone en fin de PGE1 / PGE2
  - Préparez sérieusement (et ne repoussez pas trop) les épreuves externes
  - Informez-vous sur les exigences des partenaires

**750 au TOEIC**  
ou  
**78 au TOEFL**  
ou  
**550 au GMAT**

# ENGLISH PRACTICE

## Make sure you get your TOEIC/TOEFL on time!

- **Step #1: give a priority to English**
  - English language modules in PGE1/PGE2 until you reach the required level
  - Use GlobalExam e-learning platform for self learning & testing
  - Practice & work as often as possible
- **Step #2: once you have achieved our goal**
  - Other language modules in PGE1/PGE2
- **Warning: The programme board enforces strict requirements:**
  - No exemption after two fails
  - No exemption because of professional career start
  - No exemption below the required grade

# DO YOU SPEAK ENGLISH?

(Of course, you do...)

## Langue d'enseignement et d'interactions

- **Vous avez choisi la langue du tronc commun : FRA ou ENG.**
  - Les discussions se feront dans la langue choisie.
  - L'examen se fera dans la langue choisie.
- **MAIS il arrivera que :**
  - Un intervenant ne soit pas francophone.
  - Les slides, articles, ouvrages soient en anglais.

 ***L'anglais n'est pas considéré comme une langue étrangère dans le monde des affaires. Il n'existe donc pas de parcours garanti 100% en français à ICN.***

# DO YOU SPEAK ENGLISH?

(Of course, you do...)

## Teaching and working Language

- **You have chosen your teaching language: FRA or ENG.**
  - Discussions will be held in this language.
  - Exams will be taken in this language.
- **BUT it will happen that:**
  - You instructor does not speak French.
  - Slides, articles, books are in English.

 ***English is not considered as a Foreign Language in our business environment. There is no guarantee for a 100%-French course.***

# QUITUS INT'L

# INTERNATIONAL QUITUS

## A “must have”

- We encourage global citizenship
- This is a fundamental experience (specified in French national HE regulations) associated with the master level
  - It is mandatory to graduate
  - It is an important Learning Objective of your programme
  - It is also a great personal experience!
- You must **anticipate** and prepare your experiences as soon as possible
  - Be informed about partner universities, job opportunities, requirements, procedures...
  - Assess and adjust your level of English
  - Achieve the best possible academic results (best in class means top priority!)

# INTERNATIONAL QUITUS

## Eligible activities

**One academic semester abroad \_\_\_\_\_ and / or \_\_\_\_\_**  
**A professional experience abroad (5 months)**

- Partner Universities (P.U.) offer various options: S4, A/E, S5, S6.  
**Warning: if your academic semester is done during the Gap Year ECTS credits cannot be used.**
- **Your experience must be validated** to obtain the int'l quitus.
- **Specific cases** (see MyICN):
  - Foreign students (quitus is automatically validated),
  - Apprenticeship and long double degrees (exemption in some cases)
  - ***But we strongly encourage you to achieve some international experience***
  - **Berlin:** as foreign students, or French students abroad, you validate this quitus by living & studying in Berlin.

# INTERNATIONAL QUITUS

## Intercultural experiences at ICN

- **At ICN:**
  - Many foreign students and professors
  - English track, specialisations, MSc, workshops
  - « Globe & Co » Association
  - International Competency Certificate (*work in progress*)
- **P.U. – Partner Universities and other venues**
  - ICN Berlin
  - 120+ universities, double degrees...
  - For one semester, one year, ... or more!
  - Once or several times



# INTERNATIONAL QUITUS

## Time matters!

- **You are in PGE1**
  - Gather as much information as you can
  - Plan your PGE journey, decide what to do and when
  - Apply in January, if you plan to go abroad in PGE2/M1
- **You are in PGE2/M1, or in Gap Year**
  - Very beginning of the year: contact SRI to check if some places are still available for January
  - Consider a gap year: professional experience abroad, or academic semester?
  - Apply in January to for an academic semester in the next year
- **You are in PGE3/M2, and you have nothing in sight to validate your int'l quitus**
  - You are late and you may be in trouble to graduate on time!
  - Look for a **professional experience abroad** during S6.
  - Consider a VIE after PGE3, if possible (warning: you may *not* graduate before the end of the VIE)

# QUITUS PRO

# QUITUS PROFESSIONNEL

## Expérience professionnelle minimale

### Neuf mois d'expériences professionnelles validées

- **On parle d'expériences professionnelles au sens large :**
  - Réalisées tout au long du cursus
  - Avec des formes variées de contrat : convention de stage, contrat d'apprentissage,
  - Mais aussi : CDD, CDI, VIE, travail dans votre propre entreprise (projet entrepreneurial) ...
- **Il existe différentes contraintes selon le type de contrat choisi, mais :**
  - La mission doit être validée préalablement par le tuteur école
  - L'expérience doit être enregistrée et autorisée avant de débiter
  - Chaque expérience est évaluée séparément
  - L'expérience doit être réussie pour que sa durée puisse être comptabilisée

***Par exemple...***

**exp. courte(s)**

**3 mois**

(fin PGE1 ou PGE2)

+

**1 exp. longue**

**6 mois**

(A/E ou PGE3)

# PROFESSIONAL QUITUS

## Minimum professional experience

### Nine months of validated professional experience

- **We talk about « professional » experience:**
  - Achieved during the PGE course.
  - Various contracts are admitted: internship agreements, apprenticeship contracts.
  - But also: regular contracts, CDD, CDI, VIE, entrepreneurial projets...
- **Constraints vary depending on the contract, but:**
  - A clear mission must be validated by your faculty tutor, prior to the experience.
  - The experience must be registered and accepted before it starts.
  - Each experience is assessed independently.
  - The experience must be successful, to take its duration into account.

#### **Example:**

#### **Short exp.**

**3 months**  
(end of L3/ M1)

+

#### **One long exp.**

**6 months**  
(G/Y or M2)

# PROFESSIONAL EXPERIENCE

## Validation rules for each experience

- For each experience:
  - You submit a number of required deliverables.
  - Your company submits an evaluation form.
  - The final validation takes into account both assessments.
- As soon as you start any professional experience:
  - The quitus is suspended until the end of this experience.
- Prof'I Quitus is validated at the end of the program
  - After completion and assessment of all professional experiences.
  - One final grade for all your experiences appears in your PGE3/M2 transcript.
  - *As a consequence:*
    - You see a zero in your PGE3/M2 transcript, until all experiences are validated.
    - Starting a PGE3/M2 internship means that your quitus is suspended, even if you have already achieved 9 months of professional experience.



# PROFESSIONAL EXPERIENCE

## Special Personal Projects

**Entrepreneurial and/or #ATM project, according to your ambitions...**

- **Working in your company is a professional experience that counts for the professional quitus!**
- **Follow up of some PGE1 project, or start of a new project... You may also take advantage of:**
  - Electives and learning agreements
  - Workshops, specialisations, double degree, #ATM activities, “**Station A**” ...
  - Master thesis on a topic close to your entrepreneurial concerns

☞ Contact us for more information : [entrepreneuriat@icn-artem.com](mailto:entrepreneuriat@icn-artem.com)

# PROFESSIONAL EXPERIENCE

## Graduation

Rules vary, depending on your contract

- **Internships:**

- You cannot graduate before the end of an internship

*(An internship implies a “student” status, which is lost as soon as you graduate)*

→ **You must anticipate**, and choose carefully the ending date of your internship

- **Other contracts, including apprenticeship / French “contrat d’apprentissage”:**

- The professional quitus may be granted as soon as the minimum length is reached, **after validation of all experiences**.

→ You can graduate, and you do not have to break your contract.

# INTERNSHIPS REGULATIONS

## Some limitations

- **Length per academic year**
  - 6 months in the same company
  - Or  $n + m$  months in two companies, provided  $n + m \leq 6$
- **Internships must be (and are!) provisioned in PGE regulations:**
  - At the end of PGE1 / PGE2 (including the Gap Year)
  - In PGE3
- **Warning: post-PGE3 internship is not automatic**
  - Only if you do not reach the minimum (9 months)
  - ... or if you did not have a long internship at the end of the program.
  - **Absolute limit** : Dec. 31<sup>st</sup> after PGE3/M2
  - **Tuition fees apply if you register in a post-PGE3 year** (“PGE3+” or “*prolongation*”)



# CONTRACTING WITH COMPANIES

## A strong commitment

- **Commitment is very important**, even if no contract has been signed yet.
- Do not chase many contracts in parallel, « cheating » companies
- Define precisely your mission, and ask your faculty tutor to validate it
- Never start a internship without a signed internship agreement (or other contract)
- Never end a contract by your own, without warning your faculty tutor, and SC&S / CFA

## The professional world is demanding!

- The company that welcomes you also counts on you
- Make sure you have fully understood the mission, conditions, requirements, expectations, etc.
- ICN will keep a close watch on students / company relationships
- Please contact your faculty tutor, and SC&S / CFA, if anything goes wrong

# ALTERNANCE / APPRENTISSAGE

**L'alternance** correspond à un calendrier qui fixe l'organisation de l'année, avec son rythme de périodes à l'école et de périodes en entreprise. Le calendrier n'est pas personnalisable.

**L'apprentissage** correspond à un statut, lorsque vous avez signé un *contrat d'apprentissage*. *Un contrat peut être signé jusqu'à une date limite publiée chaque année.*

**On peut donc suivre une formation en alternance :**

- Sous statut apprenti, avec toutes les contraintes, obligations et dérogations associées.
  - *Les frais de scolarité sont réglés par un organisme extérieur.*
- Sous statut étudiant, en recherchant éventuellement un **stage alterné** durant les périodes « entreprise ».
  - *L'étudiant paye les frais de scolarité.*

**L'engagement dans une spécialisation en alternance, quel que soit le statut, se fait pour M1+M2**

→ **Le jour de la rentrée, votre décision doit être prise.**

→ Le contrat peut s'étendre sur M1+M2, ou bien sur M2 seulement (jamais sur « M1 seulement »).

# ALTERNANT EN PGE2 APPRENTI EN PGE3

**Ce changement de statut est tout à fait possible entre PGE2 et PGE3.**

Sans autre condition que l'obtention du contrat si vous demeurez dans la même spécialisation,  
Après avis favorable de la direction du programme sinon.

→ Si vous n'avez pas de contrat d'apprentissage en PGE2 avant la date limite officielle :

- Poursuivez en statut étudiant, éventuellement avec une **convention de stage alterné**,
- Profitez d'une année expériences (optionnelle),
- Poursuivez vos recherches pour préparer PGE3.

# LA RECHERCHE DE CONTRAT D'APPRENTISSAGE

## Une véritable situation de recrutement

- **Un engagement, même avant toute signature**
  - Rien n'est automatique ! Rien n'est acquis d'avance !
  - Les notions d'engagement, de respect de la parole donnée sont primordiales.
  - Précisez très consciencieusement la mission (**qui doit correspondre à votre spécialisation**); prenez des notes.
  - L'entreprise qui vous accueille embauche un apprenti qui devient salarié de l'entreprise.
  - L'Ecole sera très stricte sur la qualité des relations que vous entretenez avec toutes les entreprises.

***La notoriété de l'Ecole, du diplôme et des diplômés est en jeu !***

# PROFESSIONAL QUITUS

## Cas de l'alternance

### Neuf mois d'expériences professionnelles

- **Sous statut **apprenti** (avec contrat d'apprentissage) :**
  - La durée de votre contrat M1+M2 doit logiquement suffire (on décompte les périodes en entreprise uniquement).
  - Les autres expériences professionnelles PGE réalisées avec d'autres formes de contrat comptent également.
- **Sous statut **étudiant** (avec stage en alternance, mais sans contrat d'apprentissage) :**
  - Cumul de toutes vos expériences validées au titre du PGE
  - Faites le compte !

# INFORMATION

# ICN SERVICES

**ASQ : for all questions, fill in the form at:**

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

- Admissions | « **inscriptions** », service concours: [inscriptions@icn-artem.com](mailto:inscriptions@icn-artem.com)
- Programme Support Teams | « **Scola** », service scolarité)
- International Relations | « **SRI** », service des relations internationales: [international@icn-artem.com](mailto:international@icn-artem.com)
- Careers & Internships | « **SC&S** », service carrières & stages: [scs@icn-artem.com](mailto:scs@icn-artem.com)
- Apprenticeship Track | « **CFA** »: [apprentissage@icn-artem.com](mailto:apprentissage@icn-artem.com)
- Student Office | « **PEPS** »: [peps@icn-artem.com](mailto:peps@icn-artem.com)
- Library /« **K'HUB** » | service documentation: [documentation@icn-artem.com](mailto:documentation@icn-artem.com)
- Student Finance | service comptabilité: [comptabilite@icn-artem.com](mailto:comptabilite@icn-artem.com)
- ...

***Video presentations and information are available on MyICN***

# WHERE TO FIND INFORMATION?

## Mainly on MyICN!

- **Official schedule:**

- MyICN, and only MyICN
- Regularly updated (check it often, unforeseen events may always occur!)
- Courses are mainly located on the campus, but sometimes elsewhere!

*👉 Information on sites is available on MyICN*

- **Information repository:**

- You find on MyICN almost all information you may need

- **Preferred communication mode:**

- Your ICN student official mailbox: [forname.name@myicn.fr](mailto:forname.name@myicn.fr). **Manage & check this mailbox!**
- Regular mail: do not forget to inform us in case of modification!



# PGE REGULATIONS

## Please read documentation

- **Before asking... Browse through MyICN:**
  - Click on “Scolarité” / “**Student services**”, then “Documentation utile” / “*Useful documents*”
  - Choose “**PGE**”
- Directory “**PROGRAMME**”
  - For course regulations, booklets, important dates, general information (← explains **how you can graduate from PGE**)
- Directory “**STAGES**” / “**Internships**”
  - For internships info, and guides (← explains **internships’ reports requirements**)
- Directory “**APPRENTISSAGE**”
  - For calendars, booklets, ...

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D'EN INVENTER UN ?

~

LEWIS CARROLL

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Director of the Master in Management

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