



**ACADEMIC REGULATIONS BBA  
BACHELOR IN BUSINESS ADMINISTRATION**

**BBA**

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**2023 / 2024**



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# 1. GENERALITIES

Ecole de Management de Normandie is a Technical Higher Education Management Teaching Institution operating as a Non-Profit Association.

EM Normandie, which has successfully re-invented itself throughout its history, is a School that:

- Trains students, and executives already in employment, who are able to take up the managerial and entrepreneurial challenges of tomorrow: making decisions and operating in an uncertain context within businesses and organisations;
- Is actively engaged in its extended territory (England - Normandy - Paris River Seine Valley) and local and international development projects;
- Contribute to knowledge advancement via applied and fundamental research production;
- Applies scalable active learning pedagogy which combines digital support, teamwork, immersive seminars and humanities;
- Supports students throughout their professional careers via a wide network of partner organisations and an Alumni network, while showing respect for people, territories and cultures.

# 2. ORGANISATION OF STUDIES

## 2.1 Duration of studies

### 2.1.1 Statutory duration of studies

The programme extends over four academic years for those students admitted into Year 1. Admission into Year 3 on the basis of previous degrees reduces this duration to two years.

### 2.1.2 Modalities of Interruption and Extension of Duration of Studies

It is possible for a student, under very exceptional circumstances and after approval by the School, to take a year's leave in the course of his/her studies.

Such a period of interruption may be imposed by the School as a result of a decision by the Disciplinary Committee. The duration of studies may also be extended if the student has not fulfilled all conditions for graduation. At all events, unless under exceptional circumstances, the duration of studies may not extend over one academic year beyond the statutory duration for graduation.

### 2.1.3 Conditions for re-taking a study period or for dismissal

The end-of-semester Examination Board, as provided in 3.4 hereafter, has authority to impose, whenever necessary, re-takings or dismissals to students whose results have not met the minimum requirements for the previous year or semester of study.

Except under exceptional circumstances, to be appreciated by the end-of-semester Examination Board, no student may re-take more than one year during the entire programme

2.2. Definition of the programme

## 2.2. Definition of the programme

### 2.2.4 Overall structure

The overall programme is structured over 4 years, organised in semesters. All modules in the programme are designed to comply with the European Credit Transfer System (ECTS).

English is the language of teaching in the BBA program. Intensive seminars of foreign languages, English for French speaking students and French for non-French speaking students, are offered in the first year.

Teaching follows a variety of techniques including:

- In-person or remote teaching inputs,
- Professional experiences (internships, work-study contracts, short-term contracts, etc.) Project work,
- Study in EM Normandie international campuses,
- Lectures,
- Immersive seminars, and Business game.

### **2.2.5 Internships**

Internships form an integral part of the study plan and they are described in the course plan in Annex 2. Except in the case of a contract of employment, the internship must be covered by an internship agreement signed by the employer, the School and the student. Apart from periods in companies that would be in addition to the compulsory internships, all internships must lead to an evaluation.

### **2.2.6 Study abroad**

The first two years of the program, BBA1 and BBA2, are delivered in France on Paris campus. The BBA3 and BBA4 are international years delivered respectively in Oxford and Dubai on EM Normandie international campuses in these two cities. The study abroad period of two years is an integral part of the BBA program. The second semester of BBA 4 is a semester of knowledge consolidation including business and research seminars, a business game, the writing of a research note and an internship. To offer students greater flexibility, the trainings in semester 2 of BBA 4 are done entirely online. Students may therefore, if they wish, look for internship opportunities in foreign countries.

## **2.3 Year by Year Organization of Studies**

### **2.3.1 Year 1**

This is the year of introducing students to the principles of business and management. Course curriculum includes Introduction to Micro and Macro Economics, Consumer Behavior, Principles of Management, Accounting, Office Applications, Business Law, Market Research, etc .

### **2.3.2 Year 2**

This is the second year of business and management foundations. Students are expected to be introduced to new issues in business management such as Human Resources Management, Business Strategy, Supply Chain Management, Financial Analysis, Business Negotiation, etc

### **2.3.3 Year 3**

Year 3 is the first year of international mobility. It is the year of initiation to business majors such digital business, sustainable development, e-commerce and merchandising, etc. Courses are delivered in Oxford campus. Students are expected to discover characteristics of some business sectors and get prepared for choosing the internship and research work themes to be made in year 4.

### **2.3.4 Year 4**

Year 4 is the international year par excellence. Students follow course of international business and management in semester 1 and close the program by different international seminars in semester 2.

Throughout the four years of the program, students follow 4 business seminars, 4 research seminars, 1 business game and write a research note.

## 2. VOIES D'ADMISSION

The notice of the opening of the annual session, published in the Official Journal of the French Republic, specifies

- the number of places available for the different admission procedures,
- the places and dates of opening and closing of registration files.

For national applicants, admission is possible in the 1st year via Parcoursup and in the 2nd year via an admission procedure on title.

For international applicants, admission is possible in the 1st year and in the 2nd year via a procedure of admission on title.

At the beginning of each academic year, the Competitive Examinations and Admissions Department sends the Rectorate the list of candidates admitted under each procedure.

Whatever the admission procedure, it is subordinated to the effective obtaining of the required title before October 31 of the year of admission. In the event of failure, the candidate loses the benefit of his/her admission.

Except in cases of force majeure duly noted by the EM Normandie Competitive Examinations and Admissions Department, success in an admission procedure at the beginning of a programme is only valid for the next academic year.

However, the Competitive Examinations and Admissions Department may exceptionally grant, upon written request and with justification, the right to retain the benefit of their admission for one academic year:

- international candidates who do not succeed in obtaining their visa,
- applicants who are unable to obtain financing for their studies or their work-study contract,
- applicants who cannot attend for another legitimate reason (illness, personal problems),
- candidates in employment who are unable to obtain leave from their company.

Deferral of integration cannot exceed one year or the next opening of the programme.

EM Normandie's admission procedures are based on the principles of non-discrimination, equal treatment of candidates, fairness and transparency in the processing of applications.

### 2.1. Admission to 1<sup>st</sup> year

#### 2.1.1 Admission for national candidates

##### 2.1.1.1 Conditions of access

The competition is open to baccalaureate holders and candidates with a baccalaureate or equivalent. The final admission of students in their final year of secondary school is subject to obtaining the baccalaureate, or the title accepted as an exemption.

##### 2.1.1.2 L'admission via Parcoursup

Applicants must select the BBA - Bachelor in Business Administration of EM Normandie in Parcoursup. Non-scholarship applicants will have to pay an application fee of 40 euros (free for scholarship holders) in Parcoursup.

Admission is based on the following elements:

- A study of the applicant's Parcoursup file,
- An online English test,
- A motivation interview in English.

For the study of the file, the candidate must provide in Parcoursup :

1. The baccalaureate diploma or a certificate of registration for the baccalaureate of the current year,
2. All transcripts from the first and last years of secondary school, available at the end of the registration process on Parcoursup, as well as the baccalaureate grades,
3. A reasoned study plan.



Applicants will then be invited to a motivation interview. Candidates will be asked about their academic background and their motivation to enter a Grande Ecole. Candidates will have to take an online English test within the given timeframe.

EM Normandie will inform candidates of the test procedures by e-mail, to the e-mail address provided by the candidates in Parcoursup. The candidate is responsible for the contact details they have entered in Parcoursup. Candidates must check their e-mail box regularly.

Candidates will be considered admitted according to the admission bar set by the admission jury.

The school reserves the right to refuse admission to a candidate for failure to meet the deadlines for the tests, suspicion of cheating, inappropriate behaviour or any other reason deemed incompatible with admission to the Grande Ecole.

If the admitted candidate does not pay the tuition deposit on time, the school reserves the right to cancel his/her admission to the programme.

## **2.1.2. Admission for international applicants**

### **2.1.2.1 Conditions of access**

International applicants who have completed a secondary school course abroad and obtained an A Levels, High-School Diploma, etc. are eligible to apply for admission on the basis of qualifications in the first year.

### **2.1.2.2 Admission by title**

The admission process is divided into two phases, a file phase and a motivation interview in English.

For the application file, the candidate must provide

- The required diploma (if the candidate is a graduate) or the certificate of current schooling as well as all transcripts (if the candidate is not yet a graduate),
- An up-to-date CV,
- An identity document,
- A completed online application form in English,
- An English test (TOEFL, TOEIC, IELTS, Cambridge, ICIMS) except for candidates from English-speaking countries or candidates who have completed at least one year of schooling 100% in English.

For all the documents provided, an official translation (in English or in French) is imperative.

Except in exceptional cases validated by the Admissions and Competitive Examinations Department, the applicant will have to pay an application fee of 50 euros.

Once the application is complete and the application fee has been paid, the applicant becomes eligible to have his/her application examined.

A mark out of 20 will be given to the application. If the candidate obtains 10/20 or more, he/she will be declared eligible and will be able to attend the motivation interview in the language of the requested programme (English). Candidates will be asked about their academic background and their motivation to join the programme.

A mark out of 20 will be given for the interview and will be added to the mark of the application. Candidates will be deemed to have been admitted if the overall mark is equal to or higher than 10/20.

If the admitted candidate does not pay the tuition deposit (3000€) within the time limit (15 days from receipt of the pre-admission letter), the school reserves the right to cancel his/her admission to the programme.

EM Normandie invites and informs candidates of the admission procedures by e-mail, to the e-mail address provided by the candidates in the application tool. The candidate is responsible for the contact details he/she has entered. They must check their e-mail box regularly.

The school reserves the right to refuse admission to a candidate for failure to comply with the deadlines for taking the tests, suspicion of cheating, inappropriate behaviour or any other reason deemed incompatible with admission to the Grande Ecole.

The school reserves the right to refuse applications once the number of open places on the programme has been filled.

### 2.1.2.3 Assignment procedure

Candidates declared admitted must confirm their enrolment by the deadline set by the calendar, failing which they will be considered to have resigned.

The Director of the Normandy School of Management sends the Ministry of Education, at the beginning of each academic year, the list (without names) of candidates admitted according to this procedure: the minutes of the admission jury, the admission bar.

## 2.2 Admission to the 2<sup>nd</sup> year

### 2.2.1 Conditions of access

French or international candidates who hold, or are likely to hold, before 30 November of the year of admission, 60 ECTS or a qualification (or equivalent) obtained in France or abroad, certifying one year of higher education, are authorised to apply for admission on the basis of qualifications.

For the constitution of the application file, the candidate must provide

- The title or the ECTS credits statement, the current schooling certificate as well as all the transcripts,
- An up-to-date CV,
- An identity document,
- The motivation file completed online in English,
- An English test (TOEFL, TOEIC, IELTS, Cambridge, ICIMS) except for candidates from English-speaking countries or candidates who have completed at least one year of schooling 100% in English.

For all the documents provided, an official translation (in English or in French) is imperative.

Except in exceptional cases validated by the Admissions and Competitive Examinations Department, the applicant will have to pay an application fee of 50 euros.

Once the application is complete and the application fee has been paid, the applicant becomes eligible to have his/her application examined.

A mark out of 20 will be given to the application. If the candidate obtains 10/20 or more, he/she will be declared eligible and will be able to attend the motivation interview in the language of the requested programme (English). Candidates will be asked about their academic background and their motivation to join the programme.

A mark out of 20 will be given for the interview and will be added to the mark of the application. Candidates will be deemed admitted if the overall mark is equal to or higher than 10/20.

EM Normandie invites and informs candidates of the admission procedures by e-mail, to the e-mail address provided by the candidates in the application tool. Candidates are responsible for the contact details they have entered. He/she should check his/her e-mail box regularly.

The school reserves the right to refuse admission to a candidate for failure to comply with the deadlines for taking the tests, suspicion of cheating, inappropriate behaviour or any other reason deemed incompatible with admission to the Grande Ecole.

The school reserves the right to refuse applications once the number of open places on the programme has been filled.



If the admitted candidate does not pay the tuition deposit (3000 euros for international candidates and 800 euros for national candidates) within the time limit set (15 days from receipt of the pre-admission letter), the school reserves the right to cancel his/her admission to the programme.

### **2.2.2 Assignment procedures**

Candidates declared admitted must confirm their enrolment by the deadline set by the calendar, otherwise they will be considered as having resigned.

At the beginning of each academic year, the Director of the Normandy School of Management sends the Ministry of Education a list of candidates admitted under this procedure.

### **2.3 Complaints procedure**

Candidates may request details of their oral test marks and the comments of the jury from the Competitions and Admissions Department by sending an e-mail to [admissions@em-normandie.fr](mailto:admissions@em-normandie.fr). They may do so if they note a material error or a problem in the conduct of the test.

Candidates wishing to make an appeal have 14 days following the date of communication of the results. A reply with details of marks and comments will be sent within one month of receipt of your request.

### **2.4 Mutations**

Transfers of students during the course of their studies may only be authorised between business schools awarding an official diploma endorsed by the Ministry of Higher Education, Research and Innovation.

These transfers can only take place on an exceptional basis. They are subject to the agreement of the two schools concerned and to the validation of the current academic year.

Transfers may not take place during the academic year.

## **3. EVALUATION OF COMPETENCIES AND KNOWLEDGE**

### **3.1 Main features**

All the elements of a student's study plan are assessed: academic knowledge, internships, seminars, Challenges, BBA research note, and study stays with partner universities.

The main forms of assessment are:

- continuous assessment, whose modalities are detailed in the course catalogue for the year concerned, which usually account for 40% of the average mark for a given subject;
- final exams, which usually account for 60% in the semester average for the subject or 100% whenever there is no continuous assessment scheduled;
- assessment of internship, contests and related oral defense exercises if any;
- in the case of group assignments, evaluation may be on the basis of the actual work performed by individual team members;
- work performed by students within their host companies when on apprenticeship/work-study contracts is evaluated in a specific way as defined by the Director Studies for the study track.

With respect to written assignments, the following rules apply:

- deadlines set by the lecturer or Director of Programme must be met.
- points may be deducted from the final mark by the instructor marking the assignment if the spelling, grammar or style, are considered below standards;
- the instructor marking the assignment may demand that it should be re-written if the spelling, grammar or style, are deemed to be unacceptable at this level of study;

Any fraud, in particular plagiarism, will be considered as a serious offence and will be dealt with as provided in Annex 6 of this document, and Annex 7 of Internal Regulations, in compliance with the Academic Integrity Charter.

## **3.2 Attendance and Behaviour during Class, Seminars, Internships and Exams**

**Any student whose behaviour disrupts the smooth running of the course may be excluded from the School by decision of the relevant Academic Director or Director of Studies for a maximum of seven days. This decision will be noted in the student's file.**

### **3.2.1 Attendance at classes**

Attendance (face-to-face and/or remote learning) is mandatory and monitored.

An absence rate of 30% is allowed for students per subject per semester, irrespective of the reason for the absence. Evidence to justify additional absences will not be accepted, and the student will be prohibited from taking the end-of-semester exam.

For remote learning, the student must leave their camera on and microphone active at the request of the lecturer. Otherwise, they will be deemed absent.

Excessive absence (more than 50% of classes over one semester) may result in Disciplinary Board action.

**Resits are not available for continuous assessment should the student fail to attend or to submit the requested work, unless the interim assessment accounts for 100% of the grade awarded.**

**If the absence is the fault of the student**, they will be marked "absent" and their interim assessment average will be calculated with this absence: e.g.: one subject might include two interim assessments accounting for 30% and 70% of the assessment scores.

The student is absent for the first one and obtains 10 for the second. The final score will therefore be  $10 \times 70\% = 7/20$

In the event that the student's absence from a continuous assessment is caused by the School (e.g.: the School asks the student to participate in an external event), the score for this continuous assessment will be cancelled out. In other words, if several continuous assessments are organised during the semester for this subject, the average will be calculated on the basis of the scores of the tests in which the student has participated. If there is only one continuous assessment, the score in the final exam will count for 100% of the semester score. In this case, the student must submit a business travel request to the Hub.

In the event that the student decides to take part remotely at their own initiative without a genuine and serious reason and a continuous assessment is held, they will be marked "Absent".

With regard to work-study programmes: The only evidence that will be accepted to justify an absence is a sick note or an exceptional request from the company to the HUB. The HUB will have this exemption validated by the Director of Studies or the Academic Director; such absences may not exceed a period of 2 days per year of study.

In the event that a work-study student is absent from work, as an employee they must inform the Hub within 24 hours and send them a copy of their sick note within 48 hours.

Any other absence will be deemed "unjustified": the hub shall inform the company mentor.

A work-study student who is late for an educational activity shall be marked absent. Professors shall make a note on the register of those who arrive late to an educational activity. The companies shall be informed. The teachers may choose not to accept a work-study student who is late for a class, in which case the student will be considered absent. In the event of excessive absence, the student may be called before a Disciplinary Board.

No lateness is tolerated, either at the beginning of the class or after the break. A student who is not punctual will be marked absent.

### 3.2.2 Access to examinations

Students who are not a work-study programme who are absent for more than 30% of lessons for a module in a semester, whether this be for personal, religious, administrative or health reasons, etc., will not be permitted to take the corresponding end-of-semester exam.

All students and their financial sponsors will be reminded of the rule and its consequences when the situation arises. The penalty is significant. However, it remains proportional to level of tolerance for absences granted to students.

Students who are absent for more than 30% of lessons for a module in a semester, whether this be for personal or religious reasons, etc., will not be permitted to take the corresponding end-of-semester exam. All students and their financial sponsors will be reminded of the rule and its consequences when the situation arises. The penalty is significant. However, it remains proportional to level of tolerance for absences granted to students.

Attendance at the final Board assessment feedback for each assignment and at the 360° exercise is mandatory. Failure to attend will invalidate the grade awarded by the Board.

A student who is absent from a final exam and therefore obtains a score of "0" will have to resit the subject. In this case, the score obtained will cancel and replace the assessment and end-of-semester exam scores. Non-attendance of resits will result in disqualification, and the Assessment Board may decide not to validate the semester. For open book exams, students may bring any paper document related to the course, excluding any digital media. The use of dictionaries and/or calculators is left to the discretion of the professor and/or the Course Leader.

### 3.2.3 Behaviour

If a student is asked to leave a class due to behavioural issues, they may be temporarily excluded for a maximum of seven days or referred to the Disciplinary Board. In addition, the student will be notified by e-mail of their removal from the class, with a copy to the financial sponsor if there is one.

It is strictly forbidden to use a mobile phone during class (texting, etc.).

The use of laptops and tablets by students is left to the discretion of the teacher.

However, it is forbidden to use a laptop or tablet for purposes other than those related to the class, to eat or drink in class, or to disrupt the class by chatting or in any other way.

Any behavior that shows a lack of respect towards the teacher or other students will be penalised; the student concerned may face temporary exclusion by the director of studies or academic director (maximum 7 days), or be called before the Disciplinary Board. Students are expected to dress appropriately (e.g. no caps to be worn in class).

These rules apply to internships, assignments, challenges and promotional activities (compliance with company schedules, compliance with managerial instructions, and any other commitment).

Some students are classed as employees during their period of education in industry and at the School; any absence must therefore be subject to the prior authorisation of the Director of Studies following submission of evidence to the HUB. In the event of illness, students must obtain a sick note.

## 3.3 Requirements for progressing to the next year

The Assessment Board shall assess the student results based on the compulsory subjects required for the programme. ECTS credits acquired in optional subjects cannot be used to offset those acquired in compulsory subjects.

### 3.3.1 Arrangements for progressing to the next year

- Students studying for their initial degree

To progress to the next year of the course, students must have validated at least 30 ECTS credits over each of the semesters. Credits from one semester cannot be used to compensate for another semester. The credits are divided between different subjects.

The average of a subject is the weighted average of the continuous assessment and the end-of-semester assessment. For all non-credited subjects that are required for progress to the next year, students must have achieved a grade of 10/20.

- Students on the apprenticeship training/work-study programme

The apprenticeship training/work-study programme is a one-year course, that year being split into two semesters. In order to graduate, the student-apprentice must validate both semesters.

All subjects are validated on a semester basis. A semester is passed if its overall average is greater than or equal to 10 and if no subject score is below 7. A student with a grade below 7 in one or more subjects will be required to resit those subject(s). A student with an overall average grade of less than 10 must resit the subjects in which they obtained a grade of between 7 and 10, in addition to those where the grade was below 7. Resits are only possible on one occasion per subject. Students who are invited to resit and who do not do so without submitting a valid reason will be assigned "0" for the module concerned.

All credits for a semester will be validated when the average grade for the semester is greater than or equal to 10/20. The overall average score for a semester is the average of all of the grades in the modules after a weighting has been applied that corresponds to the number of ECTS credits assigned to each module.

Students who pass a semester may progress to the next semester.

Any student who has not passed their semester following a resit will be referred to the Assessment Board and may be offered the chance to repeat the semester once the Board has approved this.

To be admitted in the following year of their programmes, students must have passed every subject covered in the two semesters.

For periods spent studying at another institution approved by EM Normandie Business School, students must comply with the rules of the partner organisation in all aspects, including attendance, grades and resits. Grades must meet the averages normally required locally. Study periods abroad are evaluated by the partner universities. The results are included in the form of ECTS credits in the student's curriculum and are recognised in the ECTS system. If the semester or year spent abroad has not been validated upon the student's return, the student must retake and validate all of the modules of that semester.

### **3.3.2 Resit conditions**

Students who fail to complete a module will be automatically assigned to resit those modules. Resits can only be taken once for each module. The grades obtained in the resit cancel and replace the initial grades obtained for the end-of-semester exam and the continuous assessment. They are used to calculate the new average and validate the corresponding ECTS credits. In situations in which the assessment relates only to a test (continuous assessment or end-of-semester exam), the resit grade replaces the test score.

With regard the period spend abroad, no resits will be organised on EM Normandie campuses.

## **3.4. Examination Boards**

### **3.4.1 Role**

The Examination Board validates the admission into the following semester/ following year of those students who meet the requirements provided by the academic regulations. Its duty is also to review the cases of those students who do not meet the requirements for normal progression in their study plans or validation of their study years as listed above.

The Examination Board meets once at the end of every semester after all re-sits are done and marks submitted to the registrar office. The decisions reached by the Board are final.

### **3.4.2 Composition**

The Examination Board is composed of:

- voting members:
  - Director of Bachelors, or his/her representative, chair,
  - Faculty members who have played a lecturing or supervision role for the period under review
- non-voting members:
  - student cohort delegates and Programme Assistants.

Students are represented by student delegates for their cohort, and the latter's role is to give background information regarding the circumstances.

Persons attending the Board are bound to discretion.

### **3.4.3 Decisions**

Decisions of the Examination board can be either:

- validation of the semester and/or admission into the following year,
- conditional validation of the semester and/or conditional admission to the following year,
- re-taking of the semester or the year,
- dismissal

A student re-taking a year must take all exams, serve all internships, and take part in all seminars and Challenges scheduled for the year in question.

A dismissed student is issued an ECTS transcript listing those credits actually validated.

### **3.4.4 Voting procedures**

Decisions are made by absolute majority of votes passed. In the event of a tie, the Chairperson of the board has the casting vote.

### **3.4.5 Minutes**

Minutes are drafted and signed by the Chairperson for every Examination Board meeting.

### **3.4.6 Interpretation of regulations**

A Committee composed of the Dean of Programmes and two other members appointed by him/her, are entitled to decide on the interpretation of any issues arising from these regulations during the Examination Board meeting.

## **4. AWARDING OF DEGREES**

### **4.1 Procedures**

The Ecole de Management de Normandie Bachelor's degree is awarded to students who have validated the number of ECTS credits in their study plans. To be awarded the degree, students must have validated the mandatory internships and the BBA Research Note.

In addition to the academic rules mentioned in this document, students must also abide with due care and diligence by the administrative regulations in force.

A Diploma Supplement is issued in addition to the Degree Certificate.

### **4.2 Degree Awarding Board**

#### **4.2.1 Composition of the Board**

The composition of the Board is approved by the Rector on the basis of a list submitted by the School. The Rector appoints the Chairperson. In case the Chairperson cannot attend, the Rector designates an interim Chair to substitute for him/her. The secretariat for the Degree-Awarding Examination Board is carried out by the Rector or his/her representative.

#### **4.2.2 List of Students nominated for the award of the degree**

The School draws up the list of the students proposed for the award of the degree. The list also mentions those students who do not meet the requirements for the degree and are given supplementary time to do so which may not exceed two years.

#### **4.2.3 Decisions by the Degree-Awarding Examination Board**

The decisions of the Board are final.

## **ANNEX 1**

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### **FOREIGN LANGUAGE 2, SEMINARS, CHALLENGES AND PROMOTIONAL ACTIVITIES**

#### **Foreign Language**

Mandatory language seminars are part of the curriculum of year 1.  
Optional language courses are available from year 2.

#### **Seminars**

Business and research seminars are part of the programme and are delivered in the four years of studies. Attendance to these seminars is mandatory. Groups of students will be working on business issues submitted by partner companies and/or on research issues in line with the research themes sponsored by the school.

#### **Contribution to the school's promotional activities**

BBA students might be requested to perform promotional activities for the school.

## ANNEX 2

### INTERNSHIP AND WORK PLACEMENTS PROCEDURES

By the time they graduate, all students admitted into the programme at year 1 must have completed during the course of their studies:

- A 6-week minimum work placement at the end of Year 1 (BBA1), either in France or abroad,
- A 3-month minimum internship at the end of Year 4 (BBA4), either in France or abroad.

By the time they graduate, all students admitted into the programme at year 3 must have completed during the course of their studies:

- A 3-month minimum internship at the end of Year 4 (BBA4), either in France or abroad.

No internship agreement or professional experience will be approved for durations shorter than 4 weeks.

All internships are evaluated.

Professional experience and other internships abroad completed before entering the programme may not under any circumstance be deemed to meet the requirements of these Internship Regulations.

A professional experience abroad is validated by the Programme Authorities on submission of a work contract, a pay slip or an internship agreement.

Any EM Normandie student who has not fulfilled the above obligations with respect to internships will not be awarded the degree. Internship regulations are described hereunder.

Years	Duration	Time in the Year	Type of internship	Country	ECTS
<b>BBA1 (Compulsory)</b>	6-12 weeks	At the end of Year 1	Work placement of an operational nature, as a first contact with the working	France or abroad	Condition for semester validation
<b>BBA2 (Optional)</b>	6-12 weeks	At the end of Year 1	Work placement of an operational nature, as a first contact with the working environme	France or abroad	NCB
<b>BBA3 (Optional)</b>	6-12 weeks	At the end of Year 1	Internship of an operational nature	France or abroad	NCB
<b>BBA4 (Compulsory)</b>	12-24 weeks	At the end of Year 4	Internship with an international scope	France or abroad	Condition for semester validation

## **ANNEX 3**

### **EXAMINATION REGULATIONS AND PROCEDURES**

#### **Convocation to Examinations**

The convocation to written exams is sent by internet mail or posted on dedicated notice boards. The information mentions the date, the time and the location for every test and, when necessary, the modalities specific to some tests. The convocation to the oral tests may in some cases be made by the course lecturer him/herself by whatever means he /she elects to choose, after informing the Programme Assistants (e-mail, posting, or student registration directly with the lecturer or the Programme Assistants)

#### **Access to Examination rooms**

Students are asked to report 10 minutes prior to the beginning of the test in order to have the time to settle in and start on schedule. Access will be denied to any student who reports late after the test has begun, whatever the reason for late arrival. The denial is reported by the invigilator on the minutes for the examination concerned.

#### **Examination Procedures**

The tests are under the responsibility of an invigilator who is authorized to take any measure he/she deems necessary to ensure satisfactory test proceedings.

When starting the test, he/she will remind students of the disciplinary regulations governing examinations:

- it is forbidden to communicate with other students or with outside parties by whatever means,
- it is forbidden to use, or even hold without referring to them, unauthorized documents or material.

Students may only hold those documents or material explicitly authorized, as stipulated in the test questions.

When no specific instruction is mentioned, students are authorized to have on their individual tables, pens, pencils, rubbers, pencil sharpeners, and blank scrap paper when the latter is not supplied by the School. Calculators are only authorized for subjects that require them and with the permission of the lecturer concerned. When in doubt, the invigilator has full powers to authorize or forbid their use.

Programmable calculators are forbidden unless explicitly allowed.

Clothes (coats, jackets, raincoats, baseball caps, etc.), bags, computers, mobile phones, any connected objects, books, folders, and other such equipment must be left on the table by the door and are to be claimed when leaving the room at the end of the test.

During tests which last more than one hour, no student will be allowed to leave the room, whether temporarily or for good, before the end of the first hour, even when handing in a blank test. For tests of shorter duration (up to one hour), no student will be authorized to leave the room, whether temporarily or for good, before the end of the first half-hour.

The invigilator in charge of the examination room will record on a list attached to the minutes the names of those students who were allowed to leave the room temporarily, together with the exit and re-entry times. The maximum leave of absence is 5 minutes. After this time limit, the invigilator may forbid the student to re-enter the room. Every student will sign the roster twice during the test, first to record his/her presence to the test, and in a second stage, to attest that he/ she handed in a paper to the invigilator at the end of the test.

#### **Disabled students**

Students with various forms of disability may benefit from special examination arrangements (30% extra time and/or a secretary if needed).

To this end, they must produce one week in advance at the latest, a certificate issued by a doctor specifying the nature of the adjustments to be provided for in order to guarantee adequate conditions for taking the test.



Such adjustments will have to be authorized by the Dean of Programmes, who will ensure however that all students benefit from a fair and equal treatment.

## **Fraud**

Any behaviour or action which would constitute a case of infringement of the examination or continuous assessment regulations, with the intention of giving the student concerned undue advantage during the test, will be deemed to be an act of fraud. Fraud will be characterized, whether attempted or achieved, in case of attempt to use, or actual use, of any unauthorized document, whatever the way, medium format or communication mode, whether material or immaterial, or with the help of third party.

Any attempted fraud will be deemed as material fraud.

All consequent penalties for acts of fraud, or attempts thereof, will be decided by the EM Normandie Disciplinary Committee.

The invigilator in charge of the examination room is authorized to take all steps to interrupt acts of fraud or fraud attempts. All supporting evidence and material which may help establish the reality of the fraud, will be seized. Incidents taking place during the test will be reported in detail in the minutes. The invigilator (s) will sign the minutes for the test. The minutes will be submitted to those involved in the fraud, and the latter will be requested to undersign the said minutes. Their signature will serve as acknowledgement of their having read the document, unless otherwise mentioned.

The refusal to sign will be recorded in the minutes.

The invigilator will inform the Director of Programme who may in turn ask the Campus Director to refer the case to the Disciplinary Committee.

While disciplinary proceedings against a student are in progress, and until such time as his/her case has been reviewed by the Disciplinary Committee, the contested papers will be marked and the student will be admitted to take other tests, and the Examination Board will review his/her results as if there were no fraud recorded, and in this context marks may not be used as a sanction.

Any sanction as a result of attempted or material fraud is pronounced by the Ecole de Management de Normandie Disciplinary Committee and will at least entail retaking the semester concerned.

## **ANNEX 4**

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### **PROCEDURE IN THE EVENT OF PROBLEMS ARISING DURING STUDY PERIODS ABROAD**

During the course of a mandatory study abroad directly related to their study plans, students are required to reside in many different countries. Cases of force majeure may occur, such as political, terrorist, or sanitary events, or natural catastrophic events and other such exceptional circumstances take place during their study stays.

In view of such events, a student may decide to remain in the country, or return to France if he/she feels his/her safety is no longer guaranteed. The School will in no way interfere with his/her decision to return. No instruction to return will be issued, unless the relevant authorities (Ministry, or Conférence des Grandes Ecoles) request this should be the case.

At all events, the School will make its utmost to find alternative solutions to let students finish their studies in due time. The third and fourth years of the BBA programme might be delivered on the French campuses of EM Normandie in this case.

## **ANNEX 5**

### **ACADEMIC INTEGRITY CHARTER**

#### **Introduction**

The current widespread phenomenon known as Fraud and Plagiarism has led EM Normandie to define a clear policy with respect to academic integrity. In Higher Education, academic integrity is commonly defined as 'the commitment to abide, whatever the circumstances, by the following five core values: 1 honesty (intellectual), trust (mutual between all members of academic communities), justice (as to the actual contribution of each member), respect (of others and oneself), responsibility (for one's actions and consequently one's intellectual productions), and more generally, ethics and courage to apply these values (Source: Université de Montréal et International Center for Academic Integrity).

Under provisions of Article 112-1 of the Intellectual Property Rights Code (French Act n°92-597 of July 1st, 1992), the rights of authors on any form of intellectual work, regardless of their genre, means of expression, value or destination, are protected by law.

EM Normandie, as an institution of Higher Education, undertakes to institute, foster, and spread principles of academic integrity among all, students, administration staff, faculty and researchers.

This mission is served by means of continuous information, prevention and control operations directed at the various target publics, leading whenever necessary to disciplinary measures in the event of a breach of such academic integrity rules.

There will be no tolerance towards proven cases of cheating, fraud or plagiarism. EM Normandie considers such acts to be a challenge to the equity that it must guarantee among all.

Accordingly, in order to fight against fraud and plagiarism and promote academic integrity, the School has initiated actions in three main areas: information and prevention, control and disciplinary measures.

#### **Fraud and Plagiarism: a definition**

Fraud is defined as an act to try and gain advantage over third party by any form of dupery.

Under provisions of article L. 335-2 of the Intellectual Property Rights Code, « Any publication of written material, music composition, drawing, painting or any other form of production, whether in print or recorded, in full or in part, that will not abide by such laws or regulations as protects the rights of authors, is to be considered as an act of forgery, and as such is deemed to be an offence.

In France, forgery of books published in France or abroad is liable to 3-years imprisonment and a € 300,000 fine. Identical penalties will apply to sales, export and import of forged books. When the above misdeeds designated in this article have been carried out by an organised group, penalties will be increased up to 5-years imprisonment and a € 500,000 fine.'

Here are five examples in the context of academic work:

- using unauthorized equipment or documents during examinations;
- plagiarism: submitting documents as of one's hand whereas the latter have been written by others (even with the consent of the third party concerned).
- working in common on work requested to be produced individually;
- signing one's name on a collective work whereas one has not produced nor achieved any work;
- getting a contributor external to one's institution to do a work and then sign one's name only, whether the other party is aware of this or not.

Fraud will lead to summons to appear before the Disciplinary Committee and involvement of the Academic Integrity Service.

## Plagiarism

Plagiarism is a form of fraud whereby one will claim full authorship, whether in full or in part, in letter or spirit, of a written document originally produced by third party.

A few examples in the context of academic work:

- copying work by another student, whether the latter is aware of this or not;
- copying entirely or in part a written document without quoting the source;
- making use of another author's ideas without mentioning the source.

Another case of plagiarism and academic fraud consists in copy-pasting a text and then to change a maximum of words and modify its style.

## Information and Prevention

Information on the definition of plagiarism and fraud are at the disposal of all personnel. The material includes:

- flyers on plagiarism, downloadable from the EM Normandie site and handed out to all students entering the programmes;
- sessions to promote awareness of plagiarism and fraud issues, and information on how to prevent occurrence;
- circulation of this Charter, also available from the EM Normandie website, brought to the knowledge of students when they join the School and then attached every year to the relevant Academic Regulations, and forwarded to all full time and external personnel;
- making available to all Faculty members (and in particular those giving research methodology sessions and all tutors) and directors of studies or academic directors, videos to raise awareness as regards academic plagiarism and fraud, but also about the means to avoid them;
- one-off presentations requested by the Academic Integrity Service to give advice to lecturing and administrative personnel, to clarify unusual or complex situations, to evaluate jointly the relevance of ad hoc prevention actions. Lecturers and Library personnel who have been made aware of such phenomena must bring information, help and advice to students.

## Control

Any document produced by students (reports, theses, etc.) are likely to be scanned without any prior notice by a plagiarism detection software. All faculty members and/or Heads of Programme will have a duty to check the degree of similarity between the works submitted by the students.

No one is allowed to disregard the ethical principles stated in the introduction to this Charter. Consequently, no one may ask or demand to be dispensed from any checking deemed to be relevant by the Lecturing, Administrative teams or the Academic Integrity Service. Any work may be checked at any time during a student's study path.

## Disciplinary measures

As provided by EM Normandie Academic Regulations, all proven acts of fraud or plagiarism will be liable to the following disciplinary measure:

- Failure of the course/modules concerned and summons to appear before the Disciplinary Committee.

## Sanctions

All disciplinary procedure document regarding academic fraud will be supplied by the Academic Integrity Service.



## **In the event of an academic fraud, plagiarism in particular, in the Final Year Research Note,**

This will be the subject of an 'Academic Infringement report' issued by the individual who has discovered it. This report will be forwarded

- together with supporting documents (and in particular the similarity analysis report issued by the dedicated software applied by the School.) to the Academic Integrity Officer. The latter will ensure this information is relayed to the Dean of Programmes and Pedagogical Innovation, or his/her designated representative, under supervision of the Research Directorate. The Academic Integrity Officer must collect by means of an inquiry all information which may shed some light on the situation and prove or deny blatant misdemeanour

The Academic Integrity Officer will ensure that:

- the student is informed of the on-going inquiry, receives a copy of the Academic Offence Report, and is invited to submit his/her remarks in writing within 10 worked days;
- The individual who initiated the proceedings, the Head of the relevant Module of Year, are informed of the proceedings in progress;
- Depending on the findings of the inquiry and in view of the severity of the offence, the Academic Integrity Officer may recommend to the Campus Director that the student be referred to the Disciplinary Committee within the following 30 worked days maximum.

In the latter case, the Academic Integrity Officer is acting as a complainant and the person who issued the Infringement Report as a claimant. The claimant is automatically summoned and attends the Disciplinary Committee. The Dean of Programmes and Pedagogical Innovation decides on the opportunity to summon the complainant. The inquiry can only have one of two outcomes:

a. The inquiry is not conclusive, in particular if evidence is not sufficient; b. the inquiry is conclusive and the Academic Integrity Officer requests a summons before the Disciplinary Committee. The Dean of Programmes and Pedagogical Innovation decides in the last resort whether there should be a Disciplinary Committee meeting or not. The decisions by the Disciplinary Committee are final. When the misdemeanour is proven by the Disciplinary Committee and depending on the severity of the offence, possible sanctions may be as follows: A. 0/20 given to the Final Year Thesis and/or Research Note and obligation to redraft the incriminating section or the entire thesis and/or Research Note, in the form of a re-sit or postponement of the graduation; C. Final exclusion of the student.

## **In all other instances (end of semester exams, reports):**

Any proven academic fraud will initiate the following procedure (Final Year Research Note excluded) :

- when a lecturer or any programme personnel detects plagiarism or any other academic fraud, he/she issues an Academic Infringement Report, collects evidence of the fraud and forwards this to the Director of Studies or Academic Director of the programme in which the suspected fraud has been committed;
- the Director of Studies (or the Academic Director) and the claiming lecturer decide jointly on the position to adopt according to the severity of the academic fraud and the context linked to the student (behaviour, repeat offence, etc.). The scaled options are:
  - A - heavy penalties on the marks awarded to the work concerned in accordance with the extent of plagiarism (the software indicates a ratio of similarity which gives an indication of the proportion). The claiming lecturer decides on such penalties;
  - B - a 0/20 mark and obligation to take re-sits in the subject/course/module concerned;
  - C - a 0/20 mark and a request that the Disciplinary Committee should meet.

In the C case, the Disciplinary Committee meeting is summoned directly by the Director of Studies (or Academic Director), as complainant, in agreement with the lecturer as claimant, by means of a request to the Dean of Programmes and Pedagogical Innovation. The Academic Integrity Officer is informed of this procedure (sia@em-normandie.fr) and approached for advice as often as necessary. The Dean of Programmes and Pedagogical Innovation reviews the request and decides whether to summon the Disciplinary Committee. The sanctions this Disciplinary committee may decide on for academic fraud are:

- course /module or re-sit deemed failed;
- obligation to obtain 3 to 5 extra credits;
- interruption of the study path for a set duration decided by the Disciplinary Committee;
- final exclusion from the School.

1. Translated from : <http://www.integrite.umontreal.ca/definitions/integrite.html>



## **ANNEX 6**

### **SPECIAL ADJUSTMENTS FOR DISABLED STUDENTS**

EM Normandie complies with mandatory regulations for the welcome of Disabled Students as they are provided by the N° 2005-102 Act of 11 February 2005, regarding equal rights and opportunities, participation and citizenship of disabled persons, and in particular by Article 20: 'Higher Education institutions register disabled students or with invalidating health problems, under the same regulatory framework as other students, and ensure their training by implementing those adjustments required in view of their specific situation in the organisation, schedule and support during their studies'.

In order to help integration of disabled students, and to foster success in their studies, a specific support and adjustment of studies protocol is implemented at EM Normandie.

This scheme aims at offering disabled students compensatory measures adapted to their disability, and an individualised support, in compliance with EM Normandie values and the principle of equal opportunity between candidates.

#### **Disability, a definition**

Under provision of the N° 2005-102 Act of 11 February 2005, 'is defined as a disability, (...) any limitation in activities or restriction on participation in social life suffered by a person in his/her environment due to substantial, long-term, or final, alteration of one or several physical, sensory, mental, cognitive or mental functions, or poly disability or invalidating health problems'.

Accordingly, a student suffering from temporary pathology may also benefit from specific support and adjustments.

#### **Personal Balance and Inclusion Service**

Within EM Normandie, a Diversity Officer is appointed. The duty of this officer is to welcome, support and inform disabled students throughout their study paths. This is a resource person as regards all issues linked to disability (studies, state aid, information on their rights, professional inclusion, etc.). He/she will set up whenever required an adjustment of studies, validated by the Dean of Programmes.

Within Ecole de Management de Normandie, the Personal Balance and Inclusion Service oversees supporting Disabled students. The mission of this service is to welcome, support and inform disabled students throughout their study paths. It is their dedicated interlocutor as regards any issues linked to disability (study path, standard help, information on rights, professional insertion, etc.). It may set up if required, a study path adaptation protocol, validated by the Dean of Programmes. In addition, the Personal Balance and Inclusion Service plays a supporting and training role for all EM Normandie employees, and the faculty in particular, to improve the welcome of disabled student into the School's life. It is also responsible for confidentiality of the information, medical information, that disabled students are led to share with it. In this respect, the student remains in full control of the information he/she wishes to circulate in the School or not, and any communication linked to his/her disability or medical status must be by express authorisation on his/her part.

#### **Declaring oneself as disabled**

This is done at the student's discretion. The latter must contact the Personal Balance and Inclusion Service that will hold a confidential interview with him/her. This interview is to get information on the student's pathology(-ies) and also to draw up an inventory of his/ her specific needs as regards support and adjustments during his/her studies.

Finally, a review of the student's administration status (acknowledgement of his/her disability, medical certificates) will be made as well as information on rights and civil procedures.

In the event the student has declared his/her situation through other channels (admission tests or registration file, or via the Hub or his/ her Director of Studies or Head of Programme), he/she will be referred to the Personal Balance and Inclusion Service.

## Study Adjustment Protocol

Further to this interview, an adjustment of studies protocol may be agreed with the Personal Balance and Inclusion Service. This protocol is personalised on the basis of:

- recommendations issued by the student's physician;
- and/or needs expressed by the student;
- and/or recommendations by the Personal Balance and Inclusion Service.

Such adjustments may concern final exams, continuous assessment, and more generally the student's study path. In this way, extra time may be granted for exams, a secretary and/or specific equipment made available, but also attendance waivers, or delayed continuous assessment in case of absence supported by documents... (non-exhaustive list).

Each situation will be assessed specifically and individually.

The study adjustment protocol is then validated by the Dean of Programmes, and will apply to the academic year, but cannot be retroactive.

However, exceptionally, the Personal Balance and Inclusion Service may ask for some retroactive adjustments (for attendance waivers in particular).

The validated adjustment protocol is then forwarded to the programme teams concerned. The Personal Balance and Inclusion Service Officer is the guarantor of its implementation and is responsible for collecting medical support documents if necessary.

The protocol is to be re-assessed every year in a similar manner.

## Foreign Language Adjustment Contracts

In programmes for which a minimum level of foreign language proficiency is required for graduation, in particular by taking TOEIC type certificates (obtaining a minimum score), a Foreign Language Adjustment Contract may be deployed for some disabled students.

Proposed jointly by the Languages Department and the Personal Balance and Inclusion Service, a set of additional and alternative tests may be used to assess the student's level of proficiency in the language, while complying with graduation academic rules (target language proficiency for at least 2 out of 4 competencies, evaluation by an external independent agency). The original test defined for graduation will be compulsorily included in the set of tests. Thus, the point is not to lower the level required but in fact to modify the assessment modalities for this level. By the end of a student's study path who has from a Foreign Language Adjustment contract, the following documents will be added to his/her final dossier, and forwarded to the Graduation Board.

- Review of actions set up by the School or the student to improve his/her level;
- Synthesis of the various scores obtained on the various tests selected;
- Detailed Remarks by the Language Department and the Personal Balance and Inclusion Service on the progress made by the student, as well as on the student's engagement in such support schemes, and those actions achieved by the student (language stays, intensive immersion seminars, etc.).

=> The Graduation Board will be sovereign in its decisions whether to graduate the student or not, on the basis of those elements. The Foreign Language Adjustment Contract is validated by the Dean of Programmes, on the occasion of the Pedagogy and Disability Watch Unit meetings, then signed by the disabled student. This document details the new foreign language assessment modalities (see model annexed).



# ADJUSTMENT CONTRACT FOR THE CERTIFICATION OF FOREIGN LANGUAGE COMPETENCIES REGARDING DISABLED STUDENTS

In accordance with the CGE Disability Charter of 11 February 2019, and the Memorandum on Assessment and Certification of Foreign Language Certification for Disabled Students issued by the Chapitre des Ecoles de Management on [date], the Dean of Programmes, the Foreign Language Department and the Personal Balance and Inclusion Service have jointly drafted this contract for (Surname, First Name of Learner)

..... who is in a disability situation that affects his/her passing Foreign Language Certifications.

After prior assessment by the EM Normandie Language Department, and validation by the Personal Balance and Inclusion Service, it has been proven that the TOEIC Listening and Reading Tests are not suitable in view of the specific situation of the learner, despite the modifications suggested by ETS. After reviewing the options most adapted to the learner for assessing the foreign language proficiency and in accordance with the spirit and objectives of assessments as they are detailed in the syllabi, we have defined the test and objectives below:

Competencies to be validated:

- Oral comprehension
- Oral
- Written comprehension
- Written expression

Certification (s) selected:

- TOEIC Listening and Reading test, with a 60-minute break between the two tests
- EM Normandie Test
- Other: .....

The validation of a B2 level will be based on the results of this/these certification(s) by the Degree Examination Board, in compliance with the Academic Regulations for the target degree.

The learner undertakes, by signing this adjustment contract, to:

- Engage fully and without any reserves in the pedagogical schemes for alternative or additional support offered by EM Normandie;
- Initiate on signing this contract, if this has not been done beforehand, administrative procedures with MDPH (RQTH or Certificate of Exam adjustments MDPH or CDAPH as accepted by ETS Global)

Signed in ..... , on ..... ;  
The Learner,



## REFERENCE LIST OF POTENTIAL ADJUSTMENTS

(Document to be submitted to the Physician designated by CDAPH, and to be attached to the Medical Certificate)

Under provisions of the 2005-102 Act Paragraph 1: « Under the framework of this Act , a disability is defined as any limitation of activity or restriction in participation to society life suffered in his/her environment by a person due to significant, lasting or permanent impairment of one or several physical , sensorial, mental, cognitive or psychic functions or poly-disability or invalidating health problem ».

Such proposals for adjustments will then be forwarded to the Disability Office of the official testing centre who will validate or invalidate them following the request for adjustment of test sessions lodged by the student.

Depending on the medical advice of the Physician commissioned by the CDAPH, recommended adjustments for such tests are:

### Oral comprehension

- Listening time increased by one third for each question Need to have a special room all to himself/herself
- Use of machines or technical equipment
- Break or exit from the test room allowed with extra time for the tests in proportion to interruptions up to a limit of 30% extra time allowance
- Other adjustments

### Written comprehension

- 30% extra time allowance
- Test paper printed in larger font
- Assistance by a specialist in a communication mode for candidates with hearing impairment
- Assistance by a secretary nominated by the organising institution for the session for the oral topic or written directions for the test, respecting its literalness, without any comments nor additional explanations.
- Test printed in a larger font
- Topic on a digital medium Topics in Braille
- Use of Braille writing and/or reading equipment
- Use of technical or digital machines or equipment
- Break or exit from the test room allowed in proportion to interruptions up to a limit of 30% extra time allowance
- Other adjustments

### Oral expression

- Preparation time increased by 30%
- Actual test time increased by 30%
- Assistance by a secretary nominated by the institution organising the session for written transcription, dictated by the candidate, of the preparation work produced by the candidate, without any modification of the lexis chosen by the candidate.
- Assistance by a secretary nominated by the organising institution for the session for the oral topic or written directions for the test, respecting its literalness, without any comments nor additional explanations
- Seating to help lip reading
- Test printed in larger font
- Topic on digital medium
- Topic in Braille

- Use of Braille writing and/or reading equipment during preparation
- Break or exit from test room allowed in proportion to interruptions up to a limit of 30% extra time allowance Other adjustments

**Written Expression:**

- 30% extra time allowance
- Assistance by a secretary nominated by the institution organising the session for written transcription, dictated by the candidate, of the work produced by the candidate, without any modification of the lexis chosen by the candidate.
- Assistance by a specialist in communication modes for candidates with impaired hearing
- Topic printed in larger font
- Topic on digital medium Topic in Braille
- Break or exit from test room allowed in proportion to interruptions up to a limit of 30% extra time allowance Other adjustments

Remarks and details on such adjustments:

Signed:



