



**EDUCATIONAL REGULATIONS
BACHELOR IN INTERNATIONAL MANAGEMENT**

BIM

2023 / 2024

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EM

**NORMANDIE
BUSINESS SCHOOL**

1. GENERAL PROVISIONS

EM Normandie Business School is a higher education institution operating as a non-profit organisation. EM Normandie has always been able to reinvent itself throughout its history, and is a Business School that:

- trains students and professionals to take on the managerial and entrepreneurial challenges of tomorrow, - is committed to its extended territory (Normandy, Paris, the UK and Ireland) and to its local and international development projects (UAE, Vietnam);
- produces knowledge thanks to the research work done by its teaching staff in association with professional business practices;
- practices evolutive teaching that combines digital technology, teamwork and the humanities;
- supports students throughout their careers in their search for employment, thanks to a network packed with partner companies and its graduate network, and in respecting human rights, regions and cultures.

Students will be informed of any discretionary changes made by EMN to these rules.

2. ADMISSIONS

The opening of the annual examination period, announced in the Ministry's Official Journal, specifies:

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

For international candidates, admission is possible in the first year, second year and third year via an admission procedure based on student diploma.

For French candidates, admission is possible in the first year via the "Parcoursup" platform and in the second and third year via an admission procedure based on student diploma.

At the start of each academic year, the Competitive Exams and Admissions Directorate sends the Local Education Authority the list of candidates admitted on the basis of each procedure.

Whatever the admission route, admission is subject to the candidate actually obtaining the required diploma before 31 October of the year of admission. If they fail to do this, the candidate loses the benefit of admission.

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

However, the Competitive Exams and Admissions Directorate may grant, exceptionally and upon written and reasoned request, the right to retain the benefit of their admission for one academic year:

- to international candidates who are unsuccessful in obtaining their visa,
- to candidates who are unable to obtain funding for their studies or their work-study contract,
- to candidates who are unable to attend for another legitimate reason (illness, personal problems),
- to candidates who are working and who are unsuccessful in obtaining leave from their company.

Candidates may not defer their start date for more than one year or beyond the next opening of the programme.

2.1 First-year admission

2.1.1 Admission for French candidates

2.1.1.1 Entry criteria

Students who hold or are due to sit the baccalaureate (or equivalent) may apply to take the competitive exam. A final year college student will only sit the competitive exams if they pass the baccalaureate, or, if exemptions apply, subject to their academic records.

2.1.1.2 Admission via the Parcoursup platform

Candidates must select the Bachelor's in International Management offered by EM Normandie on the Parcoursup platform. Candidates without a scholarship will have to pay an application fee of 40 euros (free for scholarship students) on the Parcoursup platform.

Admission is based on the following elements:

- Consideration of the candidate's Parcoursup file,
- An online English test,
- A motivation interview.

For their application to be considered, the candidate must, via Parcoursup, submit:

1. Their baccalaureate diploma or a certificate of registration in the baccalaureate for the current year,
2. All of their first and final academic transcripts, available at the close of registration on Parcoursup, as well as their baccalaureate grades,
3. A detailed training proposal.

Candidates will then be invited to a motivation interview. These candidates will be interviewed based on their academic background and reasons for wanting to study at a French Grande Ecole. Candidates will need to take an online English test within the given time frame.

EM Normandie convenes and informs candidates on the terms of admission by e-mail, using the e-mail address provided by the candidates on the Parcoursup platform. Candidates are responsible for the contact information they have provided on the Parcoursup platform. They should check their e-mail regularly.

Candidates will be deemed to have gained admission based on the admission threshold set during the meeting of the admissions panel.

The School reserves the right to refuse admission to a candidate for non-compliance with the deadlines for taking the tests, if they are suspected of cheating, for inappropriate behaviour and for any other reason deemed incompatible with admission to a "Grande Ecole" (specialist higher education institution).

If the admitted candidate fails to pay the deposit on their tuition fees within the allotted time frame, the School reserves the right to cancel their admission to the program.

2.1.2 Admission for international candidates

2.1.2.1 Entry criteria

International candidates who have undertaken their secondary school studies abroad and gained an end of secondary education qualification (A Levels, High-School Diploma, etc.) are authorised to apply for first-year admission based on student diploma.

2.1.2.2 Admission based on student diploma

There are two stages to the admission process: application and interview.

To complete the application file, the candidate must provide:

- The required diploma (if the candidate is a graduate) or the current certificate of attendance as well as all of their academic transcripts (if the candidate has not yet graduated),
- An up-to-date CV,
- An identity document,
- The motivation file completed online in the language of the chosen program,
- For English-speaking candidates: 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 education totally in English;
- For French-speaking candidates: a French test (TCF, DELF/DALF) except for candidates from French-speaking countries or candidates who have completed at least one year of education totally in French.



For all of the documents provided, it is essential that an official translation is provided (in English or French).

Except in exceptional cases validated by the Admissions and Competitive Exams Directorate, the candidate will have to pay an application fee of 50 euros.

Once the file is complete and the application fees have been paid, the candidate becomes eligible to have their file reviewed.

Each application file will be awarded a score out of 20. If they achieve a score of 10/20 or above, the candidate will be declared eligible and will be able to attend the motivation interview in the language of the requested program (French or English). These candidates will be interviewed based on their academic background and reasons for wanting to join the program.

A score out of 20 will be awarded for the interview and added to the application file score. Candidates who achieve an overall score of at least 10/20 will be offered a place.

If the admitted candidate fails to pay the deposit on their tuition fees (€3000) within the allotted time frame (15 days of receipt of the pre-admission letter), the School reserves the right to cancel their admission to the program.

EM Normandie convenes and informs candidates on the terms of admission by e-mail, using the e-mail address provided by the candidates in the application tool. The candidate is responsible for the contact information they have provided. They should check their e-mail regularly.

The School reserves the right to refuse admission to a candidate for non-compliance with the deadlines for taking the tests, if they are suspected of cheating, for inappropriate behavior and for any other reason deemed incompatible with admission to a "Grande Ecole" (specialist higher education institution).

The School reserves the right to refuse applications once the number of places available on the program have been filled.

2.1.2.3 Allocation of places

Candidates offered a place must confirm their registration by the deadline set, or it may be assumed that they no longer want the place.

At the start of each academic year, the dean of EM Normandie Business School sends the Ministry of National Education the anonymised list of candidates offered a place according to this procedure: the admissions panel's report, the entry threshold.

2.2 Admission via the recognition of experience scheme (VAE)

This option is available to candidates who can evidence professional experience of at least 1 year in relation to all the components of the specified qualification recognised by France Compétences.

This experience may be in the context of a salaried, self-employed, charity-related or volunteer activity, or carried out by a person registered on the list of high-level athletes. It must be deemed admissible by the institution that issues the qualification. The admissibility of a candidate's application is based on a procedure common to all EM Normandie degree courses registered on request or automatically at the RNCP (French National Directory of Professional Qualifications).

As provided for in the French Labour Code and Education Code, the recognition of experience scheme (VAE) allows candidates to have skills acquired through professional and personal experience recognised for the purpose of obtaining degrees, qualifications or vocational qualification certificates. The VAE is based on a procedure whereby a panel checks, evaluates and confirms candidates' skills. Anyone with at least one year of experience may apply for the scheme, irrespective of age, nationality, status and level of training.

The experience can be gained over a single period or several periods, but must be related to the qualification the candidate wishes to obtain. The experience may involve a salaried job (permanent position, fixed-term contract, temporary role, etc.), unpaid work, charity work, voluntary role, sports role as a high-level athlete or in the context of activities carried out under trade union responsibilities, a local electoral mandate or a local elected office. Any initial degree course or lifelong training in a professional setting are also taken into account.

The VAE procedure consists of a series of steps and deliverables:

- Eligibility and positioning: candidates must submit an eligibility application, based on the framework of the qualification sought.
- If the candidate is declared eligible, they must then prepare a validation file, in which they describe specific work situations (evidence must be provided) to allow the VAE panel to assess whether they possess certain skills and in which areas their skills lie. For this phase, candidates are offered support, which is advised but not mandatory.
- Candidates must also submit a professional dissertation that is prepared under the supervision of an EM Normandie researcher-lecturer;
- Finally, an oral defence takes place before a VAE panel.

The following rules apply to the panel:

- VAE panels must consist of at least 5 members, with an equal number of men and women, who are appointed by the academic director. The members are:
 - The Chair, Academic Director;
 - A lecturer-researcher involved in lifelong training;
 - Professionals (appointed based on their skills, aptitudes and qualifications).
- After hearing the candidate, the panel makes a decision and produces a report.

Candidates might pass all or part of the assessment. If they only pass part of it, the panel provides recommendations with a view to carrying out a further assessment to test the areas where the candidate was unsuccessful, to award the degree.

2.3 Second-year admission

2.3.1 Entry criteria

French or international candidates holding, or likely to hold, by 30 November of the year of admission, 60 ECTS credits or a diploma (or equivalent) obtained in France or abroad, attesting to a year of higher education, are authorised to apply for admission based on student diploma.

To complete the application file, the candidate must provide:

- The ECTS credits document or transcript, the certificate of attendance from the candidate's current institution and all associated academic transcripts,
- An up-to-date CV,
- An identity document,
- The motivation file completed online in the language of the chosen programme (in English for the BIM2 programme),
- 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 education totally in English.

For all of the documents provided, it is essential that an official translation is provided (in English or French).

Except in exceptional cases validated by the Admissions and Competitive Exams Directorate, the candidate will have to pay an application fee of 50 euros.

Once the file is complete and the application fees have been paid, the candidate becomes eligible to have their file reviewed.

Each application file will be awarded a score out of 20. If they achieve a score of 10/20 or above, the candidate will be declared eligible and will be able to attend the motivation interview in the language of the requested programme (English for the BIM2 programme). These candidates will be interviewed based on their academic background and reasons for wanting to join the programme.

A score out of 20 will be awarded for the interview and added to the application file score. Candidates who achieve an overall score of at least 10/20 will be offered a place.



EM Normandie convenes and informs candidates on the terms of admission by e-mail, using the e-mail address provided by the candidates in the application tool. The candidate is responsible for the contact information they have provided. They should check their e-mail regularly.

The School reserves the right to refuse admission to a candidate for non-compliance with the deadlines for taking the tests, if they are suspected of cheating, for inappropriate behaviour and for any other reason deemed incompatible with admission to a "Grande Ecole" (specialist higher education institution).

The School reserves the right to refuse applications once the number of places available on the program have been filled.

If the admitted candidate fails to pay the deposit on their tuition fees (€3000 for international candidates and €800 for French candidates) within the allotted time frame (15days of receipt of the pre-admission letter), the School reserves the right to cancel their admission to the program.

2.4 Third-year admission (initial degree or work-study programme)

2.4.1 Entry criteria

The following criteria apply to candidates seeking admission based on student diploma:

- French or international candidates holding, or likely to hold, by 30 November of the year of admission, a Bac+2 diploma or 120 ECTS credits (or equivalent) obtained in France or abroad, attesting to two years of higher education;
- French or international candidates holding, or likely to hold, an accepted equivalent French or foreign qualification or degree by 30 November of the year of admission.

2.4.2 Admission based on student diploma

There are two stages to the admission process: application and interview.

To complete the application file, the candidate must provide:

- The required diploma (if the candidate is a graduate) or the current certificate of attendance as well as all of their academic transcripts (if the candidate has not yet graduated),
- An up-to-date CV,
- An identity document,
- The motivation file completed online in the language of the chosen program,
- For English-speaking candidates: 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 education totally in English;
- For French-speaking candidates: a French test (TCF, DELF/DALF) except for candidates from French-speaking countries or candidates who have completed at least one year of Schooling totally in French.

For all of the documents provided, it is essential that an official translation is provided (in English or French).

Except in exceptional cases validated by the Admissions and Competitive Exams Directorate, the candidate will have to pay an application fee of 50 euros.

Once the file is complete and the application fees have been paid, the candidate becomes eligible to have their file reviewed.

Each application file will be awarded a score out of 20. If they achieve a score of 10/20 or above, the candidate will be declared eligible and will be able to attend the motivation interview in the language of the requested program (French or English). These candidates will be interviewed based on their academic background and reasons for wanting to join the program.

A score out of 20 will be awarded for the interview and added to the application file score. Candidates who achieve an overall score of at least 10/20 will be offered a place.



EM Normandie convenes and informs candidates on the terms of admission by e-mail, using the e-mail address provided by the candidates in the application tool. The candidate is responsible for the contact information they have provided. They should check their e-mail regularly.

The School reserves the right to refuse admission to a candidate for non-compliance with the deadlines for taking the tests, if they are suspected of cheating, for inappropriate behaviour and for any other reason deemed incompatible with admission to a "Grande Ecole" (specialist higher education institution).

The School reserves the right to refuse applications once the number of places available on the program have been filled.

If the admitted candidate fails to pay the deposit on their tuition fees within the allotted time frame (15 days of receipt of the pre-admission letter), the School reserves the right to cancel their admission to the program.

Level of deposit based on the type of application:

- French candidates: 800 euros
- International work-study candidates: 800 euros
- International initial-degree candidates: 3000 euros

2.4.2.1 Allocation of places

Candidates offered a place must confirm their registration by the deadline set, or it may be assumed that they no longer want the place.

At the start of each academic year, the dean of EM Normandie Business School sends the French Ministry of National Education (Ministère de l'Éducation Nationale) the list of candidates offered a place following this process.

2.5 Double degree agreements

In the context of double degree agreements between programs offered by higher education institutions in France or abroad, the admission of students from the institution concerned is decided on the basis of criteria defined jointly by the two partners.

The director of the program offered by the partner is responsible for ensuring compliance with this process. Students can obtain the Postgraduate Degree in Business Administration from EM Normandie by complying with academic requirements equivalent to those of other students admitted at the start of the program.

Validated courses give rise to the award of ECTS credits, which will be transferred to the home institution.

2.6 Transfers

Students wishing to transfer during their studies may only do so between business schools that award official degrees certified by the French Ministry of Higher Education, Research and Innovation (ministère de l'Enseignement Supérieur, de la Recherche et de l'Innovation).

Transfers are only authorised in exceptional circumstances. They are subject to the agreement of the directorates of the two Schools concerned and the validation of the current academic year.

Transfer cannot take place during an academic year.

3. ORGANISATION OF STUDIES

3.1 Duration of studies

3.1.1 Normal duration of studies

The period of study is three years for students admitted in the first year. Entry by admission based on student diploma reduces the period of study to one year for students admitted in the third year.

3.1.2 Terms covering the extension of studies

The student may, under very exceptional conditions and with the agreement of the School, benefit from the option to intercalate for one year during their studies. A period of interruption of studies may be imposed by the School following a decision by the Disciplinary Board (Conseil de discipline). The period of study may also be extended if the student has not met all the requirements to gain the degree. In any event, and save in exceptional circumstances, the period of study may not be extended by more than one year in relation to the normal duration provided for gaining the degree.

3.1.3 Conditions for repeating part of a course or leaving a course

In accordance with the rules laid down in paragraph 3.4 of these Rules, the Assessment Board shall decide on any arrangements for repeating part of a course or leaving a course, in respect of students whose results have not met the academic requirements for the previous year or semester.

Unless exceptional circumstances apply, as decided by the Assessment Board, a student may not repeat more than one academic year over the course of their studies.

3. 2 Course description

3.2.1 Overall structure

The overall structure of the educational programme involves three years divided into semesters. All programme modules are structured in line with the European Credit Transfer System (ECTS).

English as a foreign language is mandatory for students enrolled on the French course. Foreign students enrolled on programmes taught in English must take French as their first foreign language option.

Instruction involves a variety of techniques, including:

- face-to-face or remote instruction;
- professional experience (internships, work-study contracts, fixed-term contracts, etc.);
- projects;
- periods of study at partner universities;
- teaching in English;
- immersive seminars and business games.

3.2.2 Internships

Internships are an integral component of the studies and are defined in Appendix 3. For the student to be able to do an internship, unless they have an employment contract, the company, student and School must sign an internship agreement.

With the exception of any work experience that might be completed over and above programme obligations, each mandatory internship is subject to assessment

3.2.3 Periods of study abroad and international exchanges

As part of the exchange agreements signed by the EM Normandie Business School with the institutions concerned, any local student admitted in year 1 must spend at least one semester abroad in year 2 in line with one of the following two schemes:

- a mandatory period spent abroad of one semester. This can be S1 or S2 of year 2;
- The local student could, if he/she wishes, go on an international mobility programme for the whole of year 2

International students admitted in year 1 can choose whether to spend time abroad during year 2. They can do this in either S1 or S2 of year 2. This scenario remains an option for international students, who can opt to spend the whole of year 2 in France.

All students, whether local or international, will be invited before the end of the first year to state their preferences as regards their time abroad. The second-year curriculum for each student will be designed on the basis of the choice made.

This international element is subject to the following requirements:

- before the student leaves France, EM Normandie must approve the course to be studied by signing the Learning Agreement sent by the student;
- the grades obtained are presented in an official transcript provided by the partner institution on the student's request;
- the grades obtained fulfil the validation conditions set by EM Normandie.

The following criteria apply to periods of study abroad:

- EM Normandie must approve the course to be studied by signing the Learning Agreement sent by the student. The Learning Agreement specifies what the student would like to study. However, this is subject to change depending on the partner university.
- the grades obtained are presented in an official transcript provided by the partner institution on the student's request;
- the grades awarded to the student studying in a partner university are recognised and can be converted into ECTS credits

NB : students admitted in the first year for the September 2020 session or a previous one will be required to spend the whole of the second year abroad under the same conditions as those stated above.

3.3 Organisation of studies by year

The studies are focused on the acquisition of knowledge and skills in international management, with options for specialisation in the third year of the programme.

3.3.1 First year

This year focuses on the foundations of management. The programme includes an introduction to micro- and macro-economics, consumer behaviour, management principles, accounting, office applications, business law, market research, and so on. Students will also be required to take an elective course in the humanities.

3.3.2 Second year

Year 2 can be spent entirely in France, entirely abroad or partially in France and abroad. Students spending the whole year 2 on international mobility will need to earn 60 ECTS credits or equivalent at the partner university and those spending one semester abroad will need to earn 30 ECTS or equivalent at the partner university. Students remaining in France will take a second layer of core courses including international marketing, principles of business strategy, distribution channels, financial analysis, business negotiation, and so on.

3.3.3 Third year

Year 3 is the year of specialisation. Courses in research methodology, marketing, logistics, quality management, etc. in semester 1 complement the teaching in years 1 and 2.

The second semester is a semester of consolidation of knowledge and specialisation. All students will participate in a compulsory Business Game, write a scientific essay and choose one of three specialisations: logistics, service industry and digital business.

Each specialisation comprises three modules and will be taught in English or French. At the end of the 2nd year, students will be asked to rank in order of preference the 3 specialisations offered in S2 of the 3rd year. The specialisations will only open if at least 15 students have selected it. In the event that a specialisation selected by some students does not open, these students are offered the next choice on their specialisation ranking list. Students must also successfully complete a scientific essay by the end of the third year.

4. ASSESSMENT OF SKILLS AND KNOWLEDGE

4.1 General provisions

All aspects of the student's learning are assessed: academic courses, internships, assignments, challenges, bachelor's thesis, and periods of study at partner universities. Assessments take various forms:

- continuous assessments, generally accounting for 40% of the score;
- a final exam, which generally accounts for 60% of the subject average, or 100% if there is no continuous assessment;
- assessment of internships, assignments, challenges and the corresponding oral defences, if applicable;
- assessments of students in respect of periods spent at partner universities.

With regard to group assignments, assessment may be on the basis of the individual work performed by each student in the team.

Any work carried out in industry by students on apprenticeships or work-study contracts is assessed in a specific manner, the arrangements for which are established by the Director of Studies for the stream concerned.

For written work, the following rules apply:

- deadlines set by the teacher or Academic Director or Director of Studies must be observed. If they are not observed, a penalty will be applied; otherwise, a grade of 0 will be assigned to the work.
- points may be deducted by the proofreader if the spelling or style are considered below standard;
- any misconduct will be dealt with as provided in Appendices 6 & 7 of this document.

4.2 Attendance and behaviour in class, assignments, internships and examinations

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.

4.2.1 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.

4.2.2 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.

4.2.3 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.

4.3 Requirements for progressing to the next year

The Assessment Board ~~gather after the resit session~~ and 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.

4.3.1 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.

To be admitted to the next year, students must have completed at least 60 ECTS credits during the year. The credits are divided between different subjects. The average of a subject is the weighted average of the continuous assessment and the partial assessment (some subjects may be 100% partial).

All subjects are validated on a semester basis. A semester is validated if its overall average is greater than or equal to 10 and if no subject mark is strictly below 10. A student who has one or more subjects below 10 will have to make up these subjects.

Only one make-up is possible per subject. Students who are invited to take a re-sit and who do not do so without submitting a valid reason will be awarded "0" for that module.

All non-credit subjects that are a condition for the validation of the semester are subject to the same requirements.

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 programs, 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 if any and if they are conciliable with the EM Normandie calendar. 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 this semester or year spent abroad is not validated upon the student's return, the student may under certain conditions, resit through e-learning or repeat the semester or year.

4.3.2 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 to the period spent abroad, no resits will be organised on EM Normandie campuses.

4.4 Assessment boards

4.4.1 Role

The Assessment Board meets **after initial degree** resits and validates the semester for those students who meet the conditions set out by the Academic Rules. Its other role is to examine the case of students who do not meet the conditions for normal continuation of studies or validation of school years as defined above.



Prior to resits, a committee composed of the chairs of the Board for each campus, the Programme Director or their representative, the relevant Academic Director or Director of Studies and the School office manager, will validate access to the next semester or confirm that the student has met the requirements in terms of a particular skillset, or will list the subjects requiring a resit.

4.4.1 Composition

The Assessment Board comprises:

- **The following members with a casting vote (minimum 4 members):**
 - the Director of Bachelor's Degree Programmes or their representative, Chair of the Board;
 - the Director of Studies;
 - professors responsible for teaching or supporting students at the EM Normandie Business School;
 - members of teaching staff, where applicable.
- **The following members with an advisory vote:**
 - one or more class representatives..

Only these representatives can represent students when providing information about their circumstances. Members of the Board are bound by a duty of confidentiality.

4.4.2 Deliberations

All cases submitted to the school jury result in one of the following decisions

- validation of the semester and/or transfer to the next year
- validation of the semester and/or passage to the next year with conditions
- repetition of the semester or year.
- non-authorisation to repeat the year and definitive exclusion from the program or the school assuming that the overall average of the Student would be less or equal to 5/20 (in this case, the student receives a transcript of records with the ECTS credits obtained). Being specified that this rule doesn't apply to Student with disability or health trouble.

For years including a period of study at a Partner University. If the grades obtained at the partner universities have not yet been received by the date the Assessment Board is due to meet, the Board may allow the student to progress to the next year. In the event that when the results are received, they do not meet the criteria to allow the student to move up to the following year, a panel shall make a decision based on the specific case.

4.4.2 Voting procedures

Decisions of the Assessment Board are adopted by a majority of the votes cast. In the event of a tie, the Chair has the casting vote.

4.4.3 Minutes

Minutes of Board meetings are taken.

5. AWARDING OF THE DEGREE

5.1 Conditions

The offered by EM Normandie Bachelor's degree is awarded to students who have validated all of the programme's ECTS credits.

To graduate, students must have validated the mandatory internships.

Regardless of the academic conditions set out by this document, students must remain diligent in order to meet all administrative requirements and the requirements related to the Bachelor's thesis.

The degree from the School is complemented by a Diploma Supplement.

6. GRADUATION BOARD

6.1 List proposed to the Board

Students who have not met the conditions to be awarded a degree and who are granted an extension of up to two years.

6.2 Composition and appointment

The composition of the Graduation Board is approved by the education authority based on the institution's proposal. The education authority appoints the president of the Board. If the president is unable to sit, the education authority appoints a Board member to replace them. The education authority or their representative performs the administrative functions of the Graduation Board.

6.3 Decisions by the Graduation Board

Decisions by the Graduation Board are final.

APPENDIX 1

MODERN LANGUAGES, CHALLENGES AND PROMOTIONAL ACTIVITIES

Modern languages 2

English is mandatory for students enrolled on the French-language stream. English-language courses are not credited but have to be validated for validation of a semester and/or year. English courses are designed to fit the students' level of English. They are delivered in face-to-face sessions and in "twinning" mode.

Admission to optional language courses is subject to attainment of a certain level in the English language. Students with B1 level in English can select one optional language course, while those with B2 level can select up to two optional language courses. Those with A2 level in English must repeat their English courses. Optional language courses are not credited but have to be validated for validation of a semester and/or year.

To validate a language course, a student must obtain a minimum grade of 10/20. Optional language courses are offered in blended-learning mode: 50% as virtual face-to-face sessions and 50% as e-learning.

French-language courses are available for all international students. These courses are not credited and are not mandatory for validation of a semester and/or year with the exception of French-language courses in final year of study. French courses are taught in blended-learning mode: 70% as virtual face-to-face sessions and 30% as e-learning.

Challenges

A company commissions the School to look into a specific issue, on the basis of a formal brief. The students are organised in small competing teams. EM Normandie Business School finds and validates the challenge topic. The students usually work on their home campuses, where they are coached by staff from the company. Staff block out specific periods in which they are available for detailed Q & A sessions with groups of students.

At the end of this period, each group presents its work in front of a panel. Students have 15 minutes to present their findings, and then 15 minutes to take questions from professionals.

In addition, students are required to submit a written summary report. The assessment of the Challenge is structured as follows: the grade for the oral presentation (50%) – and the grade for the written summary report (50%).

Promotional activities

All students on the BIM1 Francophone stream can take part in a Compulsory Promotional Activity to promote the School and help guide students. The objective is to showcase our special features by means of a promotional pitch. This promotional activity is optional for students on the BIM3 stream.

APPENDIX 2

REGULATIONS RELATED TO PLACEMENTS INVOLVING TRAVEL ABROAD

By definition, a student can only apply to a university if they have met the university's admission criteria. The destinations involved in periods of study abroad in the second year (B2) are determined by the student's pathway since entering the School. Departure is possible in semester 1, semester 2 or a whole year. International departure in B2 is optional for student internationally recruited.

Procedure

Before the student decides where to go, the School will provide as much information as possible about the options for studying abroad.

The student will have access to a platform one week before they indicate their preferences as regards where they would like to go, in order to familiarise themselves with the tool and obtain information. All destinations will be visible on the platform. During the period when students are considering where they would like to go, only the destinations for which they have met the requirements will be visible on the platform.

Student that would not have made his destination choice within the given time, will be obliged to choose within the limited places offered after all the other student.

Should a student have a disability or condition requiring special measures, they must contact the Personal Balance and Inclusion Department, which will, in turn, inform the International Affairs department.

A Board, composed of:

- one or more representatives of the International Affairs department;
- the Program director or his representative;
- Director of Studies or his representative;

A HUB representative.

will meet to decide which locations students will be allocated to. **The decisions made by this Board are final and cannot be contested.**

Any student with an average grade of less than 10/20 prior to resits or with a too low language level, not allowing him to access his/her preferred choice, maybe automatically allocated to a destination chosen by the International Affairs Department. The same rule will apply for those who haven't made their choice and/or not within the given time.

The criteria used by the Board to allocate students to their destinations are as follows:

- the level of requirements and the prerequisites imposed by the partner universities – including the results of language tests (TOEFL, TOEIC, IELTS, etc.). Being specified that the language test validity duration TOEFL, TOEIC, IELTS is 2 years. For the other tests, the student is invited to approach the language department in order to pass a test to obtain a CECR level.
- the results obtained by the students during the first year (overall average of the first semester prior to resits).
- Any other prerequisite specified in the places table (average, professional experience)
- the student's general behavior within the School.
- the number of places available at each destination. The number of places may be reviewed as agreements with university partners change.

- Depending on all of these criteria, the panel reserves the right to not fill all of the available places in one or more destinations. Please note that should a student withdraw or retake the year, the place that subsequently becomes vacant may not be reallocated.

Once the School has informed the student of where they will be undertaking the foreign study placement, it is the student's responsibility to follow the instructions of the Directorate of International Affairs to ensure that all required documentation for their period of study abroad is completed. Any student who does not adhere to the registration procedures or the given deadlines shall repeat his year or be reassigned to a destination imposed by the School.

nor modify his expatriation, except in case of Force Majeure. In such a case, the student will be in a year off for the duration of the period of expatriation and shall reposition himself for the allocation for a mandatory departure in year Y+1.

APPENDIX 3

INTERNSHIP RULES

To graduate, students admitted via the "Passerelle Bachelor" competitive exam process must, during their studies, complete:

- an internship of at least 6 weeks at the end of the first year (B1) in France or abroad;
- an internship of at least 3 months at the end of the third year (B3) in France or abroad.

To graduate, students who joined the third year directly must complete an internship of at least 3 months at the end of the third year (B3) in France or abroad.

Internship agreements and work experience for periods of less than 4 weeks will not be validated. Every internship is assessed.

Professional experience and other internships abroad that students have completed before joining this EM Normandie Business School programme may not be validated in order to meet the requirements of this internships rule.

Professional experience abroad is validated by our administrative departments upon presentation of an employment contract, a payslip or an internship agreement.

Reports, briefs and defences are validated with a minimum grade of 10/20. If the student has not obtained this minimum grade, they will have to recomplete the work within one month.

Any EM Normandie student who has not validated these internship requirements will not be permitted to graduate. Internships are subject to feedback and evaluation. The rules governing internships are described below.

Year	Length	Period	Type of internship	Location	Number of ECTS credits
B1	6 weeks minimum	At the end of the first year	Operational internship, introduction to the world of work	France or abroad	4 ECTS credits
B2 Optional	6-12 weeks	At the end of the second year	Operational internship, introduction to the world of work	France or abroad	NCB
B3	6-12 weeks	At the end of the third year	Introduction to the world of work	France or abroad	5 ECTS credits

Please note: the 3rd-year internship for students admitted in September 2021 is worth 5 ECTS credits.

APPENDIX 4

EXAMINATION RULES

Notice of examination

Students will receive their notice of examination by e-mail or it will be displayed on a noticeboard. The notice will include the date, time and location of each exam, and any specific arrangements.

In some cases, teachers of the subject concerned may send out direct examination notices for oral exams, using their chosen method based on the information from the Programme Assistants (e.g. by e-mail, via noticeboard posts, or by direct registration of students with the teacher or with the Learning Assistant, etc.).

Access to examination rooms

Students are asked to arrive 10 minutes before the start of the exam in order to have the time to take their place and start on schedule. Access to examination rooms will be denied to any candidate who arrives after the exam has started, whatever the reason for late arrival. The invigilator records this denial of access on the examination report.

Test procedure

Examinations will be overseen by an invigilator, who is authorised to take any measure they deem necessary to ensure that the exams run smoothly.

When starting the exam, they should remind students of the disciplinary rules governing examinations:

- It is forbidden to communicate with other students or with outside parties by any means whatsoever;
- It is forbidden to use, or even possess without referring to them, unauthorised documents or materials during the exam.

Students may only have documents or materials on their examination desks which are explicitly authorised for that subject. When no specific instruction is mentioned, students are permitted to have on their individual desks, pens, pencils, erasers, pencil sharpeners, and blank paper if the latter is not supplied by the School. Calculators are only permitted for subjects that require them and with the agreement of the relevant teacher.

In case of doubt, the invigilator is authorised to approve or prohibit their use. Programmable calculators are prohibited unless specifically mentioned.

- Clothes (coats, jackets, raincoats, caps, etc.), bags, computers, mobile phones, any connected devices, books, files, notebooks, other materials and any other equipment must be left in the designated area. All belongings can be collected once the exam is finished;
- During tests which last more than one hour, candidates will not be permitted to leave the room, whether temporarily or for good, before the end of the first hour, even when handing in a blank test paper. For shorter exams of up to one hour, candidates will not be permitted to leave the room, whether temporarily or for good, before the end of the first half hour.

The invigilator will record the names of those students who were allowed to leave the room temporarily, together with the exit and re-entry times, on a list attached to the report. The invigilator will hold the student's test paper while they are absent from the room. Students may only be excused from the examination room for a maximum of five minutes. After this time limit, the invigilator may forbid the student from re-entering the room.

Every student will be required to sign twice during the examination, once to record their attendance at the start of the exam, and a second time to attest that they handed in their test paper to the invigilator at the end of the exam.

Students with disabilities

Candidates with various forms of disability, conditions or special needs may benefit from special examination adjustments (one-third more time and an assistant to write for them, as the case may be). For this to happen, they must, at the start of the year, (except where their incapacity occurred during the year), produce a certificate issued by a doctor specifying the nature of the arrangements to be organised to enable them to work in appropriate conditions. The adaptations thereby recommended may be authorised by the Programme Director, who will, however, ensure that equality between all candidates is respected.

Misconduct

Any behaviour or act that involves a breach of the rules relating to examinations and continuous assessments, and aimed at conferring on the student an undue advantage during the exam, will be treated as misconduct. In particular, the definition of misconduct, whether attempted or committed, includes the use or attempted use of unauthorised documents, irrespective of the means, medium, form, or mode of communication involved, whether physical, non-physical, or via an intermediary.

Any attempted misconduct will be treated as misconduct.

The examination room invigilator is authorised to take any necessary action to stop misconduct or attempted misconduct. Once the report has been drawn up, the student must immediately stop working and leave the room. Any items or materials which may assist in establishing the circumstances of the misconduct at a later date shall be seized. A precise and detailed account of the incidents which took place during the examination will be added to the report. The report will be signed by the examination invigilator(s).

The originator(s) of the misconduct will be asked to read and sign it. Unless otherwise explicitly stated, this signature attests to the fact that they have read the document. A note will be made in the report if the student refuses to sign. The invigilator will report the misconduct to the Director of Studies or to the Academic Director, who may refer the matter to the Disciplinary Board.

In the event of disciplinary proceedings against a student, and while their case has not been examined by the Disciplinary Board, the disputed work will be corrected. The student will participate in the other examinations, and the Board will make its decisions as if no misconduct had taken place, and will not penalise misconduct by reducing the grades it awards.

Any penalty resulting from the attempt or commission of proven misconduct will be imposed by the Disciplinary Board of EM Normandie Business School and will involve, as a minimum, the repetition of the semester concerned.

APPENDIX 5

PROCEDURE APPLICABLE IN THE EVENT OF DIFFICULTIES ENCOUNTERED DURING A PERIOD OF STUDY ABROAD

During the period of study abroad, students take courses at foreign universities in many different countries. The destinations are reviewed annually based on criteria, including how safe they are, which determine whether or not students may be placed there. However, due to the diversity of the destinations, cases of force majeure, such as political, terrorist and health-related incidents, natural disasters or other exceptional situations, may occur during their stay.

Should such an event arise, students may choose to remain in the country or return to France if they no longer feel safe. Under no circumstances will the School object to their return. Repatriation instructions would only be issued on the request of the School's supervisory authority (for example the Ministry or the Conférence des Grandes Écoles).

However, the School is unable to validate the period of study abroad if the student has not completed the full placement in accordance with the terms and conditions set out, including those in the "learning agreement" that was signed before the start of the placement. However, the School will endeavour to find solutions with the partner to validate missing credits. If no solution can be found, the student will have to repeat this period abroad.

APPENDIX 6

ACADEMIC INTEGRITY CHARTER

The nowadays widespread phenomenon of academic misconduct, in particular plagiarism, has prompted EM Normandie to adopt a strict policy with regard to academic integrity. Academic integrity can be defined as an ethical commitment to respect seven fundamental values:

- (intellectual) honesty,
- trust (shared between all members of the academic community),
- fairness (in terms of the actual contributions made by each individual),
- respect (for others and for yourself),
- responsibility (for your actions and therefore your intellectual output), and more broadly the ethical requirement and courage to implement the values outlined above.

(Sources: Université de Montréal and International Center for Academic Integrity).

In accordance with Article L. 112-1 of the French Intellectual Property Code (code de la propriété intellectuelle), "copyrights in all intellectual works, irrespective of their genre, form of expression, merit or intended purpose" are protected by law. As a higher education and research institution, EM Normandie is committed to teaching, promoting, developing, and providing training on academic integrity among everyone, whether students, administrative staff, teaching staff, speakers or researchers. This mission is embodied in a series of continuous actions involving the various groups incorporating information, prevention, monitoring and, if necessary, penalties when the rules of academic integrity are breached. There will be zero tolerance of any proven incidences of cheating, misconduct or plagiarism, whether deliberate or otherwise. EM Normandie considers such conduct contrary to the fairness and ethics that it upholds.

In order to combat academic misconduct, including plagiarism, and promote academic integrity, the School takes a three-pronged approach, in terms of:

- information and prevention;
- monitoring;
- penalties.

To this end, it appoints an Academic Integrity Officer and operates an Academic Integrity department.

Definitions of academic misconduct and plagiarism

Academic misconduct

Academic misconduct involves seeking to gain an advantage over another person through trickery.

Article L. 335-2 of the French Intellectual Property Code (code de la propriété intellectuelle) stipulates that: "Any publication of written material, musical compositions, drawings, paintings or any other output, printed or engraved in whole or in part, in disregard of the laws and regulations relating to the property of authors, shall constitute an infringement, and any infringement constitutes an offence. The infringement in France of works published in France or abroad shall be punished by three years' imprisonment and a fine of 300,000 euros. The sale, exportation and importation of infringing works shall be subject to the same penalties. Where the offences provided for in this Article have been committed by an organised gang, the penalties shall be increased to five years' imprisonment and a fine of 500,000 euros."

Here are five non-exhaustive examples of academic misconduct:

- use of unauthorised materials, documents, or resources for examinations;
- plagiarism: intentionally or unintentionally passing off written work or any other intellectual output produced by others as one's own (even with their consent);
- working with others on work which should be completed individually;
- adding your name to group work for which you have not produced or completed any work;
- asking someone outside the institution to do the work and then putting only your name on it, whether that person is aware of it or not.

Instances of academic misconduct will be referred to the Disciplinary Board, with input as appropriate from the Academic Integrity department.

Plagiarism-related misconduct

Plagiarism is a form of misconduct that consists of passing off a piece of writing produced by someone else as your own, in whole or in part, in letter or in spirit, and disseminating it under your own name.

Examples of plagiarism include:

- copying the work of another student, whether or not the student concerned is aware of this;
- copying all or part of a piece of writing without mentioning it as a source;
- using an author's ideas without mentioning that author as a source.

The technique of copying and pasting an item of text and then substituting as many words as possible and modifying its syntax is also considered to be plagiarism and academic misconduct.

Information and prevention

Information on how plagiarism and academic misconduct are defined is available to all staff and students.

This information will take the form of:

- the dissemination of this Charter, available on the EM Normandie website, brought to the attention of students upon entry to the School and then each year as an appendix to the Educational Regulations associated with their particular programme, and addressed to all permanent or external staff of the School;
- the provision to all teachers (especially those who teach dissertation methodology and all tutors) together with directors of studies and academic directors of videos which raise awareness of plagiarism and academic misconduct, and ways in which they can be avoided.
- ad hoc and on-demand actions taken by the Academic Integrity department aimed at advising teaching and administrative staff, shedding light on unusual or complex situations, and jointly assessing the relevance of ad hoc prevention actions.

Professors and multimedia library staff are aware of the phenomena involved and must provide information, help and advice to students.

Monitoring and disciplinary procedures related to academic integrity

All documents produced by students (end-of-semester exams, reports, dissertations, etc.) are subject to verification at any time after their submission, with or without prior notice, using plagiarism detection software. Depending on the circumstances, each teacher, module manager and/or Academic Director or Director of Studies is tasked with verifying the outputs submitted by their students and the degree of similarity in students' written work as detected by the software application deployed by the School.

No-one, under any circumstances, shall be exempt from the ethical standards set out by way of introduction in this Charter. In addition, no-one may ask or demand to be excluded from any verification process deemed necessary by teaching or administrative staff, or by the Academic Integrity Service. Any useful verification of any work may take place at any time during the period of study within the School.

Penalties

In accordance with the terms of EM Normandie's Educational Regulations, any proven act of academic misconduct will be penalised.

All disciplinary procedural documents for academic misconduct are provided and updated by the Academic Integrity Service.

Procedures in the event of academic misconduct, particularly plagiarism, relating to the final dissertation

Should academic misconduct, particularly plagiarism, be identified in the context of the final dissertation, the person who identified it must draw up an "academic breach report". The report should be sent to the Academic Integrity Officer, together with supporting documents (including the similarity analysis report produced by the School's plagiarism software). The Academic Integrity Officer will ensure that the information is sent to the Director of Programmes and Teaching Innovation, or their designated representative, and acts in the name of the Research Directorate.

The Academic Integrity Officer must conduct an investigation aimed at gathering all of the information needed to shed light on the situation, in order to build or refute evidence for the breach.

The Academic Integrity Officer must ensure that:

- the student in question is informed of the investigation: they must receive a copy of the breach report and be invited to submit their written comments within 10 working days;
- the person who initiated the procedure (applicant) is informed of the current progress;
- depending on the results of the investigation and how serious the breach is deemed to be, within a maximum period of 30 working days from receipt of the academic breach report, the Academic Integrity Officer may request the Director of Programmes and Teaching Innovation to convene a meeting of the Disciplinary Board.

If this happens, the Academic Integrity Officer will act as the complainant, while the person who wrote the breach report will act as the applicant. The complainant must be summoned to and must attend the meeting of the Disciplinary Board. The Director of Programmes and Teaching Innovation will decide on the advisability of summoning the applicant.

The investigation may only reach two types of conclusions:

- the investigation is inconclusive, especially if the evidence proves to be insufficient;
- the investigation is conclusive, in which case the Academic Integrity Officer requests the convening of a Disciplinary Board.

The Director of Programmes and Teaching Innovation has the final decision on whether or not to convene the Disciplinary Board. The penalties imposed by the Disciplinary Board are final and not subject to appeal.

If the breach is deemed to have been proven by the Disciplinary Board and, depending on how serious the breach is, the possible penalties are:

- 0/20 in the final dissertation and an obligation to redo either the offending section or the entirety of the thesis as a resit; B. 0/20 in the final dissertation, an obligation to redo either the offending section or the entirety of the thesis as part of a resit process, and deferral of graduation;
- permanent exclusion of the student.

In all other cases (end-of-semester exams, reports, etc.)

Any detection of academic misconduct (apart from final dissertation) will give rise to the following procedure:

- should a teacher, or any teaching staff, identify plagiarism or any other academic misconduct, they shall draw up a report on the academic breach, gather the evidence and communicate it to the Director of Studies or the Academic Director responsible for the module concerned;
- the Director of Studies (or the Academic Director) and the teacher who has identified the issue shall jointly decide on the position to be taken, based on the seriousness of the academic misconduct and the student's background (behaviour, previous misconduct, other background information, etc.).

The following solutions may be applied, depending on the severity:

- A: significant grade reductions for the work in question, proportionate to the plagiarism; (the software indicates a similarity score which provides an indication of the proportion to be applied). The applicant teacher makes the decision on this penalty;
- B: score of 0/20 and resits in the relevant subject/course/module;
- C: score of 0/20 and referral to the Disciplinary Board.

In the case of option C, the Director of Studies (or Academic Director), as the complainant, in agreement with the teacher, as the applicant, shall send a request for the convening of the Disciplinary Board to the Director of Programmes and Teaching innovation. The Academic Integrity Officer is informed of this request (sia@em-normandie.fr) and consulted as necessary; the Director of Programmes and Teaching Innovation shall take a decision on the request and decide whether the Disciplinary Board should be convened.

The penalties that can be imposed by the Disciplinary Board for academic misconduct are:

- failure to pass the course/module and resit;
- obligation to acquire 3 to 5 additional credits;
- suspension from the programme for a period to be set by the Disciplinary Board;
- permanent exclusion.

APPENDIX 7

LEARNING ADJUSTMENTS FOR STUDENTS WITH A DISABILITY

EM Normandie complies with the regulatory obligations for hosting Students with Disabilities (ESH), as established in Law No. 2005-102 of 11 February 2005, for equal rights and opportunities, participation and citizenship of persons with disabilities, and in particular the provisions of Article 20: *"Higher education institutions shall enroll students/ interns with disabilities or with an incapacitating condition, within the framework of the provisions regulating their access on the same basis as other students/interns, and shall provide training to them by implementing the necessary adjustments to their circumstances when organising, running and providing support for their courses."*

In order to facilitate the integration of students with disabilities, and to promote their academic success, EM Normandie Business School has put in place a specific protocol for support and learning adjustments.

These provisions aim to offer students with disabilities compensations adapted to their disability together with personalised support, which embodies EM Normandie's values and the principle of fairness between candidates.

Definition of Disability

According to law 2005-102 of 11 February 2005, "a disability [...] is any limitation or restriction of a person's activity or ability to participate in society within their environment due to a substantial, long-term or irreversible impairment of one or more of their physical, sensorial, mental, cognitive or psychological functions, multiple disabilities or an incapacitating condition." A student suffering from a non-chronic illness can therefore also benefit from special support and adjustments.

Article D613-26 of the Education Code sets out the conditions under which exam papers are held for students with disabilities, as well as the conditions for validating subjects.

In particular, it allows students who have not passed all their subjects to move on to the next year, subject to the validation of these subjects, in addition to the subjects to be validated in the next year.

Article D613-26

Modified by Decree no. 2021-1480 of 12 November 2021 - art. 2

Candidates for higher education examinations or competitions organised by the Minister for Higher Education and the Minister for Culture, as well as by the Minister for Defence in the case of engineering schools under the supervision of the Directorate General for Armaments of the Ministry of Defence, who have a disability may benefit from adjustments relating to :

1° The conditions under which the tests are held, to enable them to benefit from the material conditions and technical and human assistance appropriate to their situation;

2° An increase in the time allowed for one or more tests, which may not exceed one third of the time normally allowed for each test. However, this increase may be extended, in view of the candidate's exceptional situation, at the reasoned request of the doctor and recorded in the notice referred to in article D. 613-27 ;

3° The retention, for a period of five years, of the marks for the tests or units obtained in the examination or competitive examination and, where applicable, the benefit of prior learning obtained as part of the procedure for validating prior experience as set out in section 2 of this chapter;

4° ~~Spreading the sitting of the tests over several sessions;~~

5° Adaptations or exemptions from examinations made necessary by certain disabilities, under the conditions laid down by order of the Minister for Higher Education, the Minister for Culture or the President or Director of the establishment.

Personal Wellbeing and Inclusion department

EM Normandie's Personal Wellbeing and Inclusion department supports students with disabilities. This department provides a welcoming space, help and information to these students throughout their studies. It is their main contact point for issues related to disability (studying, general support, information on their rights, graduate employment, etc.), and, if necessary, puts learning adjustment measures in place, which are validated by the Programme Director. The Personal Wellbeing and Inclusion department also supports and trains all the staff at EM Normandie, particularly the teaching staff, with the aim of improving School life for students with disabilities. Those working in the department keep all information, particularly medical details, provided by students with disabilities, strictly confidential. The student is therefore always in control of the information that they wish to share with the School, and must give their express permission for anything related to their disability or medical condition to be disclosed.

Declaring a disability

Students wishing to declare a disability do so at their own discretion. They should contact the Personal Wellbeing and Inclusion department, and a confidential meeting will be arranged. The purpose of this interview is to find out about the student's condition/s and find out their specific needs in terms of support and learning adjustments. Finally, they will look at the student's administrative situation (recognition of their disability, medical certificates), and inform them of their general rights and procedures. If the student declares themselves as disabled through a different channel (competitive entrance exam, administrative registration file, or via the Hub or their Director of Studies/Academic Director), they will be signposted to the Personal Wellbeing and Inclusion department.

Learning adjustment protocol

Following this interview, the Personal Wellbeing and Inclusion department may decide to implement a learning adjustment protocol. This protocol is personalised and is established on the basis of:

- recommendations made by the student's doctor;
- and/or the needs expressed by the student;
- and/or recommendations made by the Personal Wellbeing and Inclusion department.

These provisions may relate to final exams, continuous assessment, graduation requirements, and the student's education in general. The student may, for example, be allowed extra time in examinations, allocated an assistant to write on their behalf, provided with special equipment, and also granted authorised absence and longer deadlines for continuous assessment in the event of justified absence (non-exhaustive list). Each case is assessed individually.

The learning adjustment protocol is then approved by the Programme Director, and implemented for the academic year. It cannot be backdated. However, in exceptional cases, the Personal Wellbeing and Inclusion department may request that certain provisions be backdated (particularly to authorise absences).

Once approved, the learning adjustment protocol is sent to the relevant teaching staff. The Personal Wellbeing and Inclusion department is responsible for applying the learning adjustment protocol and, collecting medical evidence as required. The protocol is reviewed every year, according to the same process.

Modern language adaptation agreements

Students with certain disabilities may be eligible for a modern language adaptation agreement when taking courses that require learners to have a minimum level in a modern language in order to graduate, namely a TOEIC-type qualification (above a certain score).

The Language department and the Personal Wellbeing and Inclusion department may make a joint application for the student to take additional, alternative tests to assess their level of language, in accordance with the academic rules related to graduation (language level focusing on at least 2 of the 4 modern language skills, assessment carried out by an independent external organisation). The test initially selected for graduation will be included in these tests.

It is therefore not a question of lowering the level required for graduation, but rather of changing the method of assessing the level concerned.

Once the student/intern with a modern language adaptation agreement has completed their studies, the following documents will be added to their final file, and sent to the Graduation Board:

- overview of the actions implemented by the School or the student to improve their level;
- summary of the results obtained in the various tests used;
- reasoned opinion of the Language department and the Personal Wellbeing and Inclusion department on the progress made by the student, on the student's adherence to these support measures, and on the actions undertaken by the student (language stays, intensive immersion internships, etc.).

- The Graduation Board will have the final decision on whether the student graduates or not, based on these factors.

The modern language adaptation agreement is validated by the Programme Directory, at meetings of the Teaching and Disability Monitoring Unit, and then signed by the student with a disability. This document sets out the new arrangements for modern language assessment (template in the appendix).

APPENDIX 8

RULES FOR VALIDATING FOREIGN PLACEMENTS

Regulations concerning the validation of the year spent abroad for second-year BIM students at a partner university: On the student's return from abroad, a panel will review their files to confirm whether the year has been validated and whether the student can progress to the next year.

In compliance with the learning agreement established at the start of the student's stay abroad, the various procedures are as follows:

- **60 ECTS validated** (or equivalent if outside Europe):
 - the year is validated;
 - **between 40 ECTS and less than 60 ECTS validated:** resit in JAMK (finnish partner) paying e-learning at the student's cost (price subject to modification (700€ for 5 ECTS / 1200€ for 10 ECTS / 1800€ for 15 ECTS / 2200€ for 20 ECTS)
- **less than 40 ECTS validated:**
 - partial or total repetition on the LH campus or in expatriation

For students who spend only one semester abroad:

- **30 ECTS validated** (or equivalent if outside Europe):
 - the year is validated;
- **between 20 ECTS and less than 30 ECTS validated:**
 - resit in JAMK (finnish partner) paying e-learning at the student's cost (price subject to modification (700€ for 5 ECTS / 1200€ for 10 ECTS)
- **less than 40 ECTS validated:**
 - repetition on the LH campus or in expatriation

In the event the student has to retake theyear, the student will be offered a limited selection of destinations or a compulsory destination.

Regulations applicable to BIM3 students during a year of study at a partner university: BIM3 foreign placement (double degree).

BIM3 foreign placement (double degree).

Academic rules for validating the placement at the partner university and obtaining the degree from that institution:

- fulfil all the conditions and requirements of the partner institution's degree (credits, courses, prerequisites, internship, thesis, language level, etc.);
- take the examinations at the partner institution;

In the case of an international double degree, the student must follow the path defined in the agreement in order to obtain the partner's diploma as well as that of EM Normandie. With a few exceptions, the student will first graduate from EM Normandie, then receive the partner's diploma.

For students who fail in the above:

- on-site resits if offered by the partner institution (no resits possible at EM Normandie) and if this complies with our academic calendar;
- retaking of the course(s) at the partner institution, if this is accepted by the partner institution. If , retaking of the course(s) at EM Normandie (the Board has the final decision on any such arrangement). EM Normandie will not organise any resits – these are therefore only possible at the partner university;
- double-degree students do not have access to e-learning.

NB : for the validation of the EM Normandie degree, the Board will verify that the student meets all the requirements.



ADAPTATION AGREEMENT FOR THE CERTIFICATION OF FOREIGN LANGUAGE SKILLS FOR STUDENTS WITH DISABILITIES

In accordance with guidance set out by the Conférence des Grandes Ecoles (CGE)'s Disability Charter dated 11 February 2019, and with the note on the assessment and certification of foreign language skills for students with a disability published by the Business Schools Section of the CGE on [date], the Learning Directorate, the Department of Languages and the Wellbeing & Inclusion Department have jointly drawn up this agreement for (SURNAME – first name of student), who has a disability which may impact on their ability to achieve modern foreign languages certifications.

A prior assessment by EM Normandie Business School's Department of Languages, confirmed by the Wellbeing & Inclusion Department, has shown that despite adjustments suggested by the ETS, the TOEIC® Listening and Reading Test is not suited to the student's specific circumstances.

Having looked at the language level assessment options best suited to the student's disability, and which best reflect the spirit and purpose of the assessment targets set out by the syllabuses, we have concluded that the following test(s) and objectives should be used:

Skills for validation (the two most suited to the student's specific circumstances):

- Oral comprehension
- Oral
- Written comprehension
- Written expression

Selected certification(s):

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

Based on the results of this/these certification(s), the graduation panel will validate B2 level in line with the academic rules of the qualification in question.

By signing this adaptation agreement, the student agrees to:

- commit fully and unconditionally to the alternative/additional learning support systems offered by EM Normandie Business School;
- begin the administrative process to register with the MDPH (Departmental Disability Unit) as soon as they have signed this agreement, if they have not already done so (ETS Global accepts an RQTH (official recognition of a person's status as a worker with a disability) or MDPH/CDAPH (Disability Commission) certificate of adjustments to exams)

Signed in [town/city], on [date];
The student,

ADJUSTMENT OPTIONS FRAMEWORK

(Document to be submitted at appointment with CDAPH-appointed doctor, to be attached to medical opinion)

1 According to French Law 2005-102, Article 2, paragraph 1: "This Law defines a disability as a limitation or restriction of a person's activity or ability to participate in society within their environment due to a substantial, long-term or irreversible impairment of one or more of their physical, sensorial, mental, cognitive or psychological functions, multiple disabilities or an incapacitating condition."

These proposed adjustments should then be sent to the Disability Unit for the official test centre. Once the student has submitted their test adjustment application, the Unit can choose to approve or reject these proposals. Based on the medical opinion of the CDAPH-appointed doctor, recommended examination adjustments include:

Oral comprehension

- Repeat of listening exercise
- Time increased by one third for each question
- Private examination room
- Use of technical or IT equipment
- Permitted break or absence from examination room and extension of examination time. The time added is the same as the break or absence time, but may not exceed one third of the total examination time.
- Other adjustments:

Written comprehension

- Time increased by one third
- Increased font size
- Assistance of a communication specialist for hearing-impaired candidates
- Assistance by a secretary appointed by the testing body. The secretary reads aloud the text or written instructions exactly as shown in the test, without adding any comment or explanation.
- Increased font size
- Text in a digital format
- Text in Braille (contracted or uncontracted)
- Use of Braille reading or writing equipment
- Use of a machine or technical/IT equipment
- Permitted break or absence from examination room and extension of examination time. The time added is the same as the break or absence time, but may not exceed one third of the total examination time.
- Other adjustments:

Oral expression

- Time increased by one third for preparation
- Time increased by one third for completion of the examination
- Assistance by a secretary appointed by the testing body. The secretary transcribes the candidate's dictation of their preparatory work into writing, without correcting the syntax or grammar, and without changing the candidate's lexical choices.
- Assistance from a secretary appointed by the testing body. The secretary reads aloud the text or written instructions exactly as shown in the test, without adding any comment or explanation.
- Position to allow for lip reading

- Increased font size
- Text in a digital format
- Text in Braille (contracted or uncontracted)
- Use of Braille reading or writing equipment for preparatory work
- Use of a machine or technical or IT equipment for preparatory work
- Permitted break or absence from examination room and extension of examination time. The time added is the same as the break or absence time, but may not exceed one third of the total examination time.
- Other adjustments:

Written expression

- Time increased by one third Assistance by a secretary appointed by the testing body. The secretary transcribes the candidate's dictation of their preparatory work into writing, without correcting the syntax or grammar, and without changing the candidate's lexical choices.
- Assistance by a secretary appointed by the testing body. The secretary reads the verbal text or written instructions exactly as shown in the test, without adding any comment or explanation.
- Assistance of a communication specialist for hearing-impaired candidates
- Text in a digital format
- Text in Braille (contracted or uncontracted)
- Permitted break or absence from examination room and extension of examination time. The time added is the same as the break or absence time, but may not exceed one third of the total examination time.
- Other adjustments

Additional information regarding the adjustments:

Signature :