



**ACADEMIC RULES FOR THE MASTER'S
IN MANAGEMENT (PROGRAMME GRANDE ECOLE)
AT EM NORMANDIE BUSINESS SCHOOL**

2023 / 2024

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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, make decisions and take action at moments of uncertainty within businesses and organisations;
- Is committed to its campuses at home and abroad (Normandy, Paris, England and Ireland) and to its local and international development projects (UAE, Vietnam);
- Shares knowledge thanks to the research work carried out 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, whilst respecting human rights, regions and cultures.

Acceptance of the various EM Normandie regulations is a sine qua non condition for validation of student enrolment.

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

2. ADMISSIONS

2.1 General provisions

2.1.1 Terms and conditions of registering for competitive entrance exams

Candidates of any age wishing to take initial degrees or lifelong training courses may only register via one entry route per calendar year. The same terms and conditions that apply to French candidates apply to international students. Candidates may not sit competitive entrance exams more than three times, irrespective of entry route. The number of places offered for the various different entry routes is published each year in the French Ministry of Education's official bulletin (BOEN). Information about competitive exams, consisting of the initial written and final oral tests (nature, duration and grading), is also provided.

2.1.2 Test procedure

Candidates who respond when their name is called or sign the register during the first test are deemed to have taken the competitive exam. Candidates who fail to take any of the tests or arrive late, in particular for written tests once the papers have been distributed, whether intentional or not, shall be excluded. Candidates with disabilities shall be given extra time (one third) in the exams. During the tests, candidates shall not:

- use any documents or notes other than those specifically authorised,
- communicate with others or receive information from outside the examination room,
- leave the room without the permission of the invigilator.

2.1.3 Academic misconduct

During the tests, candidates are subject to the monitoring and checks in place. In the event that a candidate is found to be committing or attempting to commit academic misconduct, sanctions shall not be applied immediately. The examination centre manager shall produce a report which will be sent to the admissions panel.

The admissions panel shall make the decision to exclude the candidate from the competitive exam. A decision stating the reasons for exclusion shall be sent to the candidate without delay, by registered letter with acknowledgement of receipt.

The same action may be taken against accomplices in the attempted or actual academic misconduct. Where, on marking a paper, a candidate is suspected of academic misconduct, the marker shall notify the chair of the admissions panel. In the event that academic misconduct is confirmed, the candidate shall be excluded from the competitive exam according to the same procedure.

2.1.4 Oral tests

In exceptional circumstances, for logistical reasons, oral exams may take place by video conferencing for eligible candidates who are based abroad and unable to travel during the oral exam period due to force majeure (e.g., exam date, illness). These tests take place in the candidate's college or at an official organisation (embassy, consulate, etc.). Students may also be given the option of sitting their oral exam using pre-recorded media. The identity of the candidate and exam conditions shall be checked by a representative of the organisation. Where students use pre-recorded media, the exam group authority carries out these checks.

2.2 Admissions procedure for the Master's in Management (Programme Grande Ecole) studied as an initial degree

The admissions procedure for the Master's in Management (Programme Grande Ecole), is dependent on student entry level:

- post-baccalaureate admission;
- admission following preparatory classes;
- admission based on student diploma;
- international student admission;
- admission to lifelong training programmes.

A candidate may only register via one entry route in any one year. .

2.2.1 Post-baccalaureate competitive exam - Admission to first-year undergraduate (U1)

French candidates are offered a first-year place after sitting the Sesame competitive exam and via the Parcoursup platform, according to the rules for the current year.

2.2.1.2 Competitive exam entry criteria

Students who hold or are due to sit the baccalaureate (or equivalent) may apply to take the 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 record. Candidates may register to take competitive exams for one or several pathways.

2.2.1.3 Competitive exam tests

The tests are carried out in line with the current procedures laid down by the exam group associated with the school: Sesame competitive exam.

2.2.1.4 Admissions process

After the oral tests, the panel sets a threshold mark and lists successful candidates in order of merit. They are ranked according to the marks scored across all of the written and oral tests. Candidates offered a place must confirm their registration on the Parcoursup portal by the specified deadline, 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.

2.2.2 Competitive exam following preparatory classes - Admission to third-year undergraduate (U3)

For the competitive exam following business and economics preparatory classes and the arts preparatory classes, EM Normandie Business School is associated with the Banque Commune d'Épreuves (BCE) exam group under the auspices of the Association of French Chambers of Commerce (ACFCI).

2.2.2.1 Competitive exam entry criteria

This competitive exam includes the following four options: scientific, economics, technology, literature and social sciences. For the first three options, the competitive exam course is that studied during business and economics preparatory classes for Grandes Ecoles. For the literature and social sciences option, the competitive exam course is that studied during the arts preparatory classes. The category of preparatory classes in which a student enrolls determines the option they take for the competitive exam. The exams are based on the course studied during the preparatory classes.

2.2.2.2 Eligibility tests

The School organises its eligibility tests in accordance with the "BCE framework agreement on recruiting students via competitive exams, based on preparatory courses". The competitive exams include tests taken by all candidates as well as option-specific tests. Information on written eligibility tests (nature, grading) is published each year in the French Ministry of Education's official bulletin (BOEN).

2.2.2.3 Eligibility procedure

After the written tests, the panel referred to in paragraph 2.6.2 shall produce a list of candidates who are eligible to sit the oral tests. The list of eligible candidates is published in order of merit.

2.2.2.4 Admission tests

The oral admission tests include a maximum of three kinds of mandatory tests:

- motivation interview,
- modern language test 1
- modern language test 2

- the motivation interview is conducted by EM Normandie. Each interview is carried out by two people, including a permanent member of staff at the School. The purpose of the interview is to assess the candidate's key characteristics, and to evaluate their skills and drivers behind applying to a business school and future career plans. Candidates take the "IENA" exam group modern language tests, managed by the Association of French Chambers of Commerce under a framework agreement.

2.2.2.5 Admissions process

After the admission tests, the panel referred to in paragraph 2.6.2 shall produce a list of candidates who are eligible for a school place, in order of merit, according to the number of places available via the competitive exam. The panel may also issue an additional list. The BCE has a centralised electronic system for managing applications, which enables candidates to be allocated to their preferred schools taking into account both their personal choices and their ranking on the main or additional list. The dean of EM Normandie Business School sends the Ministry of National Education, Higher Education and Research the list of candidates offered a place according to this process.

2.2.3 Competitive exams for students holding diplomas - Admission to third-year undergraduate (U3)

The exams include eligibility tests and admission tests.

2.2.3.1 Number of places

The number of places available for this competitive exam is declared to the Ministry of National Education, Higher Education and Research each year, and subsequently published in the Official Journal.

2.2.3.2 Competitive exam entry criteria

The following criteria apply to candidates holding diplomas who wish to sit the competitive exam: - candidates who have, or are due to have, a French qualification or degree by 30 November of the year of the competitive exam, awarded after two years of higher education, - candidates who have, or are due to have, a French or accepted equivalent foreign qualification or degree by 30 November of the year of the competitive exam; - candidates who meet the entry criteria to sit the Passerelle exams.

2.2.3.3 Competitive exam tests

The tests are carried out in line with the current procedures laid down by the exam group associated with the school: "Passerelle Master's in Management (Programme Grande Ecole)" competitive exam.

2.2.3.4 Admissions process

After the admission tests, the panel referred to in paragraph 2.6.2 shall produce a list of candidates who are eligible for admission, in order of merit, according to the number of places available via the competitive exam. The panel may also issue an additional list. In the event that candidates offered a place or ranking higher on the additional list withdraw, applicants on the second list may move higher up the ranking or be offered a place. Schools may use a centralised applications management system, similar to that used for competitive exam registration following preparatory classes, instead of having their own separate procedure. The dean of EM Normandie Business School sends the Ministry of National Education, Higher Education and Research the list of candidates offered a place according to this process.

2.2.4 Competitive exam for candidates eligible to study at the Ecole Normale Supérieure de Cachan

2.2.4.1 Competitive exam entry criteria

Candidates who have attended preparatory classes at a Grande Ecole and are declared eligible to study at ENS Cachan in the year the competitive exams for school entry are taking place, may apply to take these exams. The tests are carried out in line with the current procedures laid down by the exam group associated with the school: "Passerelle Master's in Management (Programme Grande Ecole)" competitive exam.

2.2.4.2 Competitive exam tests

The oral admission tests are the same as those described in paragraph 2.2.3.4.

2.2.4.3 Admissions process

After the admission tests, the panel referred to in paragraph 2.6.2 shall produce a list of candidates who are eligible for admission, in order of merit, according to the number of places available via the competitive exam. The panel may also issue an additional list. In the event that candidates offered a place or ranking higher on the additional list withdraw, applicants on the second list may move higher up the ranking or be offered a place. The dean of EM Normandie Business School sends the Ministry of National Education, Higher Education and Research the list of candidates offered a place according to this process.

2.2.5 Competitive exams for students holding diplomas - Admission to fourth-year (Master's year 1 - M1)

The exams include eligibility tests and admission tests.

2.2.5.1 Number of places

The number of places available is declared to the Ministry of National Education each year, and subsequently published in the Official Journal.

2.2.5.2 Competitive exam entry criteria

The following criteria apply to candidates holding diplomas who wish to sit the competitive exam:

- candidates who have, or are due to have, a French qualification or degree by 30 November of the year of the competitive exam, awarded after at least three years of post-baccalaureate higher education,
- candidates who have, or are due to have, a French or accepted equivalent foreign qualification or degree by 30 November of the year of the competitive exam,
- candidates who meet the entry criteria to sit the Passerelle exams.

2.2.5.3 Admissions process

After the admission tests, the panel referred to in paragraph 2.6.2 shall produce a list of candidates who are eligible for admission, in order of merit, according to the number of places available via the competitive exam. The panel may also issue an additional list. In the event that candidates offered a place or ranking higher on the additional list withdraw, applicants on the second list may move higher up the ranking or be offered a place. Schools may use a centralised applications management system, similar to that used for competitive exam registration following preparatory classes, instead of having their own separate procedure. The dean of EM Normandie Business School sends the Ministry of National Education, Higher Education and Research, the list of candidates offered a place following this process.

2.2.6 Internal competitive exam - Fourth-year admission for students holding a Bachelor's in International Management from EM Normandie

Third-year students on the Bachelor's in International Management course at EM Normandie have the option to join the fourth year of EM Normandie's Master's in Management via an internal competitive exam.

This option applies to the following categories:

- Students on work-study programmes,
- Students studying for their initial degree,
- International students.

Work-study programs: third-year Bachelor's in International Management students currently on a work-study program who intend to continue their course on this basis in year 1/ year 2 of the Master's program will have the option to sit the Passerelle exam internally and enter year M1 of the "PGE" Master's in Management, provided that they have secured a work-study program contract. In this case, candidates are assessed based on their academic record and motivation interview. They must then submit their work-study program contract to the admissions department by the specified deadline. In the event that they miss the deadline, they will not be offered a place at the school. They will be given the option to withdraw or defer their entry.

Initial degree: In recognition of academic excellence, the top 10 students per specialism on the Bachelor's program will be given the opportunity to enter year 1 of the "PGE" Master's in Management course subject to passing an internal motivation interview.

International students: international students on the Bachelor's degree program may also enter year 1 of the Master's in Management (Programme Grande Ecole). Numbers are limited to 20 students per specialism, and applicants must also pass an internal motivation interview.

Students wishing to apply must notify the school via the questionnaire that is sent out in December, and their semester 1 academic record will be reviewed. If they are selected, they will be interviewed internally. Candidates who intend to apply for the internal competitive exam must not be registered for another "PGE" Master's in Management entry route.

2.2.7 Admission under the framework cooperation agreement with Caen Basse-Normandie University (UCBN).

Under the framework cooperation agreement with UCBN, Institut d'Administration des Entreprises (IAE) students may enter the final-year of the postgraduate course (M2) as an initial degree (with student status) to be awarded the state-recognised Master's degree from EM Normandie.

2.2.7.1. Number of places

A maximum of 10 IAE students may join the course per academic year, no more than two for each option. The number of places available per year and per option may be reviewed depending on results.

2.2.7.2 Options

Options are specified by the management of EM Normandie and are subject to change as specialisms are added or withdrawn. These options only apply to those doing an initial degree with student status.

2.2.7.3 The admissions process consists of three stages:

- Candidates must submit a file that includes:
 - a covering letter,
 - a full CV,
 - diplomas and credit statements to prove that the candidate has earned 240 ECTS credits,
 - TOEIC certificate (candidates who plan to take an option taught in English must provide evidence to show that they have achieved a minimum score of 790),

Candidates who pass the application stage are invited to attend a motivation interview by the course leader of the option they intend to take.

Finally, applications deemed eligible are reviewed by a committee made up of EM Normandie and the IAE of Caen Basse-Normandie management staff. This committee decides whether or not candidates are to be offered a place.

These decisions are final and may not be appealed.

At the start of each academic year, the dean of EM Normandie Business School sends the Ministry of National Education, Higher Education and Research the list of candidates offered a place following this process. 2.2.7.4. Reciprocity Those who are offered a place become fully-fledged EM Normandie Master's in Management (Programme Grande Ecole) students and are subject to the module validation conditions in place for the current year and diploma. Students offered a place based on this procedure pay their tuition fees to the IAE. On the basis of reciprocity, EM Normandie students may take courses at Caen Basse-Normandie University in accordance with the rules and procedures laid down by the UCBN to be awarded the University Master's degree. Students pay their tuition fees to EM Normandie.

2.2.8 Admission under international agreements

International students may enter a school year for a period of between one month and two years, under a bilateral cooperation and trade agreement between EM Normandie and a foreign higher education institution, notified to the Minister of National Education, Higher Education and Research. The degree from EM Normandie may only be awarded to international students who have studied at least one full academic year of the postgraduate cycle of the Master's in Management (Programme Grande Ecole), and attained 60 ECTS credits and a TOEIC test score of 750 or equivalent during that year. In addition, the students must be sent by a foreign university that is partnered with and has a bilateral cooperation and trade agreement with EM Normandie.

At the start of each academic year, the dean of EM Normandie Business School sends the Ministry of National Education, Higher Education and Research a list of candidates offered a place following this process.

2.2.9 Admission of international degree holders

This competitive exam is open to international candidates who have been awarded a foreign degree equivalent to three or four years of post-baccalaureate study, after taking a course at an institution outside France.

2.2.9.1 Number of places

The number of places available is published each year in the French Ministry of Education's official bulletin.

2.2.9.2 Entry criteria

- candidates have studied a higher education course abroad and been awarded (or are due to be awarded) a bachelor's degree for at least three years of study from a foreign university or an equivalent foreign diploma accepted by EM Normandie;
- candidates must not be older than 25 years.

2.2.9.3 The tests

Candidates must submit an application and attend an interview. The following documents must be submitted in the application:

- the diploma or a certificate of attendance from the candidate's current institution (if the candidate has not yet graduated), *-complete set of university academic transcripts,
- CV,
- an academic or professional reference,
- an English test if applying for courses taught in English (TOEFL, TOEIC, IELTS) except for candidates from English-speaking countries,
- each application file is awarded a score out of 50. Candidates scoring 30/50 or above are deemed to have passed this stage.

These candidates are then interviewed based on their academic background and reasons for wanting to study at a French Grande Ecole. Non-English-speaking candidates are also assessed on their level of English. A score out of 50 is awarded for the interview, and the result is added to the application file score.

Candidates who achieve at least 65/100 will be offered a place.

2.2.9.4 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 list of candidates offered a place following this process.

2.2.10 Admission under the framework cooperation agreement with the ACE

Under the framework cooperation agreement with the ACE, ACE students may enter first-year of the postgraduate course (M1) via a work-study programme and be awarded the state-recognised Master's degree from EM Normandie.

2.2.10.1 Number of places

The number of places available for this specific entry route is published each year in the Ministry of Education's official bulletin.

2.2.10.2 Admissions process

The admissions procedure consists of three stages: - applicants must submit an application containing:

- a covering letter,
- a full CV,
- diplomas and credit statements to prove that the candidate has earned 180 ECTS.
- Candidates who pass the application stage are invited to attend a motivation interview
- A committee made up of EM Normandie and ACE management staff shall decide whether or not candidates deemed eligible are to be offered a place.

These decisions are final and may not be appealed. The dean of EM Normandie Business School sends the Ministry of National Education, Higher Education and Research, the list of candidates offered a place following this process.

2.2.11 Admission based on student diploma for candidates living in French-administered territories outside Europe

EM Normandie may accept applications from candidates from French-administered territories outside Europe, subject to the number of places available and a specific procedure. Candidates may apply for entry into U3 (third-year undergraduate) if they hold a Bac+2 qualification or 120 ECTS credits. To enter M1 (first-year postgraduate), they must hold a Bac+3 qualification or 180 ECTS credits.

The admissions process consists of three stages:

- Candidates must submit a file that includes:

- a covering letter,
- a full CV,
- diplomas and ECTS credit statements.

Candidates who pass the application stage are invited to attend a motivation interview and an interview in English which may take place via video conferencing.

- A committee made up of EM Normandie management staff shall decide whether or not candidates deemed eligible are to be offered a place.

These decisions are final and may not be appealed. At the start of each academic year, the dean of EM Normandie Business School sends the Ministry of National Education, Higher Education and Research a list of candidates offered a place following this process.

2.2.12 Admission under partnerships with French Engineering Schools or a training body awarding a qualification that recognises 5 years of post-baccalaureate study, for students wishing to study for an additional qualification.

Candidates must submit a file that includes:

- a covering letter,
- a full CV,
- diplomas and credit statements to prove that the candidate has earned:
 - 180 ECTS to enter year M1
 - 240 ECTS to enter year M2

At the start of each academic year, the dean of EM Normandie Business School sends the Ministry of National Education, Higher Education and Research a list of candidates offered a place following this process.

2.2.13 Admission under the Bologna agreements

In accordance with the Bologna agreements concerning transferring ECTS credits, EM Normandie reserves a number of places representing no more than 5% of each intake, for students enrolled in European institutions who have attained the required number of ECTS credits to progress to the next year. Number of places: 5% of each intake
Admissions process

The admissions process consists of three stages:

- Candidates must submit a file that includes:

- a covering letter,
- a full CV,
- diplomas and credit statements to prove that the candidate has earned the required number of ECTS credits,
- a selection committee made up of professors employed at the School and members of the directorate for programmes reviews the applications and produces a list of eligible candidates,
- candidates who pass the application stage are invited to attend a motivation interview,

The dean of EM Normandie Business School sends the Ministry of National Education, Higher Education and Research, the list of candidates offered a place following this process.

2.2.14 Entry to first-year undergraduate (U1) at the February intake

EM Normandie allows students who have started the first year of a higher education course to apply to join the course during the February intake. The application process consists of three stages and the deadline is 31 December of the current year.

Candidates must complete an application form that includes:

- a covering letter,
- a full CV,
- the baccalaureate certificate,
- a selection committee made up of professors employed at the School and members of the directorate for programs reviews the applications and produces a list of eligible candidates,
- candidates who pass the application stage are invited to attend a motivation interview in January.

2.3 Admission to lifelong training programmes

2.3.1 Admission to fourth-year (first year postgraduate- M1)

Candidates who have a degree awarded after two years of higher education and at least three years' professional experience, or candidates who have studied for a shorter period of time (after the baccalaureate or equivalent qualification) with at least four years' professional experience, may apply for year M1. In the latter case, a Recognition of professional achievement procedure (VAPP) is carried out by a panel consisting of the Director of Programs and the Director of Lifelong Vocational Training or their appointed representative.

Candidates are required to send an application to the School which also enables their writing and reasoning skills to be assessed.

Candidates who pass this initial stage in the selection process shall then take two tests:

- a candidate motivation test and commentary on a news item during an interview (30 minutes), counting for two-thirds of the assessment,
- an online TOEIC English test (2 hours), counting for one-third of the assessment.

2.3.2 Admission to fifth-year (second year postgraduate- M2)

Candidates who have a degree awarded after four years of higher education and at least five years' professional experience, or candidates who have studied for a shorter period of time (two or three years of post-baccalaureate study) with at least eight years' professional experience, including two years in managerial positions, may apply for year 2 of the Master's program. In the latter case, a Recognition of Professional Achievement Procedure (VAPP) is carried out by a panel consisting of the Director of Programs and the Director of Lifelong Vocational Training or their appointed representative.

Candidates are required to send an application to the School which also enables their writing and reasoning skills to be assessed.

Candidates applying for entry into year 2 of the Master's program who pass the application stage are then required to take an additional test to assess their knowledge of management. After passing this test, candidates are subject to the same admissions process as those applying for entry into year M1 (motivation interview + English test). Candidates who demonstrate a lack of management knowledge shall be given the option to apply to M1. If they agree to this, they shall take the admissions tests set out above. In the event that candidates decline the offer, their applications shall be withdrawn.

Candidates intending to follow an e-learning course must meet the same entry requirements in order to apply. Interviews may take place via Skype as opposed to face-to-face, subject to the candidate's geographical location. There may be several admissions sessions for this procedure. At the start of each academic year, the dean of EM Normandie sends the Ministry of National Education, Higher Education and Research the list of candidates offered a place according to these procedures.

2.4 Recognition of experience scheme (V.A.E.)

A provision in the French Labour Code and Education Code, the recognition of experience scheme (V.A.E.) recognises skills acquired through professional and personal experience, to award 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. Experience may be a salaried job (permanent position, fixed-term contract, temporary role, etc.), non-paid work, voluntary role, sports role as a high-level athlete or within the framework of a trade union, or local government positions and roles. Any initial degrees or lifelong training in a professional setting are also taken into account.

The VAE procedure that leads to a Master's in Management (Programme Grande Ecole) from EM Normandie, includes several stages 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.
- Candidates must score at least 750 points in the TOEIC test (certificate dating within the last 2 years).
- Finally, an oral defense takes place before a VAE panel.

The following rules apply to the panel:

- VAE panels must consist of at least five 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.

2.5 Procedure for "high-level" or "promising" athletes

Candidates deemed "high-level" or "promising" athletes may be given bonus points at the competitive exam for admission to EM Normandie. The bonus points are awarded in the following manner:

- the candidate must send a special application to the school in addition to registering for the competitive exam,
- the candidate's sport level is then validated by the relevant national federation (on the list produced by the Ministry of Youth and Sports),
- the admissions panel adds five bonus points to the total for the written test (competitive exam for entry to first-year) or 15 bonus points (competitive exam for entry to third-year) of "high-level" or "promising" athletes. Candidates applying via the procedures in place for international students or lifelong training courses also receive bonus points, in proportion to the evaluation system used.

2.6 Admissions panels

2.6.1 Role

The admissions panel meets:

- after the eligibility tests for each course's competitive exam to draft the list of candidates eligible to take the oral tests,
- after the admission tests for the same competitive exams to draft the list of candidates eligible for a place, according to the number of places available via the competitive exam, and, potentially, the additional list.

2.6.2 Composition

The admissions panel members are appointed each year by the education authority.

The chair of the panel is a team of lecturers-researchers, a university professor or lecturer.

A vice-chair is appointed, who would replace the chair in their absence.

The admissions panel also includes professors from the School recommended by the dean each year.

The education authority performs the administrative functions of the admissions panel. The report on the proceedings, signed by the chair of the panel, and the list of successful students eligible for a place are sent to the education authority.

2.6.3 Decisions

Decisions made by the admissions panel are final and may not be appealed.

2.7 Miscellaneous

2.7.1 Deferred entry

Generally, candidates offered a place will join the course at the start of the following academic year. However, the Head of Admissions may allow a student to defer their entry for one year depending on the reason for the deferral. Acceptable reasons include force majeure (illness, pregnancy, failure to obtain a visa, etc.). If a period of one year lapses, the student must re-sit the competitive exam.

2.7.2 Transfers

Students wishing to transfer during their studies may only do so if the schools award an official degree certified by the Minister of National Education, Higher Education and Research. Transfers are only authorised in exceptional circumstances, subject to the agreement of the deans of both schools.

The student must have been eligible for a place at both institutions at the competitive exam stage.

Students may only transfer during their studies from the end of first year to the corresponding year of study at the other school, unless exemptions apply.

Transfers once courses are underway are subject to the agreement of the deans of both schools.

2.7.3 Extra-mural students

Where places are available, EM Normandie accepts a limited number of extra-mural students, based on application and interview, for a maximum of one year. Extra-mural students follow courses to learn about specialist areas or supplement their training over one or two semesters. They do not receive a qualification from the school. However, subject to the school's agreement, they may, on request, undergo alternative assessment.

3. ORGANISATION OF STUDIES

3.1 Duration of studies

3.1.1 Normal duration of studies

There are three entry levels for the initial degree course at EM Normandie: post-baccalaureate entry, entry into first-year via the SESAME competitive exam (five years of study), into third-year via the BCE and Passerelle 1 competitive exams (3 years of study), and into fourth-year via the Passerelle 2 competitive exam (2 years of study). The tailored program and option to intercalate for a year or semester means that students can extend their studies. Studies may also be extended if the student has not met all the requirements to pass the degree.

3.1.2 Terms covering the interruption of studies – Timetable adjustments

Aside from the optional year when students are given the opportunity to carry out two six-month work experience placements as part of their course, they may, in exceptional circumstances, and with the agreement of the school, intercalate for a year or semester at another point in their studies.

A period of interruption of studies may be imposed by the School following a decision by the Disciplinary Board. Timetable adjustments may be considered in specific cases (see Appendix 8).

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

In accordance with the rules laid down in paragraph 4.4 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 and/or the Disciplinary Board, a student may not repeat more than one academic year over the course of their studies, or two different semesters in two different years

3.2 Course description

3.2.1 Overall structure

The Master in Management PGE initial program is structured over 5 years: U1, U2, U3, M1, M2 (U : Undergraduate, M: Post-graduate) insemesters.

An optional year can be added to the course between the M1 and M2 years (except for the M1-M2 integrated tracks: Work-study program).

The Master's in Management (Programme Grande Ecole) as lifelong training, follows a very specific structure.

All subjects in the Master's in Management (Programme Grande Ecole) and lifelong training course are organised according to the European Credit Transfer System (ECTS).

The course is structured as follows:

- An initial undergraduate cycle organised in two different modes- long or short- depending on whether the student enters in U1 or U3;
- A second postgraduate cycle when students study management and choose their specialisms.

The PGE culminates in the award of one degree: the state-recognised Master's degree.

All students must learn English, except those enrolled in M2 and M1 Global Track (courses in English). Students may opt to study a second or third language if a minimum number of students register for the class. In this case, they will study the language for at least one year. Non-French speaking foreign students enrolled in programs taught in English must take French as their first foreign language option.

Teaching methods used during the course may include:

- Face-to-face, remote, in a hybrid format and/or e-learning lessons;
- Internships, work experience (internship, work-study programs, fixed-term contracts, professional skills development contracts, etc.);
- Projects and assignments with a dedicated supervisor;
- Periods in international partner schools or universities;
- Classes taught in English;
- Challenges;
- Promotional activities.

The program as a whole is therefore based on three main components:

- Academic learning;
- Professional experience (projects, assignments, internships);
- A multicultural and international setting.



3.2.2 Internships

Internships are an integral part of the course and are described in the appendices. 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.

Mandatory internships are linked with one semester of the course, and are assessed. A student who has not completed all of the internships in the course will not be allowed to graduate.

3.2.3 Projects, assignments and challenges

Projects, assignments and challenges are an important part of the Master's in Management (Programme Grande Ecole). They aim to expose students to real business issues.

Each project, assignment and challenge included in the program is assessed, and the weighting of each component is detailed in the program syllabus for that year.

3.2.4 Period of study abroad

Within the framework of the exchanges set out in agreements signed by EM Normandie and the institutions concerned, students who enter in U1 shall spend a period of time studying abroad in U3 semester 1 and M1 semester 2, for certain tracks. Students who enter in U3, shall complete semester 2 of the M1 year abroad at a partner university or school, or on one of our campuses. Students enrolled in the M1/M2 Work-Study program shall not carry out a period of study abroad.

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 recognition of the student's grades meets the ECTS requirements of the partner university and of the learning agreement.

Some periods of study abroad in U3 and M2 enable students to obtain the diploma of the partner university as defined in the expatriate guide.

Where this is the case, agreements that have been signed with the partner universities are sent to the Ministry of Higher Education (MESRI).

3.3 Organisation of studies by year

3.3.1 Initial degree course

The School encourages students to study across its various campuses. Mobility requests must be sent to the student's ED by April 30 of the current year, with a copy to the ED of the requested campus, the Program Director and the Hub. However, and given the capacity of certain campuses, this mobility may be dependent on criteria such as: academic results, language level, attendance, and letter of motivation. In any case, a committee made up of the PGE director, relevant directors of studies and a HUB representative shall meet during the first **two weeks of May** to approve or reject intercampus mobility.

Except in exceptional circumstances, intercampus mobility cannot take place during the year.

3.3.1.1 Years U1 to U3

These years focus on teaching students the fundamental aspects of economics, law, management, new technology, foreign languages and cultures. Students will also work on essential professional and cultural aptitudes, enabling them to gradually develop their knowledge and skills.

3.3.1.2 Years M1 to M2

Students will consolidate their skills, deepen their knowledge of management and choose a specialism.

3.3.1.3 Apprenticeship/work-study program

The apprenticeship/work-study stream is for M1 and M2 students. Students alternate between taking classes at the School and working at a company.

Some M2 specialisms can be taken as part of a work-study program. The list of M2 work-study programs is reviewed each year and sent to students by the Student Communication service. A reminder is sent out when it is time to select pathways.

3.3.2 Lifelong training program

The lifelong training program is organised by skillsets over the Master's cycle. It includes training seminars on management and languages, according to a schedule, enabling students to combine academic requirements and professional life.

4. BEHAVIOUR PRINCIPLES AND VALIDATION CONDITIONS

4.1 General provisions

The student must behave appropriately in all circumstances (clothing, punctuality, etc.)

All aspects of the student's learning are assessed: academic courses, internships, assignments, challenges, dissertations, periods of study at partner universities, periods spent in industry as part of the work-study programme.

Assessments take various forms:

- Continuous assessment, which, in general, counts for 40% of the final grade (or 100% if there are no end-of semester exams);
- A final exam, which, in general, counts for 60% of the subject average (or 100% if there is no continuous assessment);
- Internships, assignments, challenges and the corresponding oral defenses, if applicable;
- Evaluations of students in respect of periods spent at partner universities.

In the case of group assignments, assessment may be on the basis of the individual work performed by each student in the team.

Please note that work carried out in industry by students on apprenticeships or work-study contracts is assessed in a specific manner: placement report with an assessment grid completed by the company mentor.

For written work, the following rules apply:

- Deadlines set by the teacher or Academic Director or Director of Studies must be observed. If deadlines are missed, the work will be assigned a score of 0.;
- Points may be deducted by the proof-reader if the spelling or style are considered below standard;
- Any academic 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

A student whose behaviour is detrimental to the smooth running of the course may be excluded from the school by decision of the Director of Studies, Academic Director concerned, for a maximum period of 7 days. This decision, validated by the Director of Programmes or his/her representative, will be recorded in the student's file and will entail any consequences resulting from the student's absences, such as the loss of absence tolerance and a mark of 0 in the event of an intermediate test during the period of exclusion. When this exclusion is likely to lead to referral to the Disciplinary Board, and is based on a seriousness likely to harm the School and/or the students or contributors, it may be extended by the DE/DA in agreement with the Program Director, until the Disciplinary Board is held.



4.2.1 Attendance in class and access to examinations.

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 action. In any case, the assessment of absences falls within the remit of the relevant Academic Director or Director of Studies who may decide to neutralize a mark for an intermediate test carried out during the student's absence (exceptional, unforeseeable situation, etc.).

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

In the event that the student decides to take part remotely at their own initiative and a continuous assessment is held, they will be marked "Absent".

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 mark 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 marks of the tests in which the student has participated. If there is only one continuous assessment, the mark of the final exam will count for 100% of the semester mark. In this case, the student must submit a business travel request to the Hub, prior to his absence.

With regard to work-study programs: 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 approved by the Director of Studies or Academic Director. These absences may not exceed 2 days per school year.

In the event that students obtain a sick-note, they must inform the Hub within 24 hours and send them the document within 48 hours.

Any other absence will be deemed «unjustified»: the Hub shall inform the company mentor.

A student who is late for an educational activity will be marked absent. Teachers will notify the companies of late arrivals to an educational activity on the attendance sheet. Companies will be informed. Teachers may not accept a student who is more than 7 minutes late for a lesson, in which case the student will be considered absent.

In the event of excessive absence, the student may be called before the Disciplinary Board.

Students who arrive more than 5 minutes late, either at the beginning of the class or after a break shall not be admitted to class, and will be marked absent.

Access to examinations:

Students who are not on a work-study program 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. Students and their financial sponsors will be reminded of this rule and its consequences should the situation arise. The penalty is significant. However, it remains proportional to the level of tolerance for absences granted to students.

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

A student who is absent from a final exam and therefore obtains a mark of «0» will have to resit the subject. In this case, the mark obtained will cancel and replace the interim assessment and end-of-semester exam marks. Non-attendance at resits will result in disqualification, and the Assessment Board may decide not to validate the semester. Unless otherwise stated in the Syllabus, the exams are closed book session. By exception, during openbook exams (as specified in the syllabus), students may bring any paper document related to the course, excluding any digital media. The use of calculators is left to the discretion of the professor and/or the Course Manager.

4.2.2 Behaviour

If a student is asked to leave a class due to behavioural issues, they may be temporarily excluded for a maximum of 7 days (see point 4.2) and/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 applicable. 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 behaviour that shows a lack of respect towards the teacher or students will be sanctioned and may be the subject of a temporary exclusion (see point 4.2) or a request for a disciplinary council. Students are expected to dress appropriately (e.g. no wearing of caps in class). These rules apply to internships, assignments, challenges and promotional activities (compliance with company schedules, compliance with managerial instructions and any other commitment).

4.3 Conditions for moving up and continuation of studies

The Assessment Board meets at the end of the resit exams and assess students' results based on the program requirements.

4.3.1 Conditions for further study

4.3.1.1 Students on the initial degree course

To progress to the next year of the course, students must have validated at least 60 ECTS credits over the year. The credits are divided between different subjects. The average of a subject is the weighted average of the continuous assessment and the end-of-term assessment (some subjects may be 100% end-of-term assessment). It should be noted that neither subjects nor semesters may be offset against one another.

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 below 10. A student with one or more subjects below 10 will be required to resit these subject(s).

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

At the end of each semester, a Validation Commission, made up of the Program Delegate (representing the Program Director), the relevant DE/DA and a Schooling Assistant, will list the subjects which will be subject to resit.

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 applicable. The resits at the partner are only possible if compatible with the EM Normandie schedule. Students shall be marked according to the assessment grid of the partner university. Study periods abroad are evaluated by the partner universities. Results, provided that they are inline with the learning agreement, count towards the student's course in the form of ECTS credits. If the semester or year abroad is not validated upon the student's return, in certain circumstances, the student may have to take resits, in e-learning mode, or repeat the semester or year. No resit will be organized on the EM Normandie campuses in reference to the expatriation period.

Studying abroad for one semester at a partner university:

On the student's return, a panel will review their reports to confirm the results of the semester as follows:

- Validation of 30 ECTS (or equivalent if outside Europe): semester is validated;
- Validation of 20 to less than 30 ECTS: e-learning classes at the student's expense;
- Less than 20 ECTS: student must repeat the semester (except in the event of a special, reasoned decision made by the panel).

The deadlines for receiving final results (including resits) at the partner are:

- 31st of July for U3 students studying at a partner university in the first semester,
- 30th of September for M1 students studying at a partner university in the second semester.

U3 students repeating modules who joined the course after the baccalaureate, will do so abroad (at the partner university, in Oxford or Dublin). Please note that if the student decides to repeat modules late, they will have to do so in Oxford or Dublin because the deadlines for repeating at the partner universities will have passed. Students repeating modules who joined the course via Sésame, Passerelle 1 and BCE, studying abroad in semester 2 of M1, will do so either abroad or on EM-Normandie campuses.

Special cases: students enrolled in the M1 M2 Work-study programme:

The apprenticeship training/work-study programme is a two-year course, each year being split into two semesters. In order to graduate, the student-apprentice must validate all four semesters. Students who pass a semester may progress to the next semester.

Students who do not pass one or more subjects during a semester must take resits the following year at the end-of-semester exams.

4.3.1.2 Interns on lifelong training programs

The concept of a semester or year does not exist in the case of lifelong training programs. The course is made up of 6 skillsets including several subjects which must all be validated. At the end of each skillset, an Assessment Board assesses each intern according to the PGE validation rules.

4.3.1.3 Initial degree taken at a partner university

Specific rules apply when students take initial degrees at a partner institution.

4.3.2 Access to resits

All students have a right to take resits for the semesters made on the EM N Campuses. Even if a student has a lot of subjects to resit, they will always be able to resit them unless the Disciplinary Board has decided otherwise, due to an exclusion or similar reason. It should be noted that resit marks cancel and replace marks from intermediate tests and mid-term exams.

4.4 Assessment Board

4.4.1 Role

The Assessment Board meets once a year **after** initial training degree **resits made on the EM N campuses (CF 4.3)** 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 criteria to continue their studies or validate the year as set out above.

4.4.2 Composition

The Assessment Board comprises:

- The following members with a casting vote (minimum 4 members):
 - The Director of PGE or their Program delegate representative, Chair of the Board;
 - The Director of Studies or the Academic Director or his representative;
 - Professors responsible for teaching or supporting students at EM Normandie Business School;
 - Members of teaching staff, where applicable.
- The following members with an advisory vote:
 - One or more class representatives;
 - If applicable, a representative of the E&I service

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

Specific rules may apply to the composition of certain lifelong training Assessment Boards.

4.4.3 Deliberations

All cases submitted to the Assessment Board shall give rise to one of the following decisions:

- The student has validated the semester and/or may progress to the next year;
- The student has validated the semester and/or may progress to the next year subject to conditions; (only applicable to students who are already enrolled on the integrated M1 and M2 course);
- The student has validated the semester based on a special decision, for students with an overall average higher than or equal to 10/20 and at most one credited subject between 7 and 10/20.
- The student must repeat the semester or year.
- The student is not permitted to repeat the year and shall be permanently excluded from the course or School if the student's overall average is less than or equal to 5/20 (in this case, the student shall be given an academic transcript including the ECTS credits obtained). This rule does not apply to students benefiting from special arrangements due to a disability or health problem.

For years that include a period of study at a partner university. If the grades obtained at the partner 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.

A student conditionally admitted to M1 may not join the apprenticeship/work-study program.

4.4.4 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.

4.4.5 Minutes

Minutes shall be drafted after each meeting of the Board, and signed by the Chair.

5. AWARDING OF THE DIPLOMA

5.1 Conditions

EM Normandie Business School's state-recognised Master's degree is awarded to students who have validated all of the programme's ECTS credits, i.e. 300 ECTS.

In addition:

- Students must have passed an English test approved by the school;
- Students must have validated the mandatory internships set out in Appendix 5;
- Students must have obtained at least 10/20 for the end-of-programme dissertation.

Aside from meeting the academic conditions set out in this document, in order to graduate, students must have fulfilled all administrative requirements (payment of tuition fees, provision of any documentation required by the school), returned any loaned items, including tablets, etc...

Special rules apply for degrees awarded with partner universities.

5.2 Graduation Board

5.2.1 List proposed to the Board

The School produces a list of students deemed eligible to graduate.

It also specifies which students have not met the conditions to graduate, and grants them an extension of up to two years.

5.2.2 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.

5.2.3 Decisions of the Graduation Board

Decisions made by the Graduation Board are final.



APPENDIX 1

MODERN LANGUAGES

Level of English

All EM Normandie graduates must have a good command of English (CECR B2 as a minimum). Please note that students' level of English is demonstrated by standardised official tests such as TOEIC, IELTS, TOEFL, CAMBRIDGE and BULATS; internal certifications from your previous schools shall not be accepted.

Tests taken during the course at EM Normandie are valid until graduation. Tests passed by students prior to joining the School are valid for two years.

English lessons

English lessons are mandatory in all French-language undergraduate courses and some Master's 1 as well as in English-language undergraduate courses. They do not contribute any credits for the initial degree but are still required in order to validate the semester (minimum of 10/20 required for validation). Assessment is in the form of continuous assessment and a final exam.

Additional English lessons

Students on the initial degree course for the French-taught undergraduate and Master 1 programmes and the English-taught undergraduate programs whose level of English is lower than B1 CEFR must take additional English lessons to reach B2 level. Other students with a Toeic <750 (or equivalent on another test accepted by the EM N) may enrol in this course if they wish. Additional English lessons are delivered face-to-face and supplemented by e-learning.

The additional English lessons must be taken in order to validate the semester (10/20 minimum to validate). Assessment is in the form of continuous assessment.

Optional languages

Optional language lessons (LO) are available during the initial degree for the undergraduate and Master 1 courses.

Students may select one or two languages. However, these involve a lot of additional work and are therefore strongly discouraged for students whose level of English is below B1 CEFR. Furthermore, students may not begin learning two languages at the same time.

Students are placed in LO language groups according to their level where possible. A new LO group may be opened if at least 10 students express an interest. LO courses are mainly taught remotely.

Students will be informed of the procedure when they register, before lessons begin, and cannot subsequently withdraw.

This class must be taken in order to validate the semester (10/20 minimum for validation). Assessment is in the form of continuous assessment.

APPENDIX 2

ASSIGNMENTS, CHALLENGES AND PROMOTIONAL ACTIVITIES

Assignments

These are real-life projects set up in collaboration with companies. The teams are small (usually three to four students), and they are supervised by business professionals. Students work either at the School or at the host company. Students cannot choose their teammates, nor the assignment content, nor the location in which the assignment will be carried out.

EM Normandie finds and validates the assignments and allots them to students. Students should immediately report any difficulty arising during the assignment to the Academic Director or the Director of Studies. After reviewing the situation, the latter will take whatever steps they deem necessary. Only the Academic Director or the Director of Studies may terminate an assignment before its scheduled end.

Students undertake to abide by the rules of procedure of the host organisation: individual behaviour, respect of working schedules, etc. If necessary, a professional, assignment manager, may decide to exclude a student from the assignment.

During assignments, mentoring sessions are offered by professors and/or company professionals. These sessions supplement the training required to carry out assignments successfully. In addition, groups of students can request learning support from EM Normandie professors provided they make an appointment in advance.

At the end of the assignment, each group of students shall write a report on the assignment to present with an oral defense to a panel. This report will be given to the assignment manager and the head of year no later than on the date the panel is due to meet.

Assessment procedures are as follows:

- An individual mark is given to each team member by the professional expert who has supervised the assignment, to reflect the personal involvement of the student and the quality of the written report submitted. This mark accounts for 50% of the total assignment mark;
- The panel awards a team mark for the oral defense which accounts for 50% of the overall mark.

Challenges

A company commissions the School to look into a specific issue, on the basis of a formal brief. Students are organised in small competing teams. EM Normandie Business School finds and approves the challenge. 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 to a panel. Students have 15 minutes to present their findings, and then 15 minutes to take questions from professionals.

Students must also provide the professionals with a summary report.

Assessment procedures are as follows:

- A team mark awarded by members of the panel (50%);
- A mark awarded for the summary report (50%) by the company mentor.

Promotional activities

All registered students can take part in a Promotional Activity to promote the School and help guide students. The objective is to showcase the special features of the School with a promotional pitch. Students who need to go off campus as part of this activity are excused, provided that they submit a business travel request.

APPENDIX 3

RULES REGARDING THE PERIOD OF STUDY AT A PARTNER UNIVERSITY

Procedure

By definition, a student can only apply to a university if they have met the university's admission criteria.

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

- The student will have access to a platform a week before specifying where they would like to go, 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 destinations for which they have met the requirements will be visible on the platform.
- Should a student have a disability or condition requiring special measures, they must contact the Wellbeing and Inclusion Department, who will, in turn, inform the International Affairs Department.
- A panel will meet to decide where students will be allocated to. This panel is made up of:
 - One or more representatives of the International Affairs Department;
 - The Program Director or their representative;
 - The Director of Studies or their representative;
 - A representative of the HUB.

The jury's decisions are final and cannot be contested.

Any student with an average of less than 10/20 prior to resits, or whose language level is too low for them to be given their preferred choice, may be automatically allocated to a destination chosen by the International Affairs Department. The same applies to those who do not indicate any preferences.

The criteria used to allocate students to their destinations is as follows:

Academic average:

- U3S1 period of study abroad for SESAME students: the average used for the ranking shall be the (prior to resits) average of the two semesters in year U1. For students who join the course via the Bologna agreements, the average of their first year at their home university shall be taken into account
- M1S2 period of study abroad: the average used for the ranking shall be the U2S1 (prior to resits) average for SESAME students (harmonised if necessary) and U3S1 (prior to resits) for AP1 and BCE students after marks have been harmonised if necessary;
- M1S2 period of study abroad for students who join the course via the Passerelle 2 route, the average used will be the harmonised average from the competitive exam.
- M1S2 period of study abroad for students who join the course via the Bologna agreements, the average used will be the third-year harmonised average.
- M1S2 period of study abroad for students who have completed the BIM 3 course, the average used will be the harmonised average from BIM (prior to resits), excluding internship and dissertation.
- M2 double degree program: the average used will be the average from M1S1 (prior to resits) for M1 students coming from other tracks, or who are in their optional year.
- The student's general behaviour within the School.
- The number of places available at each destination: The number of places may be reviewed as agreements with partner universities 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 shall not be reallocated.
- And any other criteria specified by the partner, if applicable (language requirements, average...).

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 International Affairs Department's instructions to ensure that all required documentation is completed. Students who fail to comply with the registration procedures or deadlines shall repeat the year or be allocated to a destination chosen by the School or face a one year suspension.

Once a student has been allocated to a partner university/EM N International Campus for the mandatory expatriation path, they may not cancel or change their study abroad placement, except in the event of force majeure. If this is the case, the student will be in an off-year situation for the period concerned by the expatriation, and will have to reposition himself for a compulsory departure in year n+1.

Validation

Year and semester abroad: see point 4.3 of the Academic Rules

- Where students are studying for a double degree abroad, they must take the course set out in the agreement in order to be awarded the partner institution's degree as well as that of EM Normandie. Unless an exception applies, students will graduate from EM Normandie first, and then receive the partner's diploma.
- Students may repeat the course at the partner institution subject to the partner's agreement. In the event that the partner does not allow the student to repeat the course, they may be given the option to do so during the M2 year at EM Normandie.

Procedure applicable in the event of difficulties

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 cases, natural disasters or other exceptional situations, may occur during their stay.

Should such an event arise, students may choose to remain in the country (unless EM Normandie expressly requests for them to be repatriated), 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 (e.g. MESRI, Conférence des Grandes Écoles or CDEFM).

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 (or other) to validate missing credits. If no solution can be found, the student will have to repeat this period abroad.

APPENDIX 4

OPTIONAL YEAR

The optional year usually takes place between the M1 and M2 years of the Master's in Management (Programme Grande Ecole) and is designed to allow students to focus on their professional plans (see point 3, § 3.1.2);

It includes a minimum of 12 months in industry, on an official internship and/or an employment contract or humanitarian work. In exceptional case, this period may be slightly shorter.

Conditions

The School approves the nature of the work, issues the agreements and provides the student with the required teaching supervision.

Should the student wish to make any changes to their optional year, they must submit a written request to the School. If the School approves the change, they will confirm any associated conditions in writing.

Work carried out during the optional year is subject to feedback and evaluation.

Students who do not fulfil the criteria during the optional year shall appear before an assessment board, who will determine the penalties to apply.

APPENDIX 5

INTERNSHIP RULES

Internships are subject to evaluation and/or feedback. Students must carry out the mandatory internships in order to validate the semester.

Any EMN student who has not validated their internship requirements will not be allowed to graduate.

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

Work experience and other internships that students have completed prior to joining the PGE cannot be used to fulfil the requirements of this internships rule.

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

The student agrees to abide by their undertakings upon signing the internship agreement between the School and the company. In the event that a student does not comply with their undertakings, EM Normandie Business School reserves the right to take disciplinary action against them.

Mandatory internships

Students who join the School after the SESAME competitive exam must complete a mandatory two-to-three-month internship at the end of U1 and U3. The objective of these internships is to gain an insight into the company and some initial business experience. These internships are worth 3 ECTS credits.

Students who join the course after the BCE and Passerelle 1 competitive exams must complete a two-to-three-month internship at the end of U3. This internship is worth 3 ECTS credits.

M2 students, who are not on work-study programmes, must complete a 6-month internship at the end of their course. The objective of this internship is to gain professional experience over a prolonged period, in France or abroad, that relates to the students' career plans (occupation or business sector).

This internship is worth 9 ECTS credits.

Optional internships

Optional internships at the end of U2 and M1 are not credited.

APPENDIX 6

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 may send out direct examination notices for oral exams, using their chosen method based on the information for each programme (e.g. e-mail, noticeboard post, or direct registration of students with the teacher or with the planning and examination organisation division).

Access to examinations

In-person examinations:

Students are asked to arrive 15 minutes before the start of the exam to have enough 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.

A student who voluntarily takes a distance-learning course is considered never to have taken the course.

Exceptional situation : Remote examinations:

Students are required to work alone. Should the candidate experience technical difficulties in uploading their examination, the session may be extended by 14 minutes 59 seconds, to enable them to submit their work. This is not additional time for completing the exam paper. Beyond this time limit, the work will be rejected.

EM Normandie reserves the right to use any monitoring tool that it has available.

Procedure for in-person examinations

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

At the start of the exam, they shall remind students of the 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 hold without referring to them, unauthorised documents or materials.

Students may only have documents or materials on their examination desks which are explicitly authorised for that subject as specified on the front page of the 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 on the specific request of the relevant teacher. Permission to use calculators will be mentioned in the examination instructions.

- (coats, jackets, raincoats, caps, etc.), bags, computers, mobile phones, any connected device and other such 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 examination 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 provide a signature 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, which include: A third more time, an assistant to write their paper for them, use of a computer, a break or any other adjustment which compensates for their disability.

Adjustments shall be listed in the student learning adjustment protocol (protocole d'aménagement de scolarité), which is drawn up over the semester with the Wellbeing and Inclusion Department, based on the student's needs and medical recommendations. It must be approved by the Director of Programs.

Academic misconduct

In case of academic misconduct or attempted academic misconduct, refer to point 2 of the paragraph "Procedures and penalties", under Appendix 7 in the Academic Integrity Charter.

APPENDIX 7

ACADEMIC INTEGRITY CHARTER AND PROCEDURE

1. ACADEMIC INTEGRITY CHARTER

The phenomenon of academic misconduct, particularly plagiarism, which is so widespread today, has prompted EM Normandie to adopt a stringent academic integrity policy. This policy embodies an ethical commitment to actively respect and preserve **five fundamental values**, under all circumstances:

- 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 thus for your intellectual creations).

As a higher education and research institution, EM Normandie Business School is committed to promoting, training, developing and enforcing academic integrity with all of its stakeholders, students, administrative staff, teaching staff, speakers and researchers. It has set up an Academic Integrity Service and recruited an officer for this purpose. Their remit includes ongoing actions with the various stakeholders which include disseminating information, prevention, monitoring and, where necessary, putting together evidence for investigations to launch disciplinary proceedings against offending students.

There is a zero-tolerance policy for all acts of academic misconduct, including plagiarism, whether intentional or not. EM Normandie considers such conduct contrary to the fairness and ethics that it stands for.

In order to combat academic misconduct, including plagiarism, and to uphold academic integrity, the School is committed to 3 courses of action: information and prevention; monitoring and detection and disciplinary action.

Academic integrity is a fundamental aspect of the School's Corporate Social Responsibility.

2. DEFINITIONS AND PROCEDURES

2.1. Definition of academic misconduct and plagiarism

2.1.1 Academic misconduct

Misconduct is action(s) to gain an unfair advantage over others by cheating.

Academic misconduct refers to any behaviour or action which constitutes or results in non-compliance with the rules relating to examinations, interim assessment and more broadly to any written or oral intellectual output . Generally speaking, academic misconduct is characterised when (written or oral) work is submitted, implying that the rules for academic work have been complied with when that is not the case.

Here are a few 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,
- Reusing work already submitted in another course or training programme (self-plagiarism: all work is deemed to be "original"),
- Adding your name to group work to which you have not contributed (this is a form of plagiarism),
- 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.
- Inventing data that you have not collected,
- Modifying data processing results to fit the findings that you want to defend.

Any assistance in misconduct or attempted misconduct carries the same penalties as the misconduct itself.

The sanctions shall be issued by:

- The teacher, the Director of Studies or the Academic Director,
- The EM Normandie Business School Disciplinary Board,

When academic misconduct gives rise to a referral to the Disciplinary Board or, eventually, to the Appeals Committee, the Academic Integrity Service (SIA) is informed and summoned to both meetings. The Academic Integrity Service provides advice and support to all stakeholders, except when it is the complainant.

2.1.2 Prevention and awareness measures

EM Normandie, and in particular the Academic Integrity Service, have put in place a number of measures to instil the culture of academic integrity and to discourage anyone from committing academic misconduct. These include:

- Dissemination of the Academic Integrity Charter, which is provided with EM Normandie's Academic Rules. Teaching staff for the relevant year or program also make students aware of the Charter at the start of each academic year,
- Annual update of this Academic Integrity Charter by the Academic Integrity Service, based on any changes to the approach of internal stakeholders or to the School's academic integrity policy,
- All teachers (namely those who teach dissertation methodology and all tutors) together with Directors of Studies and Academic Directors provide videos which raise awareness of plagiarism and academic misconduct, and ways in which they can be avoided. Videos are shown to new students during welcome sessions.
- Targeted projects by the Academic Integrity Service to advise teaching, scientific and administrative staff, shed light on unusual or complex situations, jointly assess the relevance of ad hoc prevention actions, etc.,
- Provision of resources in a dedicated section of the Learning Center.

Professors and multimedia library staff are aware of these phenomena and familiar with the requirements, and must provide information, help and recommendations to students on an ongoing basis.

2.1.3 Academic plagiarism and French law: infringement

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;

2.1.4 Plagiarism misconduct "in practice"

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

For any work delivered in a written or oral form:

- You must be the author and have completed the work yourself;
- You must cite all of your sources in the proper manner;
- You must produce original work, i.e. work that has not already been submitted or produced for any purpose other than the assessment in question.

Examples of plagiarism include:

- Copying and pasting any source without clearly acknowledging and citing it;
- Using a written source text and changing words or sentence structure without changing the meaning;
- Resubmitting work that has already been assessed for another course, year, training program or institution (self-plagiarism).

The seriousness of plagiarism is not a purely quantitative matter. In other words, how serious plagiarism is cannot be determined solely on the basis of a similarity score provided by a specialist software package. The similarity score provided by such tools serves solely as a warning, and subsequently as grounds for investigation and verification. Firstly, there are both human and technical "tricks" which can be used to artificially reduce the similarity score, and therefore reduce the quantitative plagiarism measure. Secondly, the seriousness depends not only on the quantity of plagiarised text, but also on the impact of the plagiarism.

2.2 Procedures and penalties

2.2.1 Monitoring

All EM Normandie stakeholders can and must contribute to the academic integrity of the work produced and disseminated within or outside the School. The Academic Integrity Service (SIA: sia@em-normandie.fr) supports them in their actions and approaches, while promoting the School's policy, which it also helps to define.

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, through plagiarism detection software or any other misconduct detection tool. Specifically, and depending on the circumstances, each teacher, module manager and/or Academic Director is tasked with verifying the output of their students to the extent possible, primarily by using the School's plagiarism software to detect a degree of similarity in students' written work.

No-one, under any circumstances, shall be exempt from the ethical standards set out by the School's Academic Integrity 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.

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

Any proven and penalised misconduct is recorded in the relevant student's record, by the Director of Studies, Academic Director, Disciplinary Board or, where applicable, the Appeals Committee.

2.2.2 Procedures for misconduct or attempted misconduct during an examination

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, after handing all of their work to the invigilator.

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 first be signed by the examination invigilator(s). The originator(s) of the misconduct will then be asked to read and sign it. Unless otherwise explicitly stated, this signature attests to the fact that they have read the document. The invigilator will make a note on the report if the student refuses to sign.

The invigilator will report the fraud to the Director of Studies or to the Academic Director, who will proceed with a referral to the Disciplinary Board. During disciplinary proceedings against a student, and while their case has not been examined by the Disciplinary Council, the disputed work is corrected as is. The student can take part in further examinations. However, the Assessment Board cannot look at the work of the student in question until the Disciplinary Board has made its decision. The Assessment Board is bound by the decision of the Disciplinary Board, and shall suspend its decision concerning the student in question until the Disciplinary Board has issued its own decision.

The following procedure applies if academic misconduct is identified when work is submitted to be marked (with the exception of the final dissertation and the professional thesis):

- A. Should a teacher, or any teaching staff, identify academic fraud, they shall draw up a report on the academic breach, gather the evidence and communicate it in writing to the Director of Studies or the Academic Director responsible for the module concerned;
- B. The Director of Studies (or the Academic Director) and the teacher who has identified the issue, together inform the SIA, or consult it where necessary, and 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). The following solutions may be applied, depending on the severity:
 - a. Significant mark penalty for the work in question, which is proportionate to the misconduct (in the case of plagiarism, the software indicates a similarity score which provides an indication of the proportion to be applied). The teacher who has identified the fraud makes the decision on this penalty;
 - b. Mark of 0/20 and resits in the relevant subject/course/module;
 - c. Mark of 0/20 and referral to the Disciplinary Board.

In the case of option c., the Director of Studies (or Academic Director) (complainant), in agreement with the teacher (applicant), shall send a complaint to the Disciplinary Board, which serves as an official referral. The complaint is sent to the Director of Programs. The Academic Integrity Officer should always be informed of this request (sia@em-normandie.fr) and consulted as and when required. They may request to be invited to the Disciplinary Board meeting in the interest of the School's academic integrity policy.

The Director of Programmes is responsible for calling the Disciplinary Board meeting.

3. PROCEDURES IN THE EVENT OF ACADEMIC MISCONDUCT, PARTICULARLY PLAGIARISM, RELATING TO THE FINAL DISSERTATION OR PROFESSIONAL THESIS

Should academic misconduct, particularly plagiarism, be identified in the final dissertation, the person who identified it must draw up an "Academic Breach Report". This is usually the tutor who has been supervising the student's work. 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 latter will inform the Director of Programs or their designated representative, and will act in consultation with the Research Directorate.

The Academic Integrity Officer must conduct an investigation to gather all the information needed to shed light on the situation, in order to build or refute evidence for every 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 ten 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 a referral to the Disciplinary Board by sending a complaint to the Director of Programs.

The SIA's investigation can therefore only end in one of two ways:

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

In the second case, the Academic Integrity Officer acts as the complainant, while the person who wrote the breach report acts as the applicant. Both the complainant and the applicant must be summoned and appear before the Disciplinary Board, where they have an advisory role. During the meeting of the Disciplinary Board, the Academic Integrity Officer sets out the grounds for the complaint, and provides the evidence gathered during their investigation.

4. PENALTIES THAT THE DISCIPLINARY BOARD MAY APPLY FOR CASES OF ACADEMIC MISCONDUCT WHETHER IN AN EXAMINATION OR PLAGIARISM OF A DISSERTATION OR PROFESSIONAL THESIS

Disciplinary boards meeting for reasons linked to academic integrity must adopt one of the following penalties on the scales below.

When determining the penalty, the following criteria should be taken into account (the list is not exhaustive and is not in priority order):

- Seriousness (quantitative or qualitative) of the misconduct:
 - Plagiarism proportion;
 - Nature of the piece plagiarised;
 - Proven intent;
 - Level of plagiarism.
 - Assistance from different people;
 - Conduct during the Disciplinary Board meeting;
 - The student's general behaviour;
 - Previous misconduct (student record);
 - Denial.

A. Potential penalties following misconduct or attempted misconduct during an examination or found when correcting work (end-of-semester exam, continuous assessment etc.) or an oral test:

1. Permanent exclusion;
2. Repetition of the semester during which the academic misconduct was committed;
3. Resit of the subject in which the academic misconduct was committed;
4. 0/20 in the examination;
5. written warning and resit if applicable.

B. Potential penalties following misconduct found when correcting a final dissertation (or professional thesis):

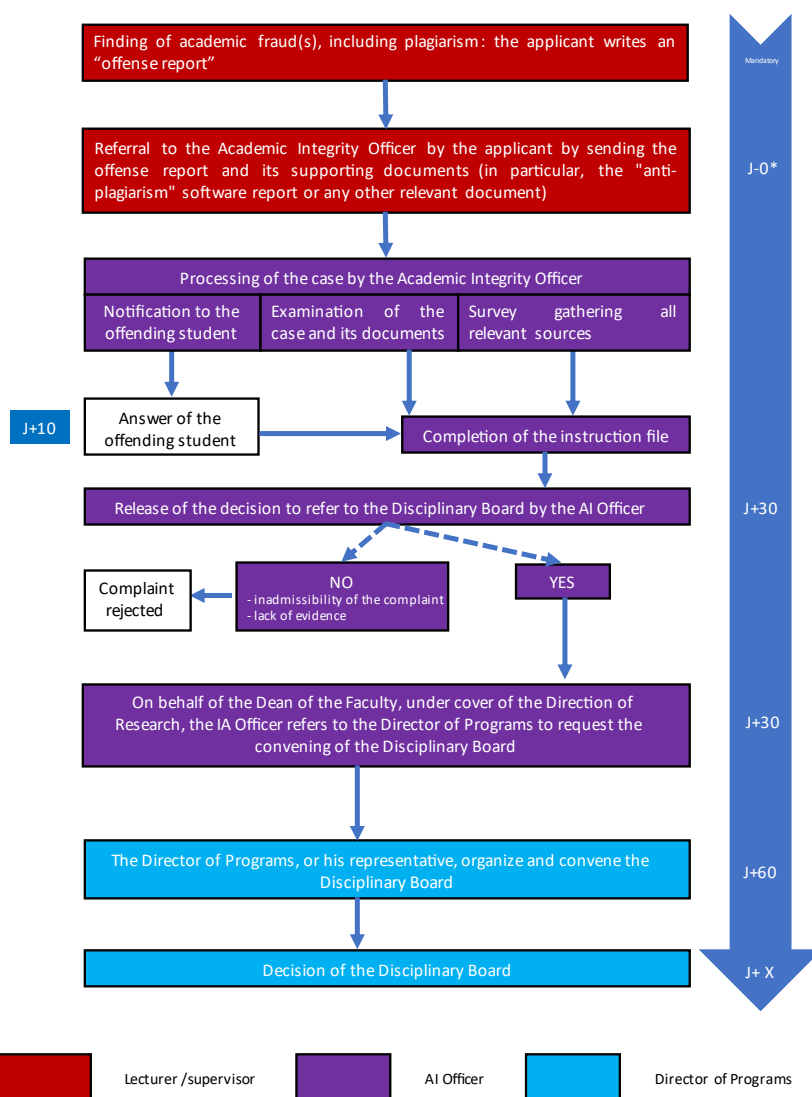
1. Permanent exclusion of the student;
2. 0/20 in the final dissertation and obligation to prepare a new dissertation on a different subject, and deferral of graduation;
3. 0/20 in the final dissertation, obligation to redo the entire dissertation as a resit and deferral of graduation;
4. 0/20 in the final dissertation, obligation to redo the plagiarised section of the dissertation and deferral of graduation;
5. 0/20 in the final dissertation, obligation to redo the entire dissertation as a resit;

N.B. 1: Any final dissertation (or professional thesis) that has been penalised by the Disciplinary Board and has to be resubmitted (cases 1 to 5) must be sent to the SIA (for verification) and at the same time to the tutor (for correction).

N.B. 2: If the dissertation has to be resubmitted (cases 1 to 4), the Disciplinary Board must set the deadline for submission of the new version of the final dissertation (or professional thesis) at its own discretion. The deadline for any new dissertation will be that of the following year.



Description of the procedure for fraud regarding the final dissertation or the professional thesis



* working days: Monday to Friday, except during school vacations and the month of August. The periods from July 25 to August 25 and the period between December 24 and January 1 are excluded from the time count.



APPENDIX 8

LEARNING ADJUSTMENTS FOR STUDENTS WITH SPECIAL NEEDS

EM Normandie complies with the regulations for hosting Students with Disabilities (ESH), as established by 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 enrol students with disabilities or with an incapacitating condition, within the framework of the provisions regulating their access on the same basis as other students, 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.

Wellbeing and Inclusion Department

EM Normandie's Wellbeing and Inclusion Department supports students with disabilities. The 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, jobhunting, etc.), and, if necessary, puts learning adjustment measures in place, which are validated by the Director of Programmes.

The Wellbeing and Inclusion Department also supports and trains all the staff at EM Normandie, namely teaching staff, to improve 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 by contacting the Wellbeing and Inclusion Department, and a confidential meeting will be arranged. The purpose of this meeting is to find out about the student's condition(s) and learn about their specific needs in terms of support and learning adjustments. Finally, they will look at the student's administrative situation (disability status, medical certificates), and inform them of their general rights and procedures. If the student declares themselves 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 Wellbeing and Inclusion department.

Learning adjustment protocol

Following this meeting, the 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 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 or exemptions 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 Director of Programmes, and implemented for the academic year. It cannot be backdated. However, in exceptional cases, the 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 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 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 required level.

Once the student 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 Department of Languages and the 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 courses, etc.).

The modern language adaptation agreement is validated by the Director of Programmes, and then signed by the student with a disability. This document sets out the new arrangements for modern language assessment (template in the appendix).



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

In accordance with the guidelines of the CGE's Disability Charter dated 11 February 2019, the Learning Directorate, the Department of Languages and the Wellbeing & Inclusion Department have jointly drawn up this agreement for (SURNAME then first name of the student), who is affected by a disability which impacts upon their success in learning modern languages.

In order to be awarded the Master's in Management (PGE), B2 level in the English language must be confirmed by an external body. EM Normandie has chosen to use the ETS Global TOEIC® Listening and Reading Test. The pass mark has been set to 750.

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 expression
- 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)

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
- One third extra time for each question
- Private examination room
- 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

Written comprehension

- One third extra time
- Increased font size
- Assistance of a communication specialist for hearing-impaired
- 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.
- 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

- One third extra time for preparation
- One third extra time for presentation
- 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.
- 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.
- Position to allow for lip reading
- Increased font size
- Text in Braille (contracted or uncontracted)
- Text in a digital format
- Use of Braille reading or writing equipment for 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

- One third extra time for presentation
- Assistance by a secretary appointed by the testing body. The secretary reads aloud the text or written instructions.
- Assistance by a secretary appointed by the testing body. The secretary transcribes the candidate's dictation of their work into writing, without correcting the syntax or grammar, and without changing the candidate's lexical choices.
- Increased font size
- Assistance of a communication specialist for hearing-impaired Text in
- Braille (contracted or uncontracted)
- Text in a digital format
- 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:

NAME of CDAPH-appointed doctor:.....

Date :

Signature :

APPENDIX 9

PARTNERS

Partner	Headquarters	Registration criteria	Candidate selection
<p style="color: red;">CES Association CESI Ecole Supérieure de l'Alternance</p>	<p style="color: red;">Paris La Défense</p>	<p>Diploma awarded after 3 years' post-Bac study (level 6) or 180 ECTS credits Apprenticeship contract. Applying for one of the following 4 fields:</p> <ul style="list-style-type: none"> - Marketing and digital communications: Digital Marketing Operations Manager - Quality, Safety, Environment: QSE Operations Manager - Industrial performance: Innovation and Customer Experience Operations Manager - Construction and public works: CPW Operations Manager <p>Exemption: for candidates who do not meet the above prerequisites but hold a degree/certificate that is not registered with the RNCP (French National Directory of Professional Qualifications) but clearly states that 180 ECTS credits have been obtained.</p>	<p>Application file (CV + description of career plan) Test to determine knowledge of professional skills - Individual motivation interview Admission decision issued by a CESI panel. EM Normandie will approve the list of candidates. CESI process for exemptions + EMN decision as follows: - Application file (with CV + description of career plan) Test to determine knowledge of professional skills - Individual motivation interview (CESI) - Admission decision from CESI employee responsible for class selection. Admission decision reviewed by 2 members of the CESI panel: the training officer (the course leader for the class) and the centre director.</p>
<p style="color: red;">CES SAS Ecole Supérieure de l'Alternance</p>	<p style="color: red;">Paris La Défense</p>	<p>Diploma awarded after 3 years' post-Bac study (level 6) or 180 ECTS credits Professional skills development contract (with details of the employer) Applying for one of the following 4 fields:</p> <ul style="list-style-type: none"> - Marketing and digital communications: Digital Marketing Operations Manager - Quality, Safety, Environment: QSE Operations Manager - Industrial performance: Innovation and Customer Experience Operations Manager - Construction and public works: CPW Operations Manager <p>Exemption: for candidates who do not meet the above prerequisites but hold a degree/certificate that is not registered with the RNCP (French National Directory of Professional Qualifications) but clearly states that 180 ECTS credits have been obtained.</p>	<p>CESI applications for exemption are centralised for decision by EMN and sent to the director of studies.</p>

Partenaire	Siège social	Conditions d'inscription	Sélection des candidats
<p style="text-align: center;">Ecole Supérieure des d'Ingénieurs des Travaux de la construction (ESITC Caen)</p>	<p style="text-align: center;">Epron</p>	<p>Student has passed the 3rd year (TC3) at ESITC Caen</p> <p>Student has earned 180 ECTS credits from previous training</p> <p>Student is registered for the 4th year (TC4), as a student or an apprentice Student is willing to choose the</p> <p>Entrepreneurship and Innovation option in TC5</p>	<p>Candidates are selected by ESITC from among those who meet the registration criteria.</p> <p>EM Normandie decides whether to approve the candidates.</p>
<p style="text-align: center;">ENSICAEN</p>	<p style="text-align: center;">Caen</p>	<p>Student has passed the 1st year of training at ENSICAEN</p> <p>Student has earned 180 ECTS credits.</p> <p>Student is registered for the 2nd year of the engineering cycle, as either a student or an apprentice.</p>	<p>ENSI provides a list of candidates based on the criteria, to submit to EM Normandie for review.</p> <p>EM Normandie decides whether to approve the candidates.</p>