



## **MSc ACADEMIC REGULATIONS**

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**2023 / 2024**

## **LIST OF CONTENTS**

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<b>1. General Framework</b>	<b>3</b>
<b>2. Organisation of studies</b>	<b>3</b>
<b>2.1 Definition of programme</b>	
<b>2.2 Duration of studies</b>	
<b>3. Evaluation of competencies and knowledge</b>	<b>4</b>
<b>3.1 Overall regulations</b>	
<b>3.2 Attendance and Behaviour during Class, JCP, Internships and Examinations</b>	
<b>3.3 Conditions for degree validation and referrals</b>	
<b>3.4 Examination Boards</b>	
<b>3.5 Degree Awarding Examination Board</b>	
<b>Annex 1 : Professional Projects</b>	<b>8</b>
<b>Annex 2 : Internship, Apprenticeship and Professional Thesis</b>	<b>9</b>
<b>Annex 3 : Examination regulations and procedures</b>	<b>10</b>
<b>Annex 4 : Academic Integrity Charter</b>	<b>12</b>
<b>Annex 5 : Adjustments for Disabled Students</b>	<b>18</b>

# 1. GENERAL FRAMEWORK

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

The core mission of EM Normandie – while proud to have kept pace with change – is to:

- train students and executives who are able to take up the managerial and entrepreneurial challenges of tomorrow, make decisions, and work in a professional environment marked by uncertainty,
- be involved with its extended regional environment (England – Normandy – Paris Seine area) as well as with local and international development projects,
- expand the frontier of knowledge thanks to academic research by faculty that relates to business practice in the workplace,
- offer a progressive education that combines a digital focus, teamwork and the humanities,
- provide lifelong career orientation and support thanks to an enlarged network of partner organizations and alumni, – with due ethical respect for human, regional and cultural differences.

# 2. ORGANISATION OF STUDIES

L'année se compose de plusieurs périodes, notamment des cours et des stages en entreprises ou organismes institutionnels définis par le calendrier universitaire.

## 2.1 Definition of the programme

### 2.1.1 Overall structure

The programme is based on three main elements:

- academic input,
- action learning in a professional context (projects Junior consulting Projects, contests, internships, apprenticeship),
- multicultural and international environment.

The curriculum is structured as follows :

- formal lectures and tutorials,
- contests and Junior Consulting Projects,
- periods in business organisations,
- field trips
- professional thesis

The programme delivers 90 ECTS (European Credit Transfer System).

### 2.1.2 Internship/ Apprenticeship

The following stipulations do not concern students on the Cooperative Scheme.

The internship/ Apprenticeship is an integral part of the study plan and is detailed in Annex 2. Except in the event of a contract of employment, the Internship/Apprenticeship must be covered by an agreement signed by the employer, the School and the student. The duration of the internship should be of 4 to 6 months (12 months for Apprenticeship).

### 2.1.3 Projects, Junior Consulting Projects (JCPs) Cf. Annex 1

Carrying out projects, Junior Consulting Projects, and contests is another major component in the programme at the Ecole de Management de Normandie. The main objective for all three activities is to challenge students with real life issues. Each activity is subject to evaluation. The weighting for such evaluation is indicated in the Course Catalogue for the programme

## **2.2 Duration of studies**

### **2.2.1 Normal duration of studies**

The normal duration of studies is between 12 and 16 months.

### **2.2.2 Interruption of studies – Adapted time-tables**

Interruption of studies is possible only under exceptional circumstances (sickness, accidents...) and with the approval of the EM Normandie Dean for Programmes. In any case, the study plan cannot be extended for more than one year beyond the statutory period allowed.

Such a period of interruption may be imposed by the School as a result of a decision by the Disciplinary Committee. Adapted timetables may be designed for specific situations Cf. Annex 5

### **2.2.3 Re-taking studies or dismissal**

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

## **3. COMPETENCIES AND KNOWLEDGE EVALUATIONS**

### **3.1 Overall regulations**

The student/trainee must behave appropriately in all circumstances (dress, punctuality, etc.)

All the elements of a student's study plan are assessed: academic knowledge, internships, Junior Consulting Projects, thesis, field trips.

The main forms of assessment are:

- interim assessment, whose modalities are detailed in the course catalogue for the year concerned,
- end of semester exams (or end of course exams), which usually account for 60% in the semester average for the courses or 100% when there is no continuous assessment scheduled,
- marks obtained for internship, JCP reports and related oral defence, (grading of project reports for apprenticeship)– grading of the professional thesis and its oral defence

The grade for a module is the weighted average of the final exam mark (s) and the interim assessment.

In case of group assignments, evaluation may be on the basis of the actual individual work performed by each team member.

With respect to written assignments, the following rules apply:

- deadlines set by the instructor or Academic director must be observed. In case of delay, the work might be assigned a score of 0. ;
- points may be deducted by the instructor if the spelling, grammar or style are considered below standards;
- the instructor may ask to re-write if the spelling, grammar or style are deemed to be unacceptable at this level of study;
- any fraud will be considered a serious offence and will be dealt with as provided in Annex 3 & 4 of this document.

### **3.2 Attendance and Behaviour during Class, Junior Consulting Projects, Internship and Examinations.**

#### **3.2.1. Attendance and Admittance to Examinations**

Attendance (face-to-face and/or distance learning) is mandatory and controlled. In the context of distance learning, the student/trainee is obliged to leave his/her camera on and the microphone open at the request of the lecturer. Otherwise, he/she will be considered as absent.

Access to exams: Any student with 30% absence per subject will be refused access to the partial exams. Massive overruns of absence of more than 50% will be the subject of a summons to the disciplinary council. In any case, the assessment of absences is the responsibility of the Academic Directors concerned.

No make-up of the continuous tests can be considered in case of absence of the student/trainee, or failure to return the work requested, except if the intermediate test counts for 100% of the mark.

If the absence is linked to the student, he/she will be marked « absent » and his/her average of the intermediate control will be calculated with this absence : ex : a subject includes 2 intermediate controls representing 30% and 70% of the control marks. The student/trainee is absent for the first one and obtains 10 for the second. The final grade will be  $10 \times 70\% = 7/20$

In the case where the student/trainee is in distance learning on his/her own initiative and that a continuous control takes place, he/she will be marked « Absent ».

In the case where the absence of the student/trainee from a continuous assessment is caused by the school (e.g.: the school asks the student/trainee to participate in an external event), the mark of this continuous assessment will be neutralized: if several continuous assessments are organized during the semester for the subject, the average will be calculated on the basis of the marks of the tests in which the student/trainee 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/trainee must submit an assignment order to the Hub.

No lateness is tolerated, either at the beginning of the course or after the end of the break. A student/trainee who does not respect this punctuality will be marked absent.

International students who are enrolled in optional French courses without condition of validation of the semester, are obliged to follow the course and may be removed from the course in case of recurrent absences (3 consecutive absences or 30% of cumulative absences).

#### **Access to the exams:**

The presence in restitution of the evaluations during the final jury of each mission is mandatory as well as in the 360° exercise. Failure to attend will invalidate the jury's grade.

A student/trainee who is absent from a final exam and obtains a grade of «0» will have to make up the subject. In this case, the mark obtained will cancel and replace the marks of the intermediate test and the mid-term exams. For the make-up exams, non-attendance is eliminatory and will result in the absence of validation of the semester by a decision of the school jury. When the tests take place in open book, students/trainees may bring any paper document related to the course, excluding any digital support. The use of dictionaries and/or calculators is left to the discretion of the professor and/or the course director.

### **3.2.2 Behaviour**

The eviction of a student from a course for behavioral reasons may be subject to a temporary exclusion of a maximum of 7 days by the Academic Director concerned, or to referral to the Disciplinary Council. In addition, the student will be notified by e-mail of the expulsion from the course, with a copy to the financial guarantor. It is formally forbidden to use a cell phone during class (texting...).

The use of laptops, digital tablets by students/trainees is left to the discretion of the lecturer. However, it is forbidden to use a laptop or tablet for purposes other than those related to the course, to eat or drink in class, to disrupt the course by chatting or in any other way. Students/interns are expected to dress appropriately (e.g. no wearing of caps in class).

These rules apply to internships, missions, challenges and promotional activities (respect of company schedules, respect of hierarchy and any other commitment).

Some students/interns have the status of employees during their training time in the company and at the School. Any absence from work must therefore be authorized by the program director, who must be given proof of the absence. In case of illness, a work stoppage must be given to the Hub within 48 hours.

### 3.3 Conditions for degree validation and referrals

The jury evaluates the results of the students/trainees according to the requirements of the programme. The ECTS credits acquired in optional subjects cannot compensate for those of compulsory subjects.

#### 3.3.1 Courses, Modules and Degree validation

Students/trainees must have validated at least 90 ECTS credits over the year, including 30 ECTS for the professional thesis and the research methodology course. The credits are distributed between different subjects. The average of a subject is the weighted average of the continuous assessment and the partial assessment (some subjects may be 100% partial). It should be noted that neither the subjects nor the semesters are compensated.

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

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

#### 3.3.2 Referrals

Catch-up exams are a right. A student/trainee, even if he/she has a lot of subjects to retake, will have access to the catch-up exams, except if the Discipline Council decides otherwise, such as exclusion.

It should be noted that the marks obtained during the remedial sessions cancel and replace those of the first session.

### 3.4 Examination Boards

#### 3.4.1 Duties

The jury of schooling meets after catching up in initial training and validates the semester of the students/trainees who satisfy the conditions required by the regulation of schooling. It also has the function of examining the case of students/trainees who do not meet the conditions for normal continuation of studies or validation of the academic years as defined above.

Prior to the catching up, a committee composed of the President of the juries of each campus, the Director of Programmes or his/her representative, the Academic Director concerned and the School Administrator, will validate the access to the next semester or will list the subjects to be caught up.

#### 3.4.2 Composition

The examination board is composed of:

**- members with voting rights:**

- post Graduate Director or his/her representative, chair,
- the Head for the MSc or his/her representative,
- faculty members who have taught or supervised the students during the given period;

**- non-voting members:**

- student cohort representatives

Students are represented exclusively by their delegates to give information on their situation. Exceptionally the Head of Programme may require the attendance of the student concerned. Persons attending the Board are bound to confidentiality.

### **3.4.3 Decisions**

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

- Validation of the semester and/or the year ;
- Validation of the semester by special deliberation for students/trainees with an overall average higher than or equal to 10/20 and at most one credited subject between 7 and 10/20. The subjects constituting a condition for the validation of the semester cannot benefit from this leniency.
- Repetition of the semester or year.
- Non-authorisation to repeat the year and definitive exclusion from the programme or school (in this case, the student/trainee receives a transcript of records with the ECTS credits obtained)

Following the re-sit sessions, a new transcript will be issued showing only the new marks obtained for the modules.

### **3.4.4 Voting procedures**

Decisions are by absolute majority of votes passed. The number of votes passed equals the total number of voters minus the number of voters abstaining. In the event of a tie, the Chair has the casting vote.

### **3.4.5 Minutes**

Minutes are produced for every Examination Board meeting.

## **3.5 Degree-Awarding Examination Board**

### **3.5.1 Duties**

This board draws up the list of the students proposed for the award of the degree which will be submitted to the French Conference des Grandes Ecoles (CGE).

The board reviews the cases of:

- students who do not meet the requirements for the degree and are notified they should re-take the semester or the full year;
- students who do not meet the requirements for the degree and are given supplementary time to do so;
- students who do not meet the requirements for the degree and are not allowed to pursue their study plans. In the latter case, a transcript of those credits validated is issued to them.

### **3.5.2 Composition of the Board**

The Examination Board is composed of:

Members with voting rights:

- the Dean for Post Graduate Director or his/her representative, chair,
- head for the MSc or their representative

Non-voting members:

- the hub assistant

### **3.5.3 Decisions by the Degree-Awarding Examination Board.**

Decisions by the Board are final.

## **ANNEX 1**

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### **PROFESSIONAL PROJECTS**

#### **Junior Consulting Projects (JCPs)**

JCPs are real-life projects defined in collaboration with companies. The teams are small (three to four students being the norm), and supervised by recognized business professionals. The students work either on Campus or in the host company offices. Students select neither their teammates, nor the project content, nor the locations where the projects will be carried out.

EM Normandie finds and validates the projects and allots them to students. In the event of difficulty arising during the consultancy work, students must immediately refer to the Head of Programme. After a review of the situation, the latter will take whatever steps he/she deems necessary. Only the Head of the Programme is entitled to decide to interrupt a consultancy assignment before its scheduled end.

Students undertake to abide by the Internal Regulations of the host organisation: individual behaviour, respect of working schedules, etc. As the case may be, a professional in his/her capacity as Junior Consulting Project supervisor, may decide to exclude a student from the project.

During the consultancy project, tutorial sessions are offered by faculty members and/or company professionals. These events supplement the training required to carry out the projects successfully. In addition the students can benefit from the pedagogical support of EM Normandie faculty members provided they make the necessary arrangements to make an appointment.

Once the consulting project is completed, each team is to draft a consulting report to be presented and defended before a panel of business professionals. The report is to be handed in to the Junior Consulting Project supervisor and the Head of the Programme on the day of the oral defence at the latest.

Evaluation procedures are as follows:

- individual marks given to each team member by the professional expert who has supervised the consultancy project
- to reflect the personal involvement of each team-member and the quality of the written report submitted to the professional expert. These marks account for 50% of the final consulting project mark. – a team mark given by the panel (50%)

#### **Contests**

A given company commissions a School cohort to look into a specific issue, on the basis of a formalized brief. The students are organised in small competing teams of 3 to 4. EM Normandie officials find and validate the contest topic. The students work on their home campuses, where they are coached by executives from the company who are available for detailed Q & A sessions.

The contest runs for two weeks or so. At the end of this period, every group is heard by a panel composed of executives from the company. The students have 20 minutes to present their findings and this is followed by a minimum 10 minute Q&A session.

In addition, teams must submit an Executive Summary to the professionals for validation.

The evaluation for the contest is as follows:

- A team mark given to the defence by the professionals on the panel
- The approval of the written work by the professionals



## **ANNEX 2**

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### **INTERNSHIP/ APPRENTICESHIP & PROFESSIONAL THESIS**

All students must have served an internship, or equivalent professional experience, of 4 to 6 months (12 months in the case of Apprenticeship). All Internships/Apprenticeship are evaluated. Professional experiences and other such internships served before entering the EM Normandie programme cannot be considered for validation of the mandatory internship period(s).

A student who has not completed the mandatory Internships/Apprenticeship cannot be awarded the degree.

No internship agreement will be issued for internships or professional experiences of less than 4 weeks in duration. The Internship/Apprenticeship should be agreed by the Head of the Programme and give students the opportunity to take responsibility and carry out middle management duties. Students undertake to abide by their undertakings upon signing the Internship/Apprenticeship Agreement between the host firm and the School. In the case a student does not comply with his/her undertakings, EM Normandie may at will take disciplinary action against him/her.

Students have also to complete a dissertation which should take the form of a critical analysis of some aspects of the business world. Their work has to be presented and defended before a Faculty member and, whenever possible, a professional.

## **ANNEX 3**

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### **EXAMINATION REGULATIONS AND PROCEDURES**

#### **Convocation to the Examination**

The convocation to written exams is sent by internet mail or posted on notice boards. The information mentions the date, the time and the location for every test and, when necessary, the modalities specific to some tests.

The convocation to the oral tests may in some cases be made by the course lecturer him/herself by whatever means he /she selects to choose, after informing the Programmes (e-mail, posting, or student registration directly with the lecturer or the planification & exams department).

#### **Access to examination rooms**

Students are asked to report 15 minutes prior to the beginning of the test in order to have the time to settle in and start on schedule. Access will be denied to any student who will report late after the beginning of the test, whatever the reason for late arrival. The denial is reported by the invigilator in the minutes for the examination concerned.

Distance learning examinations (if this option is chosen)

Students/trainees must compose alone. Any test may be extended by 14'59" to compensate for any type of technical problem during the submission of the exam. This is not an additional composition time. Beyond this limit, the work will be refused.

EM Normandie reserves the right to use any monitoring tool at its disposal.

#### **Examination procedures**

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

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

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

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

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

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

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

The invigilator in charge of the examination room will record on a list attached to the minutes the names of those students who were allowed to leave the room temporarily together with the exit and re-entry times. The maximum leave of absence is for 5 minutes. After this time limit, the invigilator may forbid the student to re-enter the room.

Every student will sign the roster twice during the test, once to record his/her presence to the test, and a second time to attest that he/she handed in a paper to the invigilator at the end of the test.

## **Disabled students**

Students with various forms of disability may benefit from special examination arrangements (30% extra time and/or a secretary if needed). To this end, they must produce at the beginning of the year, (unless their disability has appeared during the year), a certificate issued by a doctor specifying the nature of the adjustments to be provided for in order to guarantee adequate conditions for taking the test.

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

## **Fraud**

In case of fraud or attempted fraud, please refer to point 2 of the paragraph «Procedures and Sanctions» of Annex 4 on the Academic Integrity Charter

## **ANNEXE 4**

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### **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).

In addition to the above, high ethical standards and courage enable both people and organisations to implement these values (sources: University of Montréal and International Center for Academic Integrity).

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 a manager 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 in order 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 upholds.

In order to combat academic misconduct, including plagiarism, and to uphold academic integrity, the School is committed to 3 components: 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 refers to action(s) to gain an unfair advantage over others by cheating.

Academic misconduct refers to any behaviour or action which aims to or results in non-compliance with the rules relating to examinations, interim assessment and more broadly to any written or oral intellectual output (in particular the final dissertation or professional thesis). Generally speaking, academic misconduct arises when (written or oral) work is submitted which claims or implies compliance with rules for academic output, when this is not the case.

Here are some non-exhaustive examples of academic misconduct:

Use of unauthorised materials, documents, or resources for examinations;

Plagiarism: Intentionally or unintentionally passing off written work or any other intellectual output produced by others as one's own (even with their consent);

Working with others on work which should be completed individually;

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 for which you have not produced or done any work (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.

Based on the seriousness of the misconduct and the procedures set out below, penalties for actual or attempted academic misconduct shall be issued by:

The teacher, the Director of Studies or the Academic Director;  
The EM Normandie Business School Disciplinary Board;  
The EM Normandie Business School Appeals Committee, where applicable.

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. In the case of misconduct relating to the final dissertation or professional thesis, the Academic Integrity Service shall act as a complainant at the request of the tutor. The Academic Integrity Service provides advice and support to all stakeholders, except when it is a 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 programme 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 (especially 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 the 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.

Article L. 335-2 of the French Intellectual Property Code (code de la propriété intellectuelle) stipulates that: "Any publication of written material, musical compositions, drawings, paintings or any other output, printed or engraved in whole or in part, in disregard of the laws and regulations relating to the property of authors, shall constitute an infringement, and any infringement constitutes an offence.

The infringement in France of works published in France or abroad shall be punished by three years' imprisonment and a fine of 300,000 euros.

[...]

Where the offences provided for in this Article have been committed by an organised gang, the penalties shall be increased to seven years' imprisonment and a fine of 750,000 euros."

### 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 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 programme 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 the School or outside the School. The Academic Integrity Service (SIA: [sia@em-normandie.fr](mailto: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 file, under the direction of the Director of Studies, the Academic Director, the 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 in 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 note any refusal to sign in the report.

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 Board, the disputed work is corrected as is. The student can take part in further examinations. However, the Assessment Board cannot discuss 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 misconduct, 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 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 applicant teacher 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.

Should the student challenge a decision under options a. or b., the Director of Studies or the Academic Director must apply option c. No meeting or confrontation between the teacher, the Director of Studies or the Academic Director and the student(s)/intern(s) involved may take place outside the Disciplinary Board and its procedures.

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 Programmes. The Academic Integrity Officer should always be informed of this request (sia@em-normandie.fr) and consulted as and when required. They may ask to be invited to the Disciplinary Board meeting in the interests 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 context of 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 Officer will inform the Director of Programmes 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 referral to the Disciplinary Board by sending a complaint to the Director of Programmes.

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 Programmes.

In the second case, the Academic Integrity Officer acts as the complainant, while the person who wrote the infringement report acts as the applicant. Both the complainant and the applicant are required to be summoned and to 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 evidence that they have been able to gather during their investigation.

#### **4. Penalties that the Disciplinary Board may apply for cases of academic misconduct**

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. Resit of the subject in which the academic misconduct was committed, and invalidation of the semester in question;
3. 0/20 in the examination, and the student cannot resit this exam and is suspended from the course for a period to be set by the Disciplinary Board. This period must be between one month and one semester;
4. 0/20 in the examination, and the student cannot resit this exam;
5. 0/20 in the examination and a written warning.

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

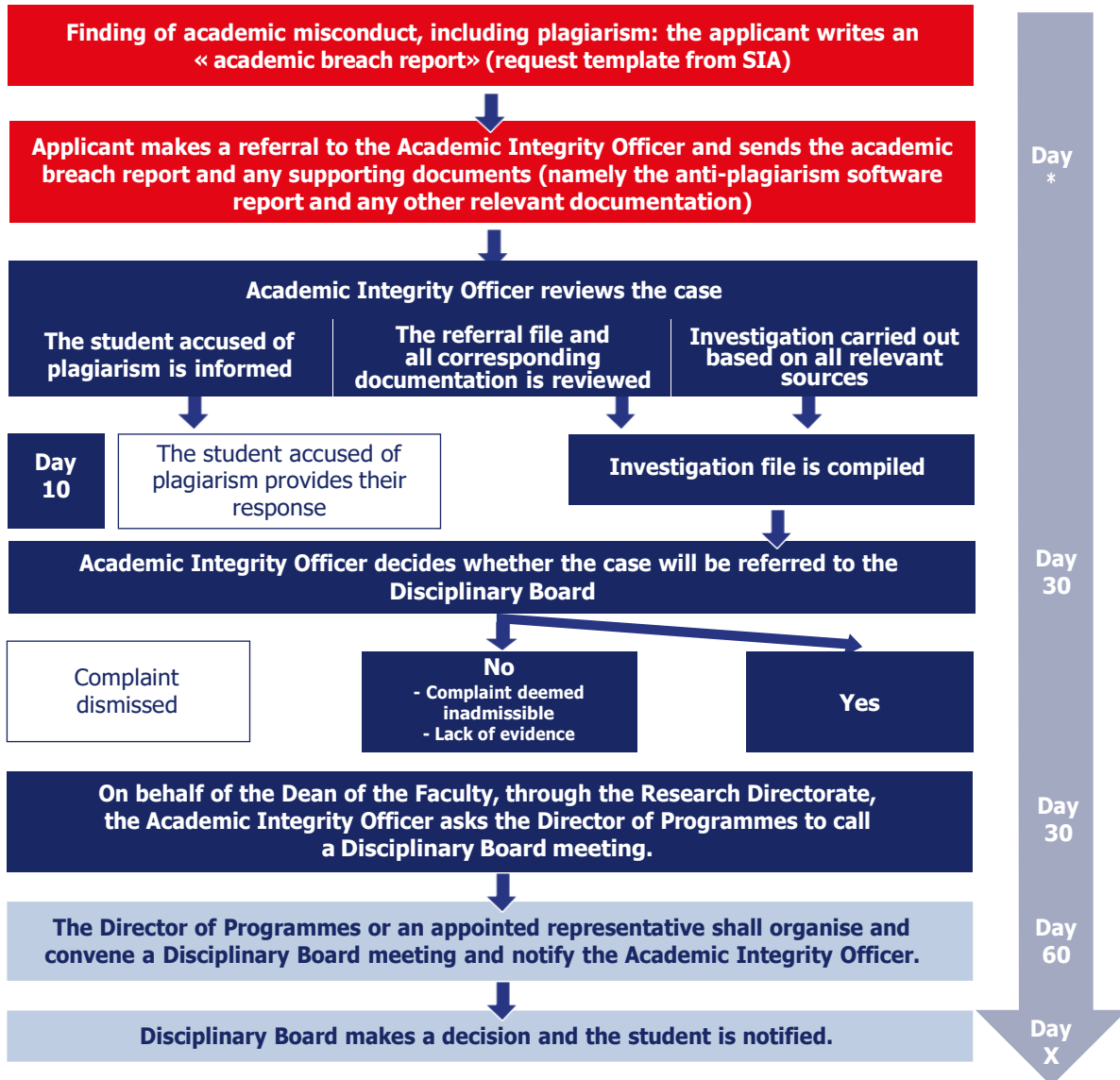
1. Permanent exclusion of the student;
2. 0/20 in the final dissertation and obligation to prepare a new dissertation on a different subject, and deferral of graduation;
3. 0/20 in the final dissertation, obligation to redo the entire dissertation as part of a resit and deferral of graduation;
4. 0/20 in the final dissertation, obligation to redo the plagiarised section of the dissertation as part of a resit and deferral of graduation;
5. 0/20 in the final dissertation, obligation to redo the entire dissertation as a resit;
6. 0/20 in the final dissertation and obligation to redo the plagiarised section of the dissertation. The entire dissertation will therefore need to be corrected again.

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.



## ACADEMIC MISCONDUCT INVESTIGATION PROCESS FOR DISSERTATIONS AND PROFESSIONAL THESES



Supervisor
  SIA
  Programmes

D\* working days: Monday to Friday, excluding school holidays and August.  
 The periods of 25 July 25 to 25 August and 24 December to 1 January are excluded from the timescales.

## **ANNEXE 5**

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EM Normandie complies with the regulatory obligations for hosting Students with Disabilities (ESH), as established in Law No. 2005-102 of 11 February 2005, for equal rights and opportunities, participation and citizenship of persons with disabilities, and in particular the provisions of Article 20: "Higher education institutions shall 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.

### **Wellbeing and Inclusion Department**

EM Normandie's Wellbeing and Inclusion Department supports students with disabilities. This department provides a welcoming space, help and information to these students throughout their studies. It is their main contact point for issues related to disability (studying, general support, information on their rights, graduate employment, etc.), and, if necessary, puts a learning adjustment protocol in place, which is validated by the Director of Programmes.

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

### **Learning adjustment protocol**

Following this interview, 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 Department of Languages 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 assessed 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
- Time increased by one third 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

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

### Oral expression

- Time increased by one third for preparation
- Time increased by one third for 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 candidates
- 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 :