

MASTER'S DEGREE

ACADEMIC REGULATIONS

Applicable as from academic year 2020 / 2021

FIELD: Law, Economics, Management

DEGREE: MASTER'S DEGREE **LEVEL:** M1 and M2

Specialisation: *Business Administration and Management (MAE)*

M2 programmes of study: Applied Corporate Management
International Manager
Dual-skilled Manager

Training system / Modes:

System: initial training off-the-job training

Modes: presence-based: distance training; agreement

sandwich course: professional training or apprenticeship

DATE OF THE ACCREDITATION ORDER BY THE MINISTRY: 11/07/ 2016

MASTER'S PROGRAMME DIRECTOR: Ms Charlotte DISLE

HEADS OF THE YEAR: Ms Annick VALETTE (M1), Ms Sandrine FINE-FALCY (Initial training), Ms Charlotte DISLE (Off-the-job training), Ms Sonia BECHKA (International Manager, Applied Corporate Management), Mr Frédéric BERTRAND (Distance programmes).

MANAGERS: Ms Isabelle CAILLE (M1), Ms Anna LAMANNA (M1, M2 FC), Ms Julie RUFFET (M2 International Manager, M2 Applied Corporate Management), Ms Léa BOUCHET (M2 MAE Dual-skilled Manager)

I – General provisions

Article 1 – Aims and skills acquired during the training

The *Business Administration and Management* Master's Degree, a flagship degree offered by institutes of business administration (IAE) is intended to develop the managerial skills of students and/or executives who have already been recognised for their specialised expertise (scientific, technical, legal, etc.) gained through an initial Bachelor's Degree or Master's Degree level training.

The *Dual-skilled Manager* programme is fully in line with this aim and is intended to train corporate officers or executives who are advancing towards management positions with greater responsibility in a French environment.

The *Applied Corporate Management* programme is the equivalent of the previous programme but rather in an English speaking context. It trains corporate officers or executives who are advancing towards managerial positions in an international environment.

The *International Manager* programme prepares students for supervisory positions in international groups or in the international departments of companies as the training includes the international dimensions of business management.

Regardless of the programme selected, graduates are prepared for a wide variety of jobs and sectors of activities corresponding to their original training, with a high percentage integrating general management, business unit management or project management positions.

II – Organisation of studies

Article 2 – General organisation of studies

The training course is organised into 4 semesters, (2 semesters per year, 30 credits per semester) divided into 16 compulsory course units (U.E. - Unités d'Enseignements) or elective course units (mandatory or optional).

M1 is only offered as off-the-job training.

The M2 Dual-skilled Manager programme is offered as initial training and off-the-job training. During initial training, the programme is organised differently depending on the target audience:

- A “traditional” programme, organised over one academic year or for doctoral candidates of other disciplines than management sciences. In the latter case, the course is spread over three years. The degree is only obtained at the end of the last year. The validation of the ECTS credits of the “traditional” programme is adjusted over three years via a learning contract entered into with the student;
- An “engineers” programme; organised as a combined degree with the Grenoble INP engineering school;
- A “pharmacist” programme organised as a double degree with the Université Grenoble Alpes Faculty of Pharmacy.

The Dual-skilled Manager programme is also offered under a double degree agreement (CEFCO Lausanne, Switzerland). An agreement signed with the foreign partner sets out the rules for validating the degree particularly the conditions of equivalence between the courses offered by the two programmes.

The International Manager programme is offered as initial training and under a double degree agreement (SBA, Teheran). An agreement signed with the foreign partner sets out the rules for validating the degree particularly the conditions of equivalence between the courses offered by the two programmes.

The Applied Corporate Management is offered as initial training and under a double degree agreement (Shanghai, China). An agreement signed with the foreign partner sets out the rules for validating the degree particularly the conditions of equivalence between the courses offered by the two programmes.

Number of hours of training per year:

M1: 406h

M2: 375 hours for International Manager
273 hours for International Manager (Iran)
384 hours for Applied Corporate Management
352 hours for Applied Corporate Management (China)
523 hours for Dual-skilled Manager as initial training (traditional)
517 hours for Dual-skilled Manager as initial training (engineers)
349 hours for Dual-skilled Manager (Switzerland)
336 hours for Dual-skilled Manager as off-the-job training

Article 3 – Composition of the courses

Refer to the **Knowledge and Skills Assessment Procedures Table**.

Comments on certain items of the Knowledge and Skills Assessment Procedures Table:

Foreign languages:

Language taught: English:

Number of hours: **M1:** Lectures: Seminars: 20h **M2:** Lectures: Seminars: 24 hours for the Manager programme in initial training (engineers)

In M2, only the Dual-skilled Manager programme (engineers) offers classes in English with a volume of 24 hours in semester 4.

The International Manager and Applied Corporate Management programmes are entirely conducted in English.

■ mandatory: S1 20h S2 0h S3 0h S4 24h

□ optional: S1__ S2__ S3__ S4__

Internship:

An agreement must be signed for any internship. Depending on the duration and the place of the internship, the intern may receive payment in accordance with legal and regulatory provisions in force.

Unless otherwise agreed by the Programme Director, internships must take place outside of teaching hours (lectures, seminars, practicals).

Non-credited internships may, subject to a teaching follow-up, be considered within the framework of the training, in addition to the internships planned in the programme, provided that they are covered by a report submitted by the student and subject to an assessment.

Subject to agreement from the Programme Director, the student may carry out career exploration internships, in particular in connection with a career shift project.

It is possible to validate experience gained in an internship via a learning contract: civic service and professional experience.

Under no circumstances must an internship be continued after 30 September of the academic year in progress.

As regards employees undergoing off-the-job training or by an exemption granted by the programme director in light of an exceptional situation (e.g. students with disabilities or high-level athletes), the internship may be adjusted or replaced with a project.

M1 (off-the-job training)

- mandatory (required for obtaining the degree)
- optional with ECTS credits (necessary for obtaining the degree when selected)
- optional with no ECTS credits (not taken into account for obtaining the degree when selected)

Duration: no minimum duration

The internship in the same host structure shall not exceed 924 hours (equivalent to 6 months full-time) per university year outside of class hours.

Period:

In M1, the internship may take place all throughout the year outside of class hours.

Conditions:

The internship takes place under the dual supervision of an executive from the company and a professor from the programme (or a professional accredited by the programme director). The student must hand in a graded internship report.

M2, Applied Corporate Management programme (initial training and agreement with China)

- mandatory (required for obtaining the degree)
- optional with ECTS credits (necessary for obtaining the degree when selected)
- optional with no ECTS credits (not taken into account for obtaining the degree when selected)

Duration: 16 weeks minimum.

Period:

The internship shall take place at the end of semester 4 classes, i.e. from April to September.

Conditions:

The internship shall take place in an international department of a company in France or abroad. It takes place under the dual supervision of an executive at the company and a professor from the programme (or a professional accredited by the programme director). The student must hand in a graded internship report.

As regards the distance programmes, the internship may be replaced by a project and the preparation of a report.

M2, International Manager programme (initial training and agreement with Iran)

- mandatory (required for obtaining the degree)
- optional with ECTS credits (necessary for obtaining the degree when selected)
- optional with no ECTS credits (not taken into account for obtaining the degree when selected)

Duration: 16 weeks minimum.

Period:

The internship shall take place at the end of semester 4 classes, i.e. from April to September.

Conditions:

The internship shall take place in an international department of a company in France or abroad. It takes place under the dual supervision of an executive at the company and a professor from the programme (or a professional accredited by the programme director). The student must hand in a graded internship report.

As regards the distance programmes, the internship may be replaced by a project and the preparation of a report.

M2, Dual-skilled Manager programme (initial training and agreement with Switzerland)

- mandatory (required for obtaining the degree)
- optional with ECTS credits (necessary for obtaining the degree when selected)
- optional with no ECTS credits (not taken into account for obtaining the degree when selected)

Duration: 16 weeks minimum.

Period:

The internship shall take place at the end of semester 4 classes, i.e. from April to September.

Conditions:

The internship takes place under the dual supervision of an executive at the company and a professor from the programme (or a professional accredited by the programme director). The student must hand in a graded internship report.

In relation to the students who opted for a research programme, subject to the approval of the programme director, a student may carry out a non-credited internship, in addition to a dissertation, in any type of organisation, with the proviso that this internship is carried out during the periods when teaching activities are suspended and that the student hands in a graded report and sits an assessment in relation to these internships.

As regards the distance programmes, the internship may be replaced by a project and the preparation of a report.

M2, Dual-skilled Manager (off-the-job training)

- mandatory (required for obtaining the degree)
- optional with ECTS credits (necessary for obtaining the degree when selected)
- optional with no ECTS credits (not taken into account for obtaining the degree when selected)

Duration: No minimum duration

Period:

The internship may take place all throughout the year outside of class hours.

Conditions:

The internship takes place under the dual supervision of an executive at the company and a professor from the programme (or a professional accredited by the programme director). The student must hand in a graded internship report.

Dissertation / Internship report / Tutored project:

- Dissertation:

In the various programmes, as part of initial training (excluding agreement), a single grade is awarded for the internship which includes the report (50%), the company's assessment (30%) and the viva voce (20%).

In M2, Dual-skilled Manager (off-the-job training), there is no mandatory internship however students must hand in a report.

Deadline date for submission: at least 15 days before the viva voce for which the date will be set by the dissertation supervisor.

- Internship report:

None

- Tutored projects:

Tutored projects are organised throughout the training course. The date for submitting reports is set by the relevant teaching supervisor at least 15 days before the date of the viva voce when this is scheduled.

III - Skills and knowledge assessment

Article 4 – Test methods	
4.1 - Test procedures	
Refer to the Knowledge and Skills Assessment Procedures table .	
4.2 - Course attendance	
During lectures: During seminars:	Students must attend all lectures, seminars, practicals and professional conferences. Any student who is absent more than two times without a valid reason, may receive a 0/20 grade for the continuous assessment of the class in question.
Attendance exemption:	As an exception, students may be exempted from regular attendance at certain classes. In this case, a learning contract will be signed between the director of academic programmes, the programme director and the student at the start of the year.
Article 5: Validation, pass by compensation, recognition and accumulation	
5.1 - General rules for validating course units, a semester, a year	
Year	M1 and M2: average for each semester $\geq 10/20$.
Semester	A semester may be obtained: - by validating each course unit making up the semester (grade $\geq 10/20$), - by compensation between these course units (overall average of the semester $\geq 10/20$). No grade < 7 for course units which have a threshold grade (refer to the “threshold grade” paragraph below).
Waiving the pass by compensation rule	None
Threshold grade	A threshold grade of 7/20 is applied for all course units in M1 and M2 except for the subjects or course units which cannot be passed by compensation (refer to the paragraph “Course units which cannot be passed by compensation” below). When the average of the course unit is less than this threshold grade, the course unit cannot be passed by compensation.
Course units which cannot be passed by compensation	In the Dual-skilled Manager programme, initial training, the “Internship report and viva voce” subject of the UE6 course unit cannot be passed by compensation. In the Dual-skilled Manager programme (off-the-job training), the “Professional report” subject of the UE5 course unit cannot be passed by compensation. In the Dual-skilled Manager programme (engineers), initial training, the “Internship” subject of the UE6 course unit cannot be passed by compensation. In the International Manager and Applied Corporate Management programmes, the “Internship” subject of the UE7 course unit cannot be passed by compensation.
5.2 - Recognition	
Recognition of the student’s involvement	Compensating the commitment of elected student representatives (extract from the regulations for student representation voted at the meeting of the Education and Student’s Life Board (CFVU) on 01 December 2016): In order to give value to the major commitment made by a student representative, the university has implemented an extra credit system for which the rating was voted by the CFVU on 13 July 2017. In order to ensure independence of student representatives, these extra credits shall be granted to all student representatives who have physically attended at least half of the meetings of the boards and work groups to which they have been elected and/or appointed. These credits cannot be accumulated with an ETC credit that is also awarded for involvement in a UGA board.

	<p>Caution: The elected student representative cannot combine the benefit of the extra credits system for the same semester with any other arrangement recognising the student's community engagement (ETC "involvement in voluntary work and student representation activities", ad hoc measures implemented by the components, etc.)</p>
<p>Recognition of the student's involvement in student associations, social and professional activities</p>	<p>Act No. 2017-86 of 27 January 2017 lays down a principle for validation, under the course of study, of the skills, knowledge and abilities acquired by a student during his or her involvement in volunteer work, civic, cultural or professional activities. In addition, arrangements may be made in the organisation and conduct of the studies in order to allow the student to reconcile his or her studies and these activities.</p> <p>The activities covered by these arrangements are as follows:</p> <ul style="list-style-type: none"> - Working students (on average 10 hours per week over a minimum period of 3 months) - Students who are members of the executive committee of an association - Civic services - Volunteer firefighters - Operational military reserves - Army volunteers <p>At UGA, the procedures for recognition of student's community involvement may be as follows:</p> <ul style="list-style-type: none"> - Validation in connection with the awarding of the degree <ul style="list-style-type: none"> • Allocation of credits via the existing optional cross-disciplinary courses (ETC) • Or allocation of extra credits (0.5) applied to the general average and determined in the learning contract. <p>The same activities can only give rise to a single validation per training cycle and are not necessarily associated with the current academic year.</p> <ul style="list-style-type: none"> - Recognition: The student's community involvement is integrated into the supplement to the degree - Arrangements: <ul style="list-style-type: none"> • An organisation of the time table (selection of seminars / practicals groups) • Total or partial exemption from classes • Authorisation of absence with regard to the community involvement • Arrangements for examinations • Arrangements for the duration of the curriculum <p>These arrangements are made by taking into account the specific characteristics of the various programmes and degrees within the institution.</p> <p>The learning contract outlines the nature of the arrangements established and/or the conditions for validation.</p>
<p>Extra credit</p>	<p>None</p>
<p>5.3 - Accumulation</p>	
<p>A course unit that has been validated cannot be taken again. As a result, the course units and the corresponding ECTS credits are definitively validated and accumulated insofar as the student has obtained the passing grade. The course components that have received ECTS credits can be accumulated.</p> <p>The subjects that have no credits cannot be accumulated.</p>	

Article 6 - Examination conditions	
Management of absences	
Absence during continuous assessments	<p>Students who are absent with a valid reason are given zero for the continuous assessment, unless they can be proposed a resit examination during the same session.</p> <p>Students who are absent without a valid reason are considered as defaulting the continuous assessment in question.</p>
Absence during the final examinations	<p>Students who are absent with a valid reason during the 1st session receive a zero grade at the final examination in question.</p> <p>Students who are absent with a valid reason during the resit examination, may, where feasible, be allowed to sit an examination of equivalent nature and duration, provided that the head of the year consents thereto. If this is not possible, they will receive zero for the final examination in question.</p> <p>Students who are absent without a valid reason are considered as defaulting for the final examination in question.</p>
Article 7 - Organisation of the resit session	
Interval between 2 sessions	The resit session is organised, where possible, at least fifteen days after publication of the results of the initial session.
Transfer of the session 1 grade to the resit session	<p>In the event of failure of a semester:</p> <p>Validated course units: A course unit for which the grade is more than or equal to 10 is permanently validated. No subjects or components of this course unit can be taken again.</p> <p>Non-validated course units:</p> <p>Course units that can be passed by compensation: - Students may opt to resit a course unit for which they received a grade less than 10/20.</p> <p>Course units that cannot be passed by compensation: - Course units for which the grade is less than 10/20 must be taken again.</p> <p>Course units with a threshold of 7: - Course units for which the grade is < 7/20 must be taken again. - Students may opt to resit the course units for which they received a grade $\geq 7/20$ and < 10/20.</p> <p>If the course unit is composed of course components or subjects: - the grades of the course components, if they have been validated, are automatically retained for the resit session, - The grades of the subjects may be retained, based upon the assessment of the Programme Director.</p> <p>Irrespective of the grade received during the resit session, it replaces the session-1 grade.</p>
Article 8 – Review committee	
<p>The decisions of the review committee, with regard to the grades and the final result, are final and irrevocable. The committee has sole authority and may or may not, via a special decision, allocate “jury points” to allow the student to pass. Any student who notes an error in his or her results must promptly report it.</p> <p>It is recommended that the M1 committees meet no later than mid-July of the current academic year for the 2 sessions. If for educational reasons this recommendation cannot be followed, these committees must meet no later than mid-July for the 1st session and no later than September 10th for the resit session.</p>	

The committees for the M2 resit session (or single session as the case may be) must meet no later than September 30th of the current academic year.

Article 9 – Communication of the results

The results are posted at the location of training and/or on the student's digital work environment (ENT).

V- Results

Article 10 – Repeating a year

Repeating M1 and M2: Repeating a year is not by right.

Students who would like to repeat the year must make a request to do so. Their request is examined by the admissions committee. In the event of acceptance, the students must comply with the conditions of registration.

The components which can be accumulated are definitively acquired and are therefore taken into account for the repeat year. They may not be taken again.

If there is a change in the educational model, a learning contract shall be drawn up between the student repeating the year, the programme director and the Director of Academic Programmes.

Article 11 – Awarding of the degree

11.1 - Intermediary four-year university degree

The four-year university degree is obtained by validation of each of the 2 M1 semesters.

11.2 - Master's degree

The Master's degree is obtained when the student has independently validated M1 and M2.

The grade for the Master's Degree is calculated as an average of the grades for semesters 3 and 4.

11.3 - Rules for awarding honours

Honours are calculated based on the general average of the degree, whether it is obtained in session 1 or in the resit session.

Average ≥ 10 and < 12 = Pass

Average ≥ 12 and < 14 = Lower Second Class honours

Average ≥ 14 and < 16 = Upper Second Class honours

Average ≥ 16 = First Class honours

11.4 – Issuance of the Supplement to the degree

The supplement to the degree is issued at the student's request.

VI - Miscellaneous provisions

Article 12 – Gap year

This is a period during which a student who is enrolled in an **initial higher learning training programme** temporarily suspends his or her studies in order to acquire professional or personal experience, either independently or under the supervision of a host organisation in France or abroad (refer to Article D.611-13).

The gap year is carried out on a strictly voluntary basis by the student who decides to undertake this year and cannot be rendered a requirement for the awarding of the degree prepared before and after this suspension. Therefore, it cannot be made mandatory.

Each study cycle grants entitlement to a single gap year. It may begin upon enrolment in the training course and will end no later than before the last semester of the end of this training course irrespective of the duration of the study cycle.

<p>Article 13 – Travel</p> <p>As part of their schooling, students may have to make trips to take part in activities outside of the university premises.</p>
<p>Article 14 – Study abroad</p> <p>Apart from the gap year, all or part of the course may be carried out in a partner foreign university subject to the approval of the programme director. In this case, a learning contract shall be drawn up at the start of the year between the student, the programme director and the Director of Academic Programmes.</p>
<p>Article 15 – Arrangements for individuals with specific needs <i>(excluding the measures mentioned in Article 5.2 for students involved in community and civic activities)</i></p> <p>Arrangements in the organisation and conduct of studies are made based on the specific characteristics of the training and the possibilities of the teaching staff for the following individuals:</p> <ul style="list-style-type: none"> - Students involved in several courses of study - High-level athletes (refer to the high-level sports charter) - High-levels artists - Students with disabilities - Students with family responsibilities, pregnant students - Reserves of the national education system <p>These adjustments and arrangements are specified in the learning contract.</p>
<p>Article 16 – General discipline</p> <p>Refer to the framework regulations of studies and examinations for the master's cycle.</p>
<p>Article 17 – Specific provisions for the training (if necessary)</p> <p>None</p>
<p>Article 18 – Transitional measures</p> <p>None</p>