



**UK**

**ACADEMIC REGULATIONS  
MASTERS IN MANAGEMENT  
(PROGRAMME GRANDE ÉCOLE)**

**2025 - 2026**

*Where provisions in this document conflict with UK law, official guidance, Office for Students requirements, or EM Normandie UK policies, the latter will take precedence.*



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## 1. GENERAL PROVISIONS

EM Normandie is a higher education institution operating as a non-profit organisation in France. Throughout its history, EM Normandie has known how to reinvent and adapt itself to a changing world and is a business school that:

- Trains students and professionals to take on the managerial and entrepreneurial challenges of tomorrow and to make decisions and take action during uncertainty within businesses and organisations.
- Is committed to having a positive impact on its internal and external stakeholders (Normandie, Paris, U.K., Ireland, Dubai) and to its local and international development projects (e.g. Vietnam, United States).
- Produces knowledge through the research work carried out by faculty, in conjunction with professional business practices.
- Practices evolving pedagogy, combining digital technology, teamwork, and humanities.
- Supports students throughout their professional lives in their job search, thanks to an extensive network of partner companies and alumni
- Respects human rights, regions, and cultures.

Accepting the core regulations is an essential condition for validating your student enrolment.

## 2. ADMISSIONS THROUGH EM NORMANDIE CENTRAL ADMISSIONS

**Please note:** some parts of these regulations refer to options or matters which may not be available or applicable to students studying at EM Normandie UK.

All admissions onto the Programme Grande École (PGE) are administered by the EM Normandie Admissions Department based in France, in accordance with the procedures outlined below.

A candidate, whether studying for the French baccalaureate (or equivalent) or further/higher education, can only apply once during an admission's year. They cannot apply to the programme through different admission pathways. No candidate may sit the *concours*<sup>1</sup> more than three times, regardless of the admission pathway.

International students, including students from the UK, are allowed to sit the *concours* under the same conditions as French candidates.

Notice of the opening of the annual session, published in the official bulleting of the French Ministry of Higher Education and Research, specifies the number of open places for the different admission procedures.

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<sup>11</sup> In France, a “concours” refers to a nationwide French competitive examination. This does not apply exclusively to EM Normandie, but allows successful candidates to apply for admission to a number of prestigious institutes of higher education in France (“Grandes Écoles”).

Admission to the Masters in Management (Programme Grande École) is done through several procedures, depending to the level of entry:

- Undergraduate admission cycle.
- Masters admission cycle.
- Continuing education admission cycle.

## **2.1 Undergraduate Admission Cycle**

### **2.1.1 Admission to first-year undergraduate (U1): Admission via post-baccalaureate admissions tests**

Admission to the first year is done through the SESAME *concours* and via the Parcoursup platform for French and international candidates.

#### **2.1.1.1 Number of places**

The number of open places for the *concours* is declared every year to the French Ministry of Higher Education and Research for publication in the Official Bulletin.

#### **2.1.1.2 Concours entry requirements**

Candidates who have obtained their French baccalaureate, or equivalent, are eligible to sit the *concours*. Those who are in the process of obtaining their qualification are also eligible to sit the *concours*, however, their admission to a Grande École will be subject to the successful completion of their qualification.

The Grandes Écoles using the SESAME *concours* offer multiple pathways that the students can choose from.

#### **2.1.1.3 Admissions tests**

The tests are carried out in line with the terms and conditions of EM Normandie's chosen *concours* provider. Following the written tests, the panel sets an eligibility threshold and determines the list of candidates authorised to sit the oral tests.

#### **2.1.1.4 Admissions procedure**

Following the oral tests, the admissions panel sets an admission threshold and establishes the list of candidates eligible for admission. They are ranked according to the marks obtained across all written and oral tests. The candidates who are declared as fit for admission must confirm their enrolment (via the Parcoursup portal) no later than the set calendar deadline, otherwise it will be assumed that they have not accepted their place.

#### **2.1.1.5 Composition of the admissions panel**

Each year, the members of the admissions panel are declared to the Regional Education Authority Director (*Recteur d'Académie*). The president of the panel will be selected from among the teaching faculty. A vice-president is designated to stand in for the president in case they are unavailable. The admissions panel also includes members of the school proposed each year by the School Director and the panel convenes in the presence of the Regional Education Authority Director (*Recteur d'Académie*) or their representative. The report of deliberations, signed by the

president of the panel, together with the list of proposed students for admission, are sent to the Regional Education Authority Director (*Recteur d'Académie*).

### **2.1.2 Admission to third-year undergraduate (U3): Admissions tests for students holding diplomas**

Admission to third-year undergraduate via the PASSERELLE 1 *concours* is conducted in compliance with regulations for the current year.

#### **2.1.2.1 Number of places**

The number of open places for the *concours* is declared every year to the French Ministry of Higher Education and Research for publication in the Official Bulletin.

#### **2.1.2.2 Concours entry requirements**

Candidates who have obtained a diploma, certificate, or equivalent qualification certifying two years of higher education (120 ECTS, equivalent to 240 FHEQ credits), may sit the *concours*.

Those who are in the process of obtaining their diploma, certificate, or equivalent qualification are also eligible to sit the *concours*, however, their admission to a Grande École is subject to successful completion of said diploma, or recognised equivalent qualification, before the 30<sup>th</sup> of November of the same year.

The entry requirements are determined by the Passerelle *concours* for the current year.

#### **2.1.2.3 Admissions tests**

The tests are carried out in line with the terms and conditions of EM Normandie's chosen *concours* provider.

#### **2.1.2.4 Admissions procedure**

Prior to the tests, the management team of the EM Normandie Group in France sets an admissions threshold necessary for entry to the programme. At the end of the *concours*, EM Normandie presents the list of candidates eligible for admission during the admissions panel.

Following the *concours*, the admissions panel (further details regarding this panel are mentioned in Paragraph 2.1.2.5 of this section) determines the list of candidates eligible for admission. These candidates are ranked by order of merit and the number of candidates on the list is within the limit of the number of places offered in the *concours*. The admissions panel may also establish a waitlist based on order of merit. Candidates on the waitlist may become eligible for admission if any candidates who were initially listed or who were ranked higher on the waitlist withdraw their application. EM Normandie sends the list of candidates admitted according to this procedure to the Ministry of Higher Education and Research.

#### **2.1.2.5 Composition of the admissions panel**

Each year, the members of the admissions panel are declared to the Regional Education Authority Director (*Recteur d'Académie*). The president of the panel will be selected from among the teaching faculty. A vice-president is designated to stand in for the president in case they are unavailable. The admissions panel also includes members of the school proposed each year by

the School Director and convenes in the presence of the Regional Education Authority Director (*Recteur d'Académie*) or their representative. The report of deliberations, signed by the president of the panel, together with the list of proposed students for admission, are sent to the Regional Education Authority Director (*Recteur d'Académie*).

#### **2.1.2.6 Offer acceptance procedure**

Following communication of results, the candidate chooses the Grande École in which they wish to be admitted to by following the process defined by the PASSERELLE Programme Grande École *concours* regulations.

## **2.2 Masters Admission Cycle**

### **2.2.1 Admission to 4<sup>th</sup> year (Masters Year 1 – M1): Admissions tests for students holding undergraduate degrees or equivalent qualifications**

Admission to the 4<sup>th</sup> year via the PASSERELLE 2 *concours* is conducted in compliance with the regulations for the current year.

#### **2.2.1.1 Number of places**

The number of open places for the *concours* is declared every year to the French Ministry of Higher Education and Research for publication in the Official Bulletin.

#### **2.2.1.2 Concours entry requirements**

Candidates who have successfully completed an undergraduate degree, or equivalent qualification certifying three years of higher education (180 ECTS, equivalent to 360 FHEQ credits), are eligible to sit the *concours*.

Those who are in the process of completing an undergraduate degree, or equivalent qualification, are also eligible to sit the *concours*, however, their admission to a Grande École is subject to successful completion of said degree, or recognised equivalent qualification, before 30<sup>th</sup> of November of the same year.

The entry requirements are determined by the Passerelle *concours* for the current year.

#### **2.2.1.3 Admissions tests**

The tests are carried out in line with the terms and conditions of EM Normandie's chosen *concours* provider.

#### **2.2.1.4 Admissions procedure**

Prior to the tests, the management team of the EM Normandie Group in France sets an admissions threshold necessary for entry to the programme. At the end of the session, EM Normandie presents the list of candidates eligible for admission during the admissions panel. Following the *concours*, the admissions panel (further details regarding this panel are mentioned in Paragraph 2.2.1.5 of this section) determines the list of candidates eligible for admission. These candidates are ranked by order of merit.

EM Normandie sends the French Ministry of Higher Education and Research the list of eligible candidates by order of merit. The number of places available on the list is within the limit of the number of places offered in the *concours*. A waitlist may also be established based on order of merit.

Candidates on the waitlist may become eligible for admission if any candidates who were initially listed, or who were ranked higher on the waitlist, withdraw their application.

#### **2.2.1.5 Composition of the admissions panel**

Each year, the members of the admissions panel are declared to the Regional Education Authority Director (*Recteur d'Académie*). The president of the panel will be selected from among the teaching faculty. A vice-president is designated to stand in for the president in case they are unavailable. The admissions panel also includes members of the school proposed each year by the School Director and convenes in the presence of the Regional Education Authority Director (*Recteur d'Académie*) or their representative. The report of deliberations, signed by the president of the panel, together with the list of proposed students for admission, are sent to the Regional Education Authority Director (*Recteur d'Académie*).

#### **2.2.1.6 Offer acceptance procedure**

Following communication of results, the candidate chooses the Grande École in which they wish to be admitted to by following the process defined by the PASSERELLE Programme Grande École *concours* regulations.

### **2.2.2 Admission for holders of an international higher education degree arriving as an international student**

This admission pathway is reserved for international candidates who are either arriving in France on a student visa or are on an international mobility programme in France.

#### **2.2.2.1 Number of places**

The number of open places for this admission pathway is declared every year to the French Ministry of Higher Education and Research for publication in the Official Bulletin.

#### **2.2.2.2 Entry requirements**

This admissions pathway is open to those who have successfully completed an undergraduate degree, or equivalent qualification certifying three years of higher education (180 ECTS, equivalent to 360 FHEQ credits).

Admission of candidates who are in the process of completing an undergraduate degree or recognised equivalent qualification is subject to the successful completion of said undergraduate degree or a recognised equivalent qualification, before the 30<sup>th</sup> of November of the application year.

This pathway is open to students who can provide proof of, at minimum, a further education qualification validated abroad and/or a diploma or recognised equivalent from an international higher education institution certifying three years of studies (180 ECTS, equivalent to 360 FHEQ credits).

The Admissions Department reserves the right to redirect the candidate toward the national admissions pathway.

### 2.2.2.3 Admissions procedure

Admission is based on the following elements:

- Review of the application profile.
- Language level (English/French).
- Admissions interview to evaluate motivations for joining the programme, in the language of the requested programme.

As part of the application profile, the candidate must provide:

- Official proof of the required degree (if the candidate has already graduated) or a certificate of current enrolment along with an official transcript (if the candidate has not yet graduated),
- An up-to-date CV,
- Valid proof of identity,
- Portfolio, which includes a statement of intent and other supporting documents, completed in the desired language of instruction.
- **For the English-speaking track:** an English proficiency test<sup>\*2</sup>
  - UNDERGRADUATE: TOEFL IBT 72, IELTS 5.5, TOEIC 550 or an equivalent test (Cambridge, ICIMS, Duolingo) at B1 level
  - GRADUATE: B2, TOEFL IBT 83, IELTS 6.0, TOEIC 785 or equivalent test (Cambridge, ICIMS, Duolingo) at B2 level
  - This is not required for candidates coming from English-speaking countries or candidates who have completed at least one year of schooling 100% in English. However, EM Normandie reserves the right to request an English test if they have doubts about a candidate's proficiency.
- **For the French-speaking track:**
  - A B2 French test (TCF, DELF/DALF).
  - This is not required for candidates coming from French-speaking countries or candidates who have completed at least one year of schooling 100% in French. However, EM Normandie reserves the right to request a French test if they have doubts about a candidate's proficiency.

For all documents provided, there must be an official translation (in either English or in French). Except for rare cases approved by the Admissions Department, the candidate must pay an application fee.

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<sup>2</sup> Minimum language requirements for the Oxford campus may vary, students who are interested in studying on the Oxford campus should verify they meet the minimum criteria.

As soon as the application is complete and the fees are paid, the candidate becomes eligible for the application review process.

Review of the application results in an eligibility score of the candidate. If this mark is greater than or equal to 10/20, the candidate is eligible to proceed to the admissions interview, in the language of the programme applied for. Following the interview, a mark is attributed out of 20. The candidates are questioned on their academic background and their motivations for joining the programme.

Candidates are considered admitted if the total mark (from both the application review and interview) is greater than or equal to 13/20.

If the admitted candidate does not pay their tuition deposit by the specified deadline, the school reserves the right to cancel their admission to the programme.

EM Normandie will contact and inform candidates on the terms of admissions via email, using the email address provided by the candidate in the application portal. The candidate is responsible for ensuring the contact details that they have provided are correct and must regularly check their email inbox.

The school reserves the right to deny admission to a candidate for failure to meet test deadlines, suspicion of cheating, inappropriate behaviour, and any other reason deemed incompatible with admission to a Grande École.

#### **2.2.2.4 Offer acceptance procedure**

Admitted candidates must confirm their enrolment no later than the set calendar deadline; otherwise, they will be considered as having withdrawn their application.

The admitted candidate must provide their certificate of their previous degree no later than the 30<sup>th</sup> of November of their entry year. In the case of failure to obtain or produce this certificate, the student will be excluded from the programme.

At the beginning of each academic year, EM Normandie sends to the Regional Education Authority Director (*Recteur d'Académie*) the list of admitted candidates based on this admissions procedure.

### **2.3 Admissions via partnership agreements**

#### **2.3.1 Admission based on qualifications reserved for international partners**

Partnerships with several international institutions have been established with the goal of facilitating student admissions. These formal agreements guarantee specific eligibility criteria and simplified procedures for students from partner schools. These partnerships are strictly based on predefined criteria and are subject to constant evaluation to ensure their relevance and alignment with academic and institutional goals. They aim to promote educational cooperation between different institutions and to offer additional opportunities to international students who wish to pursue their studies in our institution.

### **2.3.2 Admission based on international exchange agreements**

- Under a bilateral cooperation and exchange agreement (including Erasmus+ agreements) between EM Normandie and an international higher education institution, international students can be admitted to one of the years of PGE studies (except the first year) for a period ranging from one semester to a full academic year.
- Students pursuing a non-degree exchange must submit the required admissions documents to the *Direction des Affaires Internationales* (DAI) by the deadlines outlined in the institutional agreement.
- The DAI is responsible for ensuring the process and selection of candidates is followed. This selection will then be confirmed during the selection committee with the director of programmes.
- To be admitted into French-speaking or English-speaking programmes, the required language level is B2 (for English Undergraduate and Graduate: TOEIC 785, or equivalent). A certificate of this level issued by the partner institution is accepted for enrolment.

### **2.3.3 Admission under degree-granting international exchange agreements**

- Students apply for entry to the Master 2 (second-year Masters).
- They must be sent by an EM Normandie partner university with which an agreement exists, and they must have obtained the equivalent of 240 ECTS (or 480 FHEQ credits) before arriving at EM Normandie.
- Only students who have completed at least one full year (or 18 months) of schooling in the second Programme Grande École cycle (2<sup>nd</sup> year of the Masters) and have validated, for that year alone, the credits and conditions necessary to obtain the degree in accordance with the agreement signed between the institutions, are eligible to receive an EM Normandie diploma.
- The student must first graduate from their home university before receiving an EM Normandie degree.

### **2.3.4 Admission under the cooperation framework agreement with the University of Caen Normandie**

Under the cooperation framework agreement with the University of Caen Normandie, students at the Institute of Business Administration (IAE) can be admitted into the final year of the Graduate Cycle (M2) at EM Normandie if they have completed their initial undergraduate cycle, with student status, at IAE. Following successful completion of the M2, they may obtain an EM Normandie degree (Masters level).

#### **2.3.4.1 Number of places**

Ten students maximum from IAE can be admitted per academic year, with no more than two students accepted into each programme option. The number of open places each year and by each programme option may be reviewed based on the results of the programme.

#### **2.3.4.2 Available programme options**

The available programme options are determined by EM Normandie management and may change as a result of the creation or cancelation of specialisations. These options are exclusively available for those who have completed their initial undergraduate cycle, with student status, at the partner university.

#### **2.3.4.3 Admissions procedure**

The admissions procedure takes place in 3 steps:

- Candidates must submit an application profile that includes:
  - A cover letter.
  - A complete CV.
  - Diplomas and transcripts proving they have successfully earned 240 ECTS (equivalent to 480 FHEQ credits).
  - A TOEIC certificate (candidates wishing to be admitted to a programme taught in English must prove a minimum score of 785).
- The candidates whose applications are shortlisted are invited for an admissions interview on their motivation to join the programme with the head of their desired programme.
- Application profiles deemed eligible are examined by a committee composed of members of both EM Normandie's and IAE Caen's management. This committee makes the final decision on admission of candidates.

Committee decisions are final and cannot be appealed.

At the beginning of each academic year, EM Normandie sends the list of admitted candidates according to this procedure to the French Ministry of National Education, Higher Education, and Research.

#### **2.3.4.4 Reciprocity**

Students who are admitted become full students of EM Normandie's Programme Grande École and are subject to the validation and graduation conditions in effect for the current year. Students admitted through this procedure pay their tuition fees to IAE. In return, students of EM Normandie may be admitted to a programme offered by the University of Caen Normandie, following the rules and procedures defined by the University of Caen Normandie, and can obtain a university Masters degree awarded by the University of Caen Normandie. Students pay their tuition fees to EM Normandie.

### **2.4 Admission to continuing education**

- Admitted candidates follow one, several, or all competency goals of the Programme Grande École. Candidates may be exempt from fulfilling certain competency goals if they 1. hold a qualification certifying two years of higher education and have proof of at least three years of professional experience or 2. the candidates have a lesser education level (after French baccalaureate or equivalent) and can prove at minimum four years of professional experience. In the case of number 2 above, a skill recognition procedure

("Validation des Acquis Professionnels et Personnels" – VAPP) is conducted by a committee composed of the Programmes Director and the Director of Continuing Professional Education or a designated representative nominated by the Director of Continuing Professional Education.

- Candidates must send an application profile to the school which furthermore allows to test writing and reasoning skills.
- For candidates whose applications are selected after this initial selection, the admissions procedure consists of two steps:
  - The candidate's motivations assessed by an interview (30 minutes), which accounts for 2/3 of the evaluation of the candidate.
  - An English test, in the form of an online TOEIC (2 hours), which accounts for 1/3 of the evaluation of the candidate. This is not required for candidates from English-speaking countries. However, EM Normandie reserves the right to request an English test if they have doubts about a candidate's proficiency.

#### **2.4.1 Admissions under the partnership with Builders School of Engineering**

- Admission to the postgraduate years of the Programme Grande École is open to candidates who:
  - Are from the 3<sup>rd</sup> year (TC3) of Builders School of Engineering.
  - Have validated 180 ECTS (equivalent to 360 FHEQ credits) in their previous course.
  - Are enrolled in the 4<sup>th</sup> year (TC4).
  - Are committed to the Entrepreneurship and Innovation option in TC5.
- The selection of candidates is based on the list proposed by Builders School of Engineering.
- The list of candidates will be sent to a certifying body no later than 20 days before the start of the programme, which is set each year for the beginning of February. Ultimately, the certifying body may approve or reject candidates submitted by Builders School of Engineering.

#### **2.4.2 Admission under the partnership with ENSICAEN School of Engineering**

- Admission to the postgraduate years of the Programme Grande École is open to candidates who:
  - Are from the first year of ENSICAEN's programme (S6).
  - Have validated 180 ECTS (equivalent to 360 FHEQ credits) in their previous course.
  - Are enrolled in the second year of the engineering cycle, either as a student or an apprentice.
- The list of candidates will be sent by the certifying body no later than 20 days before the start of the programme, which is set each year for the end of September/beginning of October.
- Ultimately, the certifying body may approve or reject candidates submitted by ENSICAEN.

### **2.4.3 Admission under the partnership with CESI School of Engineering**

- The programme is open to any individual with an apprenticeship contract at CESI (the apprentice must be able to prove they have an employer at the time of enrolment) who:
  - Holds a 3-year certified post-French baccalaureate (Bac +3) qualification, a level 6 RNCP (National Directory of Professional Certifications) certificate, or can prove 180 ECTS (equivalent to 360 FHEQ credits) through the standard CESI process (application profile, skills assessment for the profession, individual admissions interview to evaluate motivations for joining the programme, admissions recommendation from the CESI partner responsible for the selection of the cohort).
  - As an exception, those who have a degree/certificate not registered with the RNCP but can clearly prove 180 ECTS (equivalent to 360 FHEQ credits) through the CESI validation procedure (aforementioned standard processes supplemented by an admissions recommendation from the academic head of the year group and the Director of the Centre submitted for consideration to the admissions panel).
- The list of pre-selected candidates is sent to the certifying body with a summary of the pre-selected candidates' profiles. The certifying body will make the final decision on the list of admitted candidates within 5 days.
- The certifying body can obtain, on request, all or part of the pre-selected applications for verification.

### **2.5 Admission based on professional experience through Accreditation of Acquired Experience (VAE - “Validation des Acquis de l’Expérience”)**

- *Validation des Acquis de l’Expérience* (VAE) – “Accreditation of Acquired Experience” - allows individuals to have the skills acquired through professional and personal experience recognised, in order to obtain a degree or a professional qualification certificate.
- The VAE procedure for obtaining an EM Normandie Programme Grande École (PGE) diploma consists of several steps and deliverables:
  - A student eligibility file is created, based on the reference document from the relevant certification.
  - If the candidate is declared eligible, the following step consists of creating a validation file. This involves describing concrete work situations (with evidence provided) to allow the VAE panel to determine which skills have been mastered and which competency goals have been achieved. The candidate must demonstrate in their validation file that they have written throughout their experiences a report equivalent to an end-of-studies dissertation. For this phase, (optional but recommended) guidance is offered.
  - A TOEIC score of at least 785 (the certificate must be less than 2 years old) is also required.
  - An oral defence in front of a VAE panel also takes place.

- The VAE panel is composed of at least two members, consisting of at least one person qualified in the relevant field of the targeted certification. A panel president is designated from the members and serves as a deciding vote in the case of a tie.
- The panel, after having heard the candidate, makes a decision and an official report is filed.
- The validation can be full or partial. In the latter case, the parts of the certifications obtained are considered definitive and the panel formulates recommendations for an additional evaluation needed to obtain the degree.

## **2.6 Admission based on professional experience through Accreditation of Professional and Personal Knowledge (VAPP - “Validation des Acquis Professionnels et Personnels”)**

In accordance with the French Decree no. 85-906 of 23 August 1985, which sets the conditions for validation of higher education; professional experiences; or personal knowledge for entry to different levels of higher education, EM Normandie offers admission through exemptions for exceptional candidates who can demonstrate successful professional experience in an enterprise in a position of responsibility in line with the programme.

These applications are reviewed by the Recruitment Coordinator who decides their eligibility in consultation with the Programme Grande École Director. Candidates deemed eligible are then invited to take the admissions tests.

## **2.7 Other admissions pathways**

### **2.7.1 Informal course enrolments**

EM Normandie can admit a limited number of candidates to sit in on courses without formal enrolment, provided space is available on the course after the review of applications and interviews. This admissions pathway lasts for a maximum duration of one year. These individuals follow modules that supplement their training or main area of studies for one or two semesters and cannot obtain a formal credential from the school. In exceptional cases, with approval from the school’s management, they may be allowed to undertake assessments and gain certification of completion from EM Normandie.

### **2.7.2 Free movers**

- A “free mover” student designates an international student who is participating in an academic mobility programme on their own initiative. In other words, the student is acting outside of a formal partnership agreement established between their home institution and EM Normandie.
- The student may come from partner universities or from any other institution.
- A free mover cannot receive a degree.
- Enrolment is done through an application file.
- Pre-requisites:
  - English level:
    - UNDERGRADUATE & GRADUATE: B2, TOEFL IBT 83, IELTS 6.0, TOEIC 785.

- French level:
  - UNDERGRADUATE & GRADUATE: B2 on DELF and TCF scores.
- Documents to provide:
  - Curriculum vitae (CV).
  - Covering letter
  - Copies of diplomas and transcripts.
  - Certificate of enrolment.
  - Passport/identity card.
  - Language certificate.
  - Letter of recommendation (optional).
- If the admitted candidate does not pay their tuition deposit by the specified deadline, the school reserves the right to cancel their admission to the programme.
- EM Normandie will contact and inform candidates on the terms of admission via email, using the email address provided by the candidate in the application portal. The candidate is responsible for ensuring the contact details that they have provided are correct and must regularly check their inbox.
- The school reserves the right to deny admission to a candidate for inappropriate behaviour or any other reason deemed incompatible with admission to a Grande École.

## **2.8 Various provisions**

### **2.8.1 Deferring Admission**

All candidates admitted to the school are normally expected to start at the institution at the beginning of the following academic year. EM Normandie's programme management team may authorise a one-year deferral if the request is justified, for example in the case of unforeseen circumstances (e.g. illness, maternity, visa refusal). If the student wants to defer their admission beyond one year, they must restart the admissions process.

### **2.8.2 Appeals procedure**

The school reserves the right to refuse applications once the number of open places in the programme are filled.

Candidates can request a detailed breakdown of their oral test marks and feedback from EM Normandie with the Admissions Department by sending an email to [admissions@em-normandie.fr](mailto:admissions@em-normandie.fr). Candidates can utilise this resource to report a suspected discrepancy or a problem in the testing procedure.

Candidates wishing to file an appeal have 30 days from the date the results are communicated. A response with a detailed breakdown of marks and feedback will be sent within a month from receipt of the request. EM Normandie remains sovereign in the admissions decision of the candidate.

## 3. ORGANISATION OF STUDIES

### 3.1 Duration of studies

- The EM Normandie 5-year Programme Grande École offers 4 levels of entry:
  - Entry to the first year (5 years of studies).
  - Entry to the third year (3 years of studies).
  - Entry to the fourth year (2 years of studies).
  - Entry to the fifth year under partner institution agreements (1 year of studies).
- Personalisation of the course and the possibility to take gap semesters or a gap year can extend the length of the student's time in their programme.
- The length of studies may also be extended if the student has not satisfied all necessary obligations needed to graduate.

### 3.2 Programme definition

#### 3.2.1 General organisation

The Programme Grande École (PGE) is organised over 5 years, divided into semesters. The years are structured into two cycles: Undergraduate cycle years (U1, U2, U3) and Masters cycle years (M1, M2).

The course is structured into:

- An Undergraduate cycle dedicated to the fundamentals of management.
- A Masters cycle dedicated to advanced management and specialisation.

An optional additional year may be added to the course between semesters 07 and 08 of M1 (except for the M1-M2 work-study track).

The Programme Grande École has a specific structure for its Masters cycle based on the acquisition of competency goals.

All PGE modules are organised according to the European system of ECTS (European Credit Transfer System).

It is important to note that the school only gives out one degree for the PGE: EM Normandie Programme Grande École diploma, Masters level.

English language learning is mandatory for all students. Learning a 2<sup>nd</sup> or even 3<sup>rd</sup> language is optional and availability is subject to a minimum number of interested participants. In this case, the student must commit to language-learning for at least one year. For non-francophone international students enrolled in programmes taught in English, the first mandatory modern language is French.

The programme's teaching methods may include:

- In-person, remote, hybrid, and/or e-learning classes.

- Internships or other professional experiences (e.g. work-study, fixed-term contracts, professional training contract).
- Projects and work assignments with tutoring.
- Stays at international partner schools or universities, or on one of EM Normandie's international campuses.
- Modules taught in English.
- Consulting projects.

The entire programme is based on three main pillars:

- Academic learning.
- Professional simulations (projects, work assignments, internships).
- A multicultural and international context.

### **3.2.2 Internships**

**PLEASE NOTE:** Internships are not currently available to EM Normandie students in the UK. As such, the following information is not applicable to EM Normandie students during their time on the Oxford campus.

Internships are an integral part of education and relative general rules are detailed in the relevant internship syllabus. Unless a student is already working under an employment contract, an internship must be formalised with a work placement agreement signed by the company, the student, and the school.

Each mandatory internship is subject to an evaluation and is linked to a specific semester. A student who has not completed the total required internships for the programme will not be able to graduate. The specific terms are outlined in the internship syllabus for that programme year.

#### **3.2.2.1 Mandatory internships**

- Students admitted from the SESAME *concours* must complete a mandatory 2- to 3-month internship at the end of their U1, U3, and M1 years. The goal of these internships is a chance to discover the business world and acquire a first professional experience.
- Students admitted from the Passerelle 1 *concours* must complete a 2- or 3-month internship at the end of their U3 and M1 years.
- M2 students, not in the work-study track, must complete a 6-month internship at the end of their course. The goal of this internship is to acquire long-term professional experience in France or abroad. This internship should be in line with career objectives in terms of profession or business sector.
- It is important to note that if a student has to repeat a semester during which a mandatory internship takes place, they must complete a new internship/fixed-term contract.

#### **3.2.2.2 Optional internships**

The optional internship at the end of U2 is not credited.

### **3.2.3 Projects, work assignments, and consulting projects**

Completion of projects, work assignments, and consulting projects is a key component of the Programme Grande École. The aim of these is to expose students to real-world business issues.

Each planned project, work assignment, or consulting project in the programme is subject to an evaluation. Please refer to the information published on WARD for further details.

#### **3.2.3.1 Work assignments**

**PLEASE NOTE:** The following is not currently available to EM Normandie students in the UK. As such, any work assignments will be carried out outside of the UK.

- These are real-world work assignments, defined in collaboration with companies, carried out in small teams (normally 3 or 4 students) and supervised by business professionals. The students work at the school and/or the company's premises. The students cannot choose the content, the work assignment, the composition of the team, nor the location to complete the assignment.
- EM Normandie finds and approves the work assignments and then delegates them out to the student teams. If any difficulties are experienced during the work assignment, the students must immediately inform the Head of Programme. After reviewing the situation, the former can take actions that they deem necessary. Only the Head of Programme can decide to prematurely stop a work assignment.
- Students agree to follow the internal regulations of the company, including behaviour and punctuality. If necessary, the professional responsible for the work assignment can decide to exclude a student from the assignment.
- During the work assignments, tutoring sessions are given by professors and/or business professionals. These sessions allow students to complete the necessary training to carry out the work assignments. Furthermore, student groups may also benefit from academic support from EM Normandie professors by scheduling an appointment in advance.
- At the end of the work assignment, each student/group must produce an assignment report that is presented and defended in front of a panel. This report is submitted to the person in charge of the work assignment and to the Head of Programme, no later than the day of the defence.

#### **3.2.3.2 Consulting project**

A company entrusts the school with a problem, formalised in a project brief, for a student cohort, organised in small groups that are working in competition with one another.

EM Normandie finds and approves the consulting project. Students typically work on their home campus and are coached by members of the company. These professionals make themselves available during designated periods to answer specific questions from student groups.

At the end of this period, each group presents their work in front of a panel. The students have 15 minutes to present their results and then another 15 minutes to answer questions from professionals.

The students must also submit a summary report to the professionals.

### **3.2.4 Stays abroad**

- Students who join in U1 must complete an academic stay abroad during their studies, within the framework of the exchange agreements signed by EM Normandie with its partner universities worldwide. Students who joined EM Normandie in U1 prior to September 2025 will complete their stay abroad during their U3 year and those that joined EM Normandie in U1 in or after September 2025 will complete their study abroad during their U2 year.
- Expatriation in M1 is not mandatory.
- Students enrolled in the M1/M2 work-study track complete an academic stay abroad.
- The criteria used for the 26/27 academic year to allocate students to an institution abroad is the following:
  - Academic average (see the criteria in the expatriation guide).
  - General behaviour of the student within the school.
  - Number of possible and/or predicted places in each destination (this number may be revised according to the changes in agreements with partner universities).
  - Any other criteria imposed by the partner institution (e.g. language pre-requisites, general average). Official accepted language scores appear in the table of partner institutions. The validity date of scores is communicated to students during informational sessions and via communication support dedicated to expatriation.
  - **In accordance with all these criteria, EM Normandie reserves the right to not fill all available places at one or several destination(s). It is important to also note that in the case of withdrawal or retaking a year, places left open will not be reallocated.**
- For more information, students should refer to the curriculum and the syllabus for the year, as well as the expatriation guide for their year of departure, for more information.
- Some year-long academic stays abroad in U3 and in M2 allow students to earn a degree from a partner university until 2026-2027, as defined in the expatriation guide.

## **3.3 Organisation of studies by year**

### **3.3.1 Undergraduate (1<sup>st</sup> stage of PGE)**

#### **3.3.1.1 U1 to U3 years**

These years focus on building foundational knowledge of economics, law, management, new technologies, languages, and foreign cultures, as well as fundamental professional and cultural skills. During this time, students gradually acquire increased levels of competence and skill in each of these areas.

### **3.3.2 Postgraduate (2<sup>nd</sup> stage of PGE)**

The Programme Grande École postgraduate stage is organised by competency goals within the Masters cycle. It consists of training seminars on administration, languages, and management, according to a schedule that allows students to fulfil academic requirements and participate in professional experiences.

#### **3.3.2.1 M1 to M2 years**

These years are focused on consolidating skills, mastering managerial knowledge, and orientation towards choosing a specific area of expertise.

#### **3.3.2.2 Optional year**

- The optional year takes place between the two M1 semesters, effectively resulting in completing the Master 1 in two years. This allows students to define their career objectives.
- The optional year comprises of a minimum of 12 months working, divided into a formal internship and a work contract or humanitarian experience. In exceptional cases, this period may be slightly shorter.
- Terms and conditions:
  - The school approves the content of the work, establishes the agreements, and ensures the student achieves the intended learning outcomes.
  - Any desired changes the student wants to make relating to their optional year must be submitted as a written request to the school who, in the case of approval, will confirm in writing the conditions of this change.
  - All activities carried out during the optional year will be presented and evaluated.
  - A student who does not meet their obligations during the optional year is subject to an academic board who decides, without appeal, the sanctions to apply to the remainder of their studies.

#### **3.3.2.3 Apprenticeship/work-study**

**PLEASE NOTE:** The following is not currently available to EM Normandie students in the UK.

The apprenticeships/work-study track is offered in M1 and M2 years. It follows a specific schedule organised on an alternation between periods of teaching and periods in a professional experience. The work-study track is not compatible with expatriation.

## **4. DEGREE VALIDATION CONDITIONS**

### **4.1 Generalities**

Students should refer to the Paragraph 5.1 for general conditions.

### **4.2 Graduation Board**

#### **4.2.1 Composition**

- The Graduation Board is composed of:

❖ **Voting members (minimum 4 members):**

- PGE (Programme Grande École) Director or their representative – serves as president of the board.
- Head of Programme, Academic Director or their representative.
- Professors involved in teaching or supervising students at EM Normandie.
- Members of the pedagogical team, if necessary.

❖ **Observing members:**

- One or more class representatives.
- A representative of the Student Life department (e.g. Wellness Hub, student associations)
- If applicable, a partner school representative for continuing education.
- Students' concerns or grievances can be brought to the attention of the Graduation Board via designated delegates. No other persons may represent them. People attending the board have a duty of confidentiality.
- Specific rules may be applied to the composition of certain continuing education boards.

#### **4.2.2 Deliberation**

All cases sent to the Graduation Board result in one of the following decisions:

- Validation of the year.
- Conditional validation of the year (exclusively reserved for M1-M2 tracks integrated with resits of specific subjects).
- Validation of the year with leniency.
- Retaking of failed subjects. Progression on to the next year is at the discretion of the Graduation Board. It is noted that this rule does not apply to students benefiting from specific services due to a disability or health issues attested to by the Wellness Hub.
- Non-authorisation to repeat and permanent exclusion from the programme or school if the overall average of the student is less than or equal to 5/20 (in this case, the student receives a transcript with the ECTS obtained).

For any years that include a period at a partner university, if the marks are not communicated by the time of the board, the aforementioned board may allow the student to advance to the next year. In the event that the final overall marks do not meet the criteria to pass, the board will reconvene to decide on the specific situation of the student.

A student conditionally admitted to M1 cannot join the apprenticeship/work study track.

#### **4.2.3 Voting procedures**

Decisions by the Graduation Board are made by a majority of vote. In the case of a tie, the decision is made by the Board President. These decisions cannot be challenged except for on the grounds of either an administrative or arithmetic error (see Annex 9 of internal rules and regulations).

#### **4.2.4 Official report**

An official report is established after each Graduation Board and is signed by the President.

#### **4.2.5 Special cases: Continuing education programme trainees**

**PLEASE NOTE:** The following is not currently available to EM Normandie students in the UK.

At the end of each year, an academic panel is organised to examine the situation of each trainee according to the PGE validation rules.

### **5. AWARDING OF PROGRAMME GRANDE ÉCOLE DEGREE**

#### **5.1. Conditions**

To meet the conditions for obtaining the EM Normandie Programme Grande École Masters degree, students must:

- Obtain the required number of ECTS credits:
  - 300 ECTS (600 equivalent FHEQ credits) for students who entered in 1<sup>st</sup> year undergraduate (U1)
  - 180 ECTS (360 equivalent FHEQ credits) for students who entered in 3<sup>rd</sup> year undergraduate (U3)
  - 120 ECTS (240 equivalent FHEQ credits) for students who entered in 1<sup>st</sup> year Masters (M1)
- Provide proof of a minimum of one semester at a partner university or an international branch campus (subject to exceptions noted in the training programme).
- Validation of all mandatory internships (with the exception for continuing education).
- Provide proof of a minimum official TOEIC (or equivalent) English score of 785/990.

As part of the bilateral cooperation and exchange agreements with partner institutions, students from these partner institutions can obtain their diploma from EM Normandie, provided they:

- Meet the selection and graduation criteria specified in the agreement between EM Normandie and the partner institution.
- Validate a minimum of 60 ECTS (120 equivalent FHEQ credits) from the Masters cycle.
- Obtain a Masters degree from their home institution.

#### **5.2 Evaluation of competencies**

The Programme Grande École is a degree registered in the *Répertoire National des Certifications Professionnelles* (RNCP) – “National Directory of Professional Certifications”. The evaluated competencies during studies or within the VAE framework are those identified in the RNCP record’s Reference of Activities, Competencies, and Evaluations, that is applicable from the start of the candidate’s training or in VAE.

## 5.3 Degree Board

### 5.3.1 Composition and designation

The composition of the Degree Board is subject to approval by the Regional Education Authority Director (*Recteur d'Académie*) based on suggestion by the institution. The Regional Education Authority Director (*Recteur d'Académie*) appoints the board president. In the case of inability to serve as the president, the Regional Education Authority Director (*Recteur d'Académie*) designates a member of the board suitable to replace them.

Meeting minutes and all other administrative tasks are performed by the Regional Education Authority Director (*Recteur d'Académie*) or their representative.

### 5.3.2 Decisions of the Degree Board

- The Degree Board examines the list of students submitted by the Graduation Board.
- Based on results, the board makes one of the following decisions:
  - Awarding the degree to the students who meet all the required conditions;
  - Awarding the degree with leniency;
  - Awarding the degree under the condition that outstanding obligations are met or missing credits are obtained;
  - Full or partial retake of the M2 year (or resit of outstanding competency goals within the framework of continued education) in order to fulfil obligations or obtain missing credits;
  - Non-issuance of the degree, resulting in the end of the student's programme.
- The board sends to the Regional Education Authority Director (*Recteur d'Académie*) the list of students proposed for obtaining the degree.
- The students who have not definitively fulfilled the degree conditions receive a certificate of termination and a transcript of the credits they have obtained.
- The decisions of the Degree Board are final.
- If a student does not agree with the decision of the Degree Board, they can contact the National Education and Higher Education ombudsman.

### 5.3.3 Certification Board

- To obtain a certification, the candidate must validate the required competencies.
- Based on the competency evaluation results, the Certification Board makes one of the following decisions:
  - Full certification for students who meet the required conditions according to the terms of acquisition.
  - Non-issuance of the certification.

### 5.3.4 Degree through acquisition of prior experiential learning

- Each request for a diploma through acquisition of prior experiential learning is presented by the reporter of the VAE board in charge of the file. This presentation comprises of a

summary of professional experiences and justification for validation, along with the results obtained by the candidate in past exams. This all is documented in a written report.

- This committee deliberates and submits its recommendations to the committee for awarding diplomas.
- The Degree Board can decide:
  - To propose that the degree be awarded.
  - To require the candidate to resit supplementary exams. In this case, the file is then re-presented the next year.
  - To reject the request.
- The board sends to the Regional Education Authority Director (*Recteur d'Académie*) the list, in alphabetical order, of candidates proposed for obtaining a degree through acquisition of prior experiential learning.

## 6. APPENDICES

### 6.1 Appendix A: Grade Boundaries

ECTS Grade	Mark	Level	Definition
A	≥18	Excellent	Outstanding performance with only minor errors
B	≥ 16 < 18	Very Good	Above the average standard but with some errors
C	≥ 14 < 16	Good	Generally sound work with a number of notable errors
D	≥ 12 < 14	Satisfactory	Fair but with significant shortcomings
E	≥ 10 < 12	Sufficient	Performance meets the minimum criteria
FX	≥ 7 < 10	Fail	Some work required before the credit can be awarded
F	< 7	Fail	Considerable further work is required
Zero	0	Zero	Work not submitted, work of no merit, or penalty in some misconduct cases

### 6.2 Appendix B: Examination Resit Regulations

Examination resits are a right during semesters spent on EM Normandie campuses. A student is called in for a resit exam when the average subject mark obtained is less than 10/20.

- Resit marks cancel and replace initial continuous assessment and final assessment marks. The marks obtained during the resit exam counts for 100% of the final mark.
- Resits of work placements: If a work placement is not validated, it will need to be re-done the next year.
- Rules for resits apply to exchange students under the same conditions as local students. No special arrangements will be put in place.
- Resits for expatriation periods and stays at partner universities:
  - Refer to the Expatriation Guide, “Results” section ([GUIDE-DE-LEXPAT-25-26-END.pdf](#)).
- Resubmissions for dissertations:

- The student should refer to the dissertation guide available on WARD and the academic regulations of their specific programme for information on resubmission procedures and deadlines. The rules may be subject to change from one year to the next.
- For information which is subject to change (refer to the dissertation guide):
  - The resubmission mark of the final document overrides the mark of the interim document and counts for 100% of the final mark.

If the dissertation resubmission mark is less than 10/20, it will result in resubmitting the dissertation the following academic year.

### 6.3 Appendix C: SESAME Marking Guide

**Le tableau des épreuves et des coefficients**

L'anglais est obligatoire parmi les deux langues étrangères aux épreuves écrites.  
 Pour la seconde langue, vous devez choisir sur Parcoursup parmi : allemand, arabe, chinois, espagnol, hébreu, italien, japonais, néerlandais, portugais, russe. Toutes ces langues sont proposées en LVB aux épreuves écrites par toutes les écoles.  
 Le total des coefficients au Concours SESAME s'élève à 100. L'absence aux épreuves écrites et/ou orales est éliminatoire.

ÉCOLES	PROGRAMMES	ÉPREUVES ÉCRITES													NOTE DE DOSSIER	ÉPREUVES ORALES			
		Economie contemporaine	Mathématiques	Compétences digitales	Français	LVA								LVB		Analyse documentaire	Note de dossier	Bilan de compétences ou épreuve appliquée	Langue **
						LVA	anglais	allemand	arabe	espagnol	italien	japonais	néerlandais						
4 ans	Global BBA (dont Parcours Talents)	6	10	4	7	9									5	9	25	15	10
	BBA	7	9	7	7	10	6								4*	10	15	20	15
	ESSEC Global BBA	5	14	5	7	7									5	10	25	17	5
	BBA International	8	5	5	6	13									5	15	5	30	8
	International BBA	8	8	6	6	12									5	10	15*	30	15
	KEDGE International BBA	10	8	7	5	10									10	10	6*	25	15
	Global BBA	8	10	6	8	15									5	8	20*	25	15
	International BBA	15	5	5	5	10									5	10	20*	30	15
	BBA in Global Management	10	5	5	5	10									5	10	5	45	10*
	5 ans	Programme Grande École	8	8	8	8	8								4*	10	10*	50	-
Programme Grande École		8	7	8	6	12								7*	9	18*	50	-	
Programme Grande École		5	7	5	5	13	13							5	10	12*	38	12	
Programme Grande École		7	9	7	7	10	10							4*	10	20*	35	15	
Programme Grande École		8	8	7	7	7								5*	8	10	35	10	
Programme Grande École		10	5	5		20								10	10*	35	-		
Programme Grande École		10		5		15	15							20	10	10*	35	-	
Programme Grande École		7	3	3	3	20								10	10	10	20	14	
Programme Grande École		6	6	5	5	15								10*	8	12	20	15	
Programme Grande École		10	8	7	5	10								10	10	6*	20	20	
Programme Grande École	8	6	12	4	10								4	6	12*	35	15		
Programme Grande École	8	8	4	7	8								5	10	25*	50	-		

Langue proposée pour la LVA

\* Note bonus : seuls les points au-dessus de 10/20 sont pris en compte. Les points bonus n'entrent pas dans le total final des points sur 100.  
 \*\* Anglais uniquement : sauf EBP International (KEDGE Business School).

[1] : Note éliminatoire si égale à 0  
 [2] : Note éliminatoire si inférieure ou égale à 4/20  
 [3] : Note éliminatoire si inférieure ou égale à 10/20  
 [4] : Note éliminatoire si inférieure ou égale à 12/20

Se référer au Règlement du concours 2025 sur [concours-sesame.net](http://concours-sesame.net) pour consulter les modalités de notation.

### Version control table

Version	<b>1.0</b>	Name	Role	Date
Created by:		Rebecca Shames	Academic Administrator	24/09/2025
Version	<b>1.1</b>	Name	Role	Date
Amended by:		Rebecca Shames	Academic Administrator	12/01/2026
		Language amendments, changes to fit within both French and UK contexts		
Changes approved by:		Shane De Fonseca and Birgit Muller		13/01/2026
Version	<b>1.2</b>	Name	Role	Date
Amended by:		Rebecca Shames	Academic Administrator	14/01/2026
		Minor revisions to language		
Changes approved by:		Shane De Fonseca and Birgit Muller		14/01/2026