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# WELCOME GUIDE

2025-2026



# WELCOME GUIDE

<b>Message of the International Affairs Director</b>	<b>3</b>
<b>Who is this guide for</b>	<b>4</b>
<b>What awaits you !</b>	<b>6</b>
<b>Our academic year</b>	<b>8</b>
<b>Confirm my registration at EM Normandie</b>	<b>9</b>
<b>EM Normandie digital tools</b>	<b>11</b>
<b>Add and drop period</b>	<b>12</b>
<b>Campus Life</b>	<b>13</b>
<b>Our Six Campuses !</b>	<b>13</b>



**Laurence Boiteux**  
Director of International Affairs

We are pleased and honored that you are joining us for your studies. EM Normandie is developed to support a multicultural student body. The school has fostered an international spirit, with a priority geared towards student experience. We are committed to developing and educating leaders who will make a difference for the future. Central to our success is our ability to transform students and impact your critical thinking and vision of the world. We will provide you enthusiastic teaching but not only, your experience will also be about intercultural awareness, adaptability, and developing your network in a global and fast changing world. We hope that you will take advantage of all the opportunities during your studies at EM Normandie: discover our campuses, region, culture, language, dive into our social life and be part of our community. Supporting you is central to our mission at the International Office. You are very much welcome here; we want you to feel at home. We wish you a tremendous stay with us!

And remember, this will be one of the best experiences in your life!

**26 000**

Alumni

**+400**

Staff members

**6 500**

Students

**1 000**

International students

**+200**

Partner universities

**175**

International visiting professors

# CERTIFIED EXCELLENCE

## Triple crown



The EQUIS, AACSB and AMBA international accreditations are indisputable guarantees of excellence on the world stage. They recognise EM Normandie's excellence in terms of all the essential requirements: the high academic level of its teaching staff, its strong research dynamic, the relevance of its programmes in a constantly changing world, its strong internationalisation, its close links with companies, the strength of its student and alumni community and the added value of its personalised support system. Today, **less than 1% of Business Schools in the world hold the triple crown of EQUIS, AACSB and AMBA.**

## Certification labels



EM Normandie forms part of the Conférence des Grandes Écoles. This select group consists of 38 French Business Schools that award the state-recognised Master's degree out of some 400 business and management schools in France.



EM Normandie's flagship Bachelor's and Master's degrees are quality-assessed by the CEFDG, the French Commission for the Evaluation of Management Training and Qualifications, which issues State recognition.



The BSIS label, issued by the FNEGE (Fondation Nationale pour l'Enseignement de la Gestion des Entreprises) and the EFMD (European Foundation for Management Development), assesses the extent and nature of a business school's impact on its environment. This label covers seven dimensions and highlights the sustainable and responsible impact of a school on its local area.



EM Normandie also holds the Bienvenue en France label, with a maximum three-star rating, which guarantees the quality of the School's hospitality towards international students.





# WHO IS THIS GUIDE FOR?

You are exchange student that comes from partner universities for 6 months or one year (Double Degree)



You are fee paying student that have integrate our school by the recrutement service



You are free mover student who wants to strengthen your skills in some of our programs by taking only some of the courses and paying for them.



You are EM Student who is going on expatriation in one of the EM Campuses



## Why is this guide important?

If you're perusing these pages, congratulations! You've successfully secured your spot among the esteemed students at EM Normandie. We're thrilled that you've navigated through the admissions process, and to ensure your transition is as seamless as possible, we've crafted this comprehensive welcome guide.



Exchange and DD students



Fee paying student



Free mover



EM Expatriation

# | WHAT AWAITS YOU!



Did you know about the Bienvenue en France label? This is a distinction that guarantees international students a high standard of quality in the welcome schemes and initiatives in those institutions certified. We are part of this level! And our team will be happy to welcome you.



**If you are an exchange student or pursuing a double degree,** you're likely familiar with the International Affairs team! They have been by your side throughout the nomination process, providing essential information regarding your Learning Agreement, arrival certificate, and offering assistance in your cultural integration journey.



**If you have been recruited as an international student,** we are confident that you are acquainted with the International Recruitment team! They have been instrumental in assisting you with the seamless integration into some of our permanent programs.

## THE HUB

Across all our campuses, the Hub team is at your service. They are here to guide you through administrative procedures such as enrollment and can provide information on various matters, including visa applications and accommodation advice. You can request several documents through this service, such as your student ID, transcript of records, and school certificate.

# EXPLORE THE WORLD

We have more than 200 agreements with universities around the world !  
It means that we receive students from everywhere !



**OVER 200 PARTNER  
UNIVERSITIES IN 60 COUNTRIES**



Get real time information on  
new partnerships from the EM  
Normandie website.

# OUR ACADEMIC YEAR

The academic year is divided into two semesters: fall semester (September to December) and spring semester (January to June). You can find the dates of your programme in your acceptance letter.

## The European Credit Transfert System ECTS

The validation of one semester is equivalent to 30 ECTS credits, a year to 60 ECTS

## Grading system & Exams

Grades in France are on a 20-point scale: 0 being the lowest grade and 20 the highest. The passing grade is 10/20.

GRADE	SCORE	INTERPRETATION
A	>18	Outstanding - Pass
B	16<18	Excellent - Pass
C	14<16	Good - Pass
D	12<14	Satisfactory - Pass
E	10<12	Average - Pass
FX	7<10	Insufficient - Fail
F	<7	Poor - Fail

## Types of Exams

There are 3 types :

### Continuous assessment:

allows for the validation of acquired knowledge throughout the year with regular evaluations in each subject.

**Final exams:** (or partial exams) take place at the end of each semester.

### Remedial exams:

if you obtain a grade below 10/20 or are absent from a partial exam, you have a second chance to validate the concerned subject. Remediation is both a right and an obligation (except for students who have signed a "Learning Agreement").

## Validation Conditions

To validate an academic semester:

- You must achieve a general average equal to or greater than **10/20**.
- Each subject must be validated with a score of 10/20. Generally, the calculation per subject is done as follows: **40% continuous assessment / 60% final exam**.

**Conversely, you will not validate your academic semester if:**

- Your overall average is less than 10/20.
- You are absent from a remedial exam (no second chance for remediation is possible).

At the end of each semester, a committee either approves the success of the semester or lists the subjects that need remediation. Students are then informed accordingly. A school board meets after the remedial exams to confirm semester validations or not.



## Attendance

**The rule is simple: classes are mandatory.**

A percentage of absences per subject is tolerated under certain conditions (refer to the academic regulations of your program).

### Please note:

- Be careful not to miss a continuous assessment; it could result in a score of 0/20 in case of absence.
- Excessive absenteeism can significantly impact your academic success.

This may lead to:

- A prohibition from taking final exams (you will directly move to makeup exams, and the result will replace all grades obtained in the subject).
- Referral to a Disciplinary Board.

For students in apprenticeship programs: you must attend all classes as they are paid for by your employer (refer to the Learning Booklet).

## Academic Integrity

No tolerance for acts of academic fraud, including plagiarism or cheating, will be accepted. EM Normandie considers such acts contrary to fairness and ethics, of which it is the guardian.

To combat fraud and promote academic integrity, the School is committed to three aspects:

- Information and prevention;
- Control and detection;
- Heavy sanctions, after referral to the Disciplinary Board, including possible expulsion.



## Obtaining a diploma

The diploma (Bachelor, Master's degree from the Grande Ecole Program, Master of Sciences/Specialized Master) is awarded to students who have validated:

- All required ECTS credits,
- Mandatory internships,
- The thesis or final study project with a score of 10/20.

**Attention!** For the Grande Ecole Program Master's degree, an additional requirement is:

- An English test chosen by the school: for students graduating in 2025-2026 and beyond, the required official TOEIC score (or equivalent) is 785.
- Regardless of the graduation conditions specified in the academic regulations, you must, to obtain your diploma, be in compliance administratively, including settling all tuition fees.

Diploma juries are scheduled in December and July each year. Students who do not meet the diploma requirements are granted a one-year period, renewable once, for a maximum of 2 years after the end of classes to fulfill these conditions.

The diploma ceremony generally takes place in March of the year following the diploma attainment.

## Holidays and Bank holidays

During your stay with us, you might have holidays in October, December, February or April. Usually, students have one or two weeks off. We will confirm dates to you when sending the academic calendar of your programme.

### Onboarding

Every semester, our school arranges orientation sessions for both local and international students. During your initial days with us, you will be invited to participate in various activities aimed at fostering connections among students. Additionally, we will guide you through administrative procedures to ensure a smooth transition.



# Confirm my registration at EM Normandie

You have received your acceptance letter!. It's time to finalize your enrollment at EM Normandie! You will soon receive an email from the Hub with instructions on submitting the required documents. This administrative process is essential to register you on our internal platform. Completing it will provide you with several benefits, including:

- Access to your EM Normandie email address
- Your student card
- Important updates about your courses
- And more!

You must complete this enrollment process **within two weeks of receiving** the inscription link.

Depending on your profile, there are administrative documents to be completed

Student profile	Formalities to be carried out	Documents to provide (* required)	Period
Exchanges and Double Degrees	Administrative registration	<ul style="list-style-type: none"> <li>- Identity card or passport*</li> <li>- Photo*</li> <li>- Latest diploma obtained or certificate of achievement (Mandatory for Double Degrees at Master level*)</li> <li>- Civil liability certificate</li> <li>- Residence permit</li> <li>- European Health Insurance Card</li> </ul>	<p>From May ( for fall semester)</p> <p>From November (for spring semester)</p>
Free movers	<p>Administrative registration</p> <p>payment per semester (finance@em-normandie.fr)</p>	<ul style="list-style-type: none"> <li>- Identity card or passport*</li> <li>- Photo*</li> <li>- Latest diploma or certificate of achievement obtained</li> <li>- Residence permit</li> <li>- Assurance</li> <li>- Recommendation letter</li> <li>- Proof of language proficiency</li> </ul>	<p>From May ( for fall semester)</p> <p>From October (for spring semester)</p>
	Financial commitment (payment of the deposit and online signature of the education contract)	Bank identity statement if payment by direct debit	
International students paying tuition fees	Administrative registration (including payment of the CVEC)	<ul style="list-style-type: none"> <li>- BAC transcript *</li> <li>- Latest diploma or certificate of achievement *</li> <li>- Transcript from the last year of the last diploma *</li> <li>- Card or passport *</li> <li>- CVEC certificate*</li> <li>- Photo *</li> <li>- Residence permit</li> <li>- Certificate of civil liability</li> <li>- Notification of CROUS or Campus France scholarship award</li> </ul>	From May

## What Happens Next?

**1 Document Submission:** Submit all requested documents as soon as possible.

**2 Validation:** Once your documents are reviewed and approved, you will receive an email with your EM Normandie email address and password. These credentials will grant you access to platforms like **WARD** and **UP WARD**.

## \*Important notes:

\* Submit a **formal photo** for your student profile.



\*As an exchange student, you are **not required to pay the CVEC fee**. You can continue to fill your administrative application. For more information, click here: [www.etudiant.gouv.fr](http://www.etudiant.gouv.fr)

\*It is not necessary to have your visa to complete the administrative registration.

For any questions related to your administrative enrollment, feel free to contact: [lehub@em-normandie.fr](mailto:lehub@em-normandie.fr).



# EM NORMANDIE DIGITAL TOOLS

Two important tools to remember:



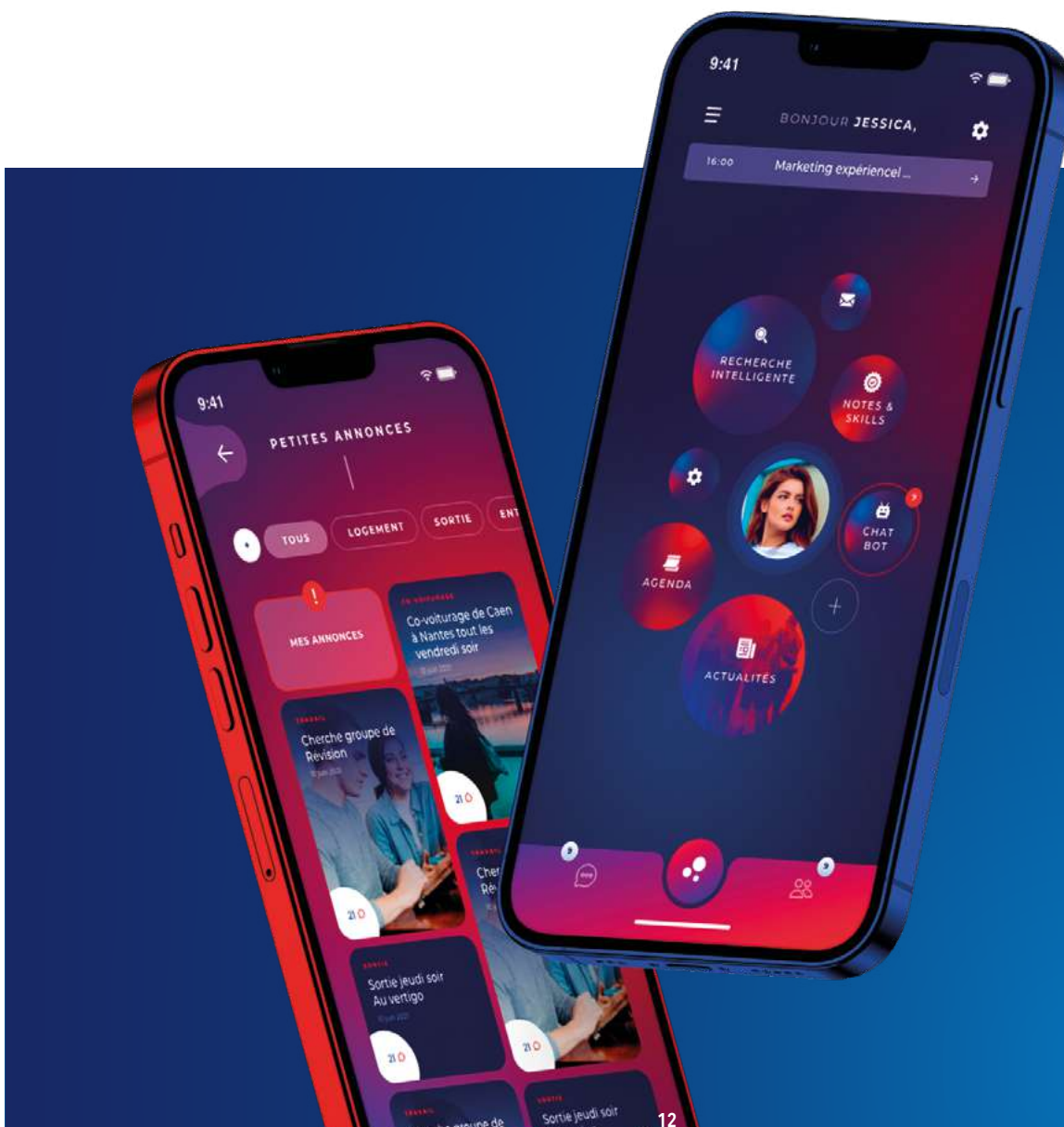
The WARD application accessible on your mobile and your computer supports you throughout your academic, international, professional and associative journey.

You will find there your schedule, your grades, your courses, events, school news.



UpWard (accessible via WARD) allows you to access different educational content:

- Syllabus (program content)
- Course materials, homework, work to be completed,
- Evaluations,
- Career Path (support platform towards professionalization)
- Privileged space to communicate with your teachers







<b>LEARNING AGREEMENT CHANGES (Add &amp; drop period)</b>			
Course unit deleted	Course unit added	Semester (Fall/Spring)	ECTS credits
		TOTAL ECTS	

Student's signature:

Date:

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**SENDING INSTITUTION**

We confirm that the proposed programme of study / learning agreement is approved

International office's signature                      Responsible person's signature

Date:    Date:  
Stamp:     Stamp:

**RECEIVING INSTITUTION**

We confirm that the proposed programme of study / learning agreement is approved

Head of programme' s signature

Date:  
Stamp:

## Step 1



- It's important to emphasize that the learning agreement you submitted prior to your arrival serves as a reference only. Please be aware that the courses offered may undergo changes.**

- EM Normandie Course Offer **Double Degree** here.

# **CAMPUS LIFE**

## **Student Clubs**

Student clubs bring extra dynamism to EM Normandie's campuses by offering exciting events and projects in all domains: culture, sports, humanitarian and professional activities, or just for fun. Exchange students can enjoy all these activities anytime throughout the semester but in order to participate in projects they will need to be enrolled in a year exchange program. If you want to know more about these student clubs take a look at the association yearbook click [here](#).

## **Orientation/career**

This department is dedicated to helping students navigate and make informed decisions about their career paths during their time at the university and beyond. This department provides a range of resources and support to assist students in exploring potential careers, developing relevant skills, and successfully transitioning from academic life to the professional world





## Well-being

We have the Balance and Inclusion department focused on promoting diversity, equity and inclusion within the academic community. The primary goal of such a service is to create an environment where all students, faculty and staff feel valued, respected and included. This service plays a crucial rôle in fostering an inclusive and equitable university environment, contributing to a positive learning and working experience for everyone involved. Email : [inclusion@em-normandie.fr](mailto:inclusion@em-normandie.fr)

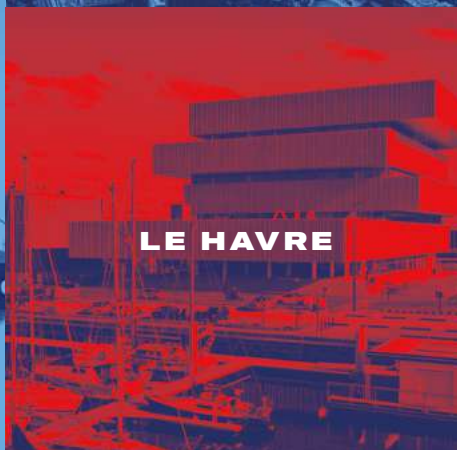
**If necessary, do not hesitate to make an appointment**

	CAEN	LE HAVRE	PARIS
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# **OUR SIX CAMPUSES !**

We invite you to click on the campus you have chosen to have information about the academic life and the city





1871

**ENI**

**NORMANDIE**  
**BUSINESS SCHOOL**