

icn

CREACTIVE

business school



#ICNBS



international STUDENT guide



Master in Management
Ranking 2017





icn
CREATIVE
business
school



un nouveau campus
m² à Nancy
diplômes
nationaux
aux
national

ASSOCIATION
AMBA
ACCREDITED



CONTENT

- 1. ICN BUSINESS SCHOOL PRESENTATION 4
- 2. PROGRAMS 7
- 3. APPLICATION PROCESS10
- 4. VISA PROCESS AND RESIDENCE PERMIT 12
- 5. HEALTH INSURANCE 14
- 6. HOUSING 16
- 7. FINANCIAL HOUSING ASSISTANCE AND TAXES..... 20
- 8. LIVING IN NANCY AND ITS SURROUNDINGS.....22
- 9. PRACTICAL MATTERS RELATED TO LIVING IN FRANCE27
- 10. THE STUDENT ASSOCIATION BDI ESN GLOBE & CO 31
- 11. INTERNATIONAL RELATIONS OFFICE EVENTS33
- 12. CONTACTS AND USEFUL ADDRESSES35
- 13. TESTIMONIES..... 38
- 14. FAQ 40



presentation

1

icn business school

key figures

- **3 000 STUDENTS** with MORE THAN 38% FOREIGN STUDENTS
- **14 000 GRADUATES**
- **130 PARTNER UNIVERSITIES** worldwide
- **47 STUDENT ASSOCIATIONS**
- **30 YEARS** of soft skills
- **110 ADMINISTRATIVE STAFF**
- **71 TENURED PROFESSORS** and **24 AFFILIATE PROFESSORS**
- **86%** of the permanent faculty ARE **PHD GRADUATES** AND **58%** COME FROM **OVERSEAS**
- **300 EXPERT SPEAKERS**
- **15 DATABASES** included bloomberg, ebsco AND abi proquest
- **33 INTERNATIONAL double DEGREES**

ICN BS was awarded with the EQUIS and the AMBA accreditations, both prestigious international accreditations are references for leading management schools. The EQUIS accreditation validates the school's overall strategy, while the AMBA specifically targets the quality of the MBA program.



Member of the chapter of business schools within the 'Conférence des Grandes Écoles'.



ICN Business School is authorised to issue a diploma endorsed by the Ministry of Higher Education, Research and Innovation for ICN Bachelor SUP'EST and the ICN Grande École program.

2 of our continuing education programs are listed in the National Directory of Professional Certifications (Répertoire National des Certifications Professionnelles): Coach pro RNCP Level I and Formacadre RNCP Level II.

Associated with the University of Lorraine, ICN Business School is actively involved in creating joint projects and double degrees with the University of Lorraine, as well as ISAM/IAE, or Mines Nancy.



ICN Business School is a recognised organisation in the Greater Region in terms of continuing education in the managerial domain, and today is one of the first references on the Datadock list under the decree of quality professional training.



ICN has obtained the "Établissement d'Enseignement Supérieur Privé d'Intérêt Général" (EESPIG) qualification by ministerial decree on the 8th of June, 2016, published in the 'Bulletin Officiel' on 07/07/2016.



8 locations

3 CAMPUSES

- **METZ** and **nancy** FRANCE
- **NUREMBERG** GERMANY

5 LOCATIONS AROUND THE WORLD

- **cnit la DÉFENSE** PARIS FRANCE
- **BERLIN** GERMANY
- **CHENGDU** and **SHANGHAI** CHINA
- **DAKAR** SENEGAL

icn nancy campus

Campus Artem
86 rue du Sergent Blandan
CS70148
54003 Nancy Cedex

Additional information on:
www.icn-artem.com

Nancy is situated:

- 1 hour 30 minutes from Paris (TGV)
- 1 hour 15 minutes from Strasbourg

- 1 hour 15 minutes from Germany
- 1 hour 15 minutes from Luxembourg
- 3 hours from Brussels

how to GET THERE ?

BY PLANE

Regional Airport of Metz-Nancy Lorraine
Route de Vigny – 57 420 GOIN
+33 (0)3 87 56 70 00
Fax: +33 (0)3 87 56 70 54
www.lorraineairport.fr

BY CAR

Three highways

A4, A5 and A31 lead from Paris, Calais, Strasbourg, Saarbrücken and Frankfurt to Nancy.
The A31 connects Nancy to Lille, Luxembourg, Brussels and Dijon.

BY TRAIN

Nancy train station

3, place Thiers – 54 000 NANCY
+33 (0)969 369 379 (outside of France)
3635 (inside of France)
www.oui.sncf

Train station

Monday to Friday from 5am to 11pm
Saturdays 5.30am to 11.30pm
Sundays and holidays from 6am to 11.30pm

Ticket counter

Saturday from 7am to 7.30pm
Monday to Friday from 6.40am to 8.30pm
Sundays and holidays from 9am to 7.30pm

Direct train from Charles de Gaulle airport to Gare Lorraine TGV

1 hour and 15 minutes.
Special bus "Keolis Sud Lorraine" from Lorraine TGV to center of Nancy (10€ - 35 minutes)
Schedule at www.ter-sncf.com/regions/lorraine.fr



pick-up SERVICE

If you wish to be picked up at the train station in Nancy, you can contact the student association ESN BDI Globe & Co at globeandco@outlook.com. Remember to give them your arrival date and time. Please give 48 hours' notice.

how to GET TO icn

NANCY TRAIN STATION > ICN ARTEM

Take the Tram 1, from the Nancy Gare stop going in the direction of Vandœuvre CHU Brabois. Get off at the Blandan stop.





2

PROGRAMS



initial TRAINING

icn SUMMER PROGRAM

METZ, nancy,
nürnberg, paris,
STUTTGAART

Designed for **international students**, the Summer Program allows you to discover the courses of a **French Grand École**.

- 25 PLACES AVAILABLE
- 4 WEEK PROGRAM
- SELECTION BASED ON APPLICATION AFTER 2 YEARS OF STUDY AT A FOREIGN UNIVERSITY

icn bachelor sup'EST

CERTIFIED BY THE GOVERNMENT, 'BAC+3'

METZ, nancy, nürnberg

The renowned diploma for jobs in sales and marketing. A **quick start in the professional world** with this 3 year course.

- 160 PLACES AVAILABLE

icn grande École program

CERTIFIED BY THE GOVERNMENT, MASTER'S DEGREE

METZ, nancy, nürnberg

The program trains future managers, capable of working on the **forefront of management** and in **other fields**.

- 365 PLACES AVAILABLE IN THE FIRST YEAR
- 135 PLACES AVAILABLE IN THE SECOND YEAR
- 2 OR 3 YEAR PROGRAM, PLUS AN OPTIONAL "EXPERIENCES" YEAR

6 icn MSC

- Admission through selection process
- 1 OR 2 YEAR PROGRAMS

icn msc in digital MANAGEMENT nancy and paris

This MSc trains students for management positions in large digital companies in France and overseas.

icn msc in logistics and INTERNATIONAL TRANSPORT dakar

The program trains students to become future managers specialised in the transport and logistics field, working for large international companies.

icn msc in luxury and design MANAGEMENT nancy

The first Artem Alliance program (with Mines Nancy and the Nancy National Graduate School of Art and Design) allows you to approach the luxury industry in a cross-disciplinary way.

icn msc in INTERNATIONAL MANAGEMENT/MIEX

nancy, bologne, upssala,
moscou, MEXICO,
shanghai, PORTO ALEGRE

ACCREDITED BY "CONFÉRENCE DES GRANDES ÉCOLES"

A program with a lot of international travelling thanks to 7 prestigious institutions all over the world to validate a double or even a triple degree.

icn msc in MARKETING and BRAND MANAGEMENT nürnberg

This MSc trains students to become future brand managers to identify opportunities and implement successful marketing plans.

icn msc in finance, insurance and risk MANAGEMENT nürnberg

Work in the finance and insurance industry, in the public or private sector, thanks to this traineeship. ICN is one of the rare schools to offer an MSc in this domain.

continuing education

EXECUTIVE mba – AMBA ACCREDITED METZ

Working **engineers, executives, and managers** can strengthen their managerial skills and acquire a **global strategic vision** of the company.

- 25 places available
- Admission after 'bac+4', by application, after relevant professional experience
- The program is 3 or 4 days per month, lasting 18 months, taught exclusively in English

EXECUTIVE MASTER of SCIENCE in business Administration shanghai

For professionals wishing to **improve or bring their academic knowledge up to date.**

- 25 places available
- Have a bachelor's degree and 3 years of successful work experience, or have 10 years of relevant work experience
- 12 three-day modules over 12 months in Shanghai and 2 modules in France

formacadre, manager opérationnel d'un centre de profit METZ, nancy, besançon, paris

RNCP level 2 certified

General program that covers **all areas of management** necessary to access managerial positions.

- 15 places available per session; 3 sessions per year (in Nancy and in Paris)
- Admission by application after 'bac+2', and 3 years work experience
- Full-time or part-time program

professional coach nancy, luxembourg

RNCP level 1 certified

Learn tools, methods, techniques, and also develop the **ethical behaviour** of a professional coach.

- 15 places available per session; 3 sessions per year (in Nancy, Luxembourg, and in Paris from 2018)
- Admission by application for all managers, executives, HR managers, and consultants
- Part-time program, 18 days over 6 months

EXECUTIVE MANAGER program

polyvalent manager of people and organisations 

The program is founded on a **structured and operational method** aiming to build and deploy an **entity project** (team, service, business unit or company) **over 2 – 5 years**, and to support participants in defining and deploying their **strategy**.

- 15 places available
- Admission by application for company directors, executive committee members, business unit or network managers, and founders.
- Part-time program over 10 months (17 days in class, 7 e-learning sessions, and 4 individual coaching sessions)

INTERNAL TAILOR – MADE TRAINING PROGRAMS

- A personalised approach and complete support to perfectly adapt to needs and improve training efficiency
- Training 'à la carte'

CERTIFICATE programs, short modules

- 15 places available per session
- Admission by application for all managers with a 'bac+2' level and professional experience
- 1 – 3 day short modules, and certificate programs up to 16 days

icn
CREATIVE
business
school

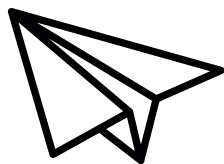
SERVICE
INTERNATIONAL

Application
PROCESS

3



for international students, admission is on application form



EXCHANGE STUDENTS

SEND YOUR APPLICATION WITH
THE FOLLOWING DOCUMENTS:

- Completed application form with photo
- Curriculum Vitae or Résumé in French or in English (depending on the language of study)
- Letter of motivation in French or in English (depending on the language of study)
- Copy of passport or identity card
- Academic transcripts from the last 2 years
- Copy of TOEFL, TOEIC, IELTS or Certificate of Cambridge (if program in English)
- Attestation of French language level by the home university (if program in French)

NON-EXCHANGE STUDENTS

SEND YOUR APPLICATION WITH
THE FOLLOWING DOCUMENTS:

- Completed application form with photo
- Curriculum Vitae or Résumé in French or in English (depending on the language of study)
- Letter of motivation in French or in English (depending on the language of study)
- Copy of High School Diploma (Bachelor Year 1 only)
- Copy of passport or identity card
- Academic transcripts from the last 2 years
- 2 letters of academic and/or professional reference
- Copy of TOEFL, TOEIC, IELTS or Certificate of Cambridge (if program in English)
- Copy of DALF or DELF (if program in French)
- 100€ application fee (2017-2018 prices)

Application deadline:

May 15th, 2018 (Fall semester / Year)
October 15th, 2018 (Spring semester)

Application deadline:

June 30th, 2018
July 10th, 2018 for EU students
(MSc IM-MIEX et MSc LDM only)

APPLICATION:

You can download application files on the ICN website:
www.icn-artem.com/en/academic-programs/admissions-international-candidates

PLEASE SEND YOUR APPLICATION TO ICN BUSINESS SCHOOL:

icnexchange@icn-artem.com

studyabroad@icn-artem.com



**VISA PROCESS AND
RESIDENCE PERMIT**

4

VISA

If you are a citizen of a non-European Community country (even if you presently reside in a European Community country) you will need to obtain a long-term student visa before coming to France. A request is to be made at the Consulate in your country of origin for a "Visa de Long Séjour – Demande d'attestation OFII".

The Consulate will stamp this official document (upon arrival in France please bring this document to the international relations office).

DOCUMENTS THAT WILL NEED TO BE HANDED INTO THE INTERNATIONAL RELATIONS OFFICE UPON ARRIVAL

- Photocopy of your passport (pages with photo, personal information, visa and stamp showing date of entry into France)
- Form given to you by the Consulate or Embassy "Demande d'attestation OFII".

The international relations office will send your completed file to the OFII in Metz.

Make sure you bring the document « Visa Long Séjour Demande d'attestation OFII » to France and to the International Relations Office upon your arrival.

CAMPUS FRANCE

ICN Business School adheres to the CEF (Centre pour les Etudes en France) convention. Students coming from Algeria, Argentina, Benin, Brazil, Burkina Faso, Burundi, Cameroon, Chile, China, Colombia, Congo-Brazzaville, Democratic Republic of the Congo, Djibouti, Egypt, Gabon, Guinea, India, Indonesia, Iran, Ivory Coast, Japan, Koweit, Lebanon Republic, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Peru, Russia, Senegal, Singapour, South Korea, Taiwan, The Comoros, Togo, Tunisia, Turkey, the United-States and Vietnam must follow the CEF process in order to obtain their visa.

To do so, please visit their website: www.campusfrance.org

Students who do not respect the CEF registration via **CAMPUS FRANCE** process will not receive a visa from the Consulate.



A woman with long brown hair, wearing a dark blue sleeveless top, is sitting at a desk in a classroom. She is looking towards the right side of the frame with a slight smile. Her hands are on a tablet computer, which is open on the desk. She is wearing a black watch on her left wrist. In the background, other students are visible, but they are out of focus.

**health
insurance**

5

Every student in France, whatever his/her nationality, **must have health and accident insurance.**

The MGEL and the LMDE manage student health insurance in Meurthe-et-Moselle. It is important that you respect this obligation because you will need to show proof of health insurance coverage to obtain your residence permit, housing aid etc.

Enrollment in the French student insurance system will allow you to be reimbursed for up to 70% of medical costs. We recommend that you also purchase additional insurance called a student "mutuelle" which will provide more coverage. The two health insurance providers are MGEL (www.mgel.fr) and LMDE (www.lmde.fr).

Concerning the mandatory health insurance, several cases are possible:

if you COME from A EUROPEAN COMMUNITY COUNTRY

You must obtain, from the Insurance Agency in your home country, your European Health card or a temporary replacement certificate. It will exempt you from having to register for French health insurance while at the same time providing identical coverage.

If your insurance at home is from a private company, you should obtain a certificate of insurance from them. The Registration Office will verify, on a case by case basis taking into account the current regulations, if the coverage exempts you from having to register for French health insurance. If you are not exempted, you will have to get French insurance, which costs 217€ (2017-2018 price) per year.

if you COME from A NON-EUROPEAN COMMUNITY COUNTRY

You will have to obtain French student insurance (217€: 2017-2018 price). You will obtain insurance here at ICN when you register for your student card.

Students from the Province of Quebec, Canada should obtain the SE401-Q106 form from the Ministry of Foreign Affairs in Quebec before coming to France. This form will exempt you from having to pay for French student insurance.

if you ARE OVER 28 YEARS of Age

You will not be able to obtain French student insurance. However, we recommend that you contact the CPAM. They may be able to provide a type of medical coverage called Couverture Médicale Universelle (CMU).

We recommend that you purchase an additional insurance called a student "mutuelle" which will provide more coverage.

MGEL

www.mgel.fr
+33 (0)3 83 30 03 00
(Nancy)
+33 (0)8 87 30 34 14
(Metz)

LMDE

www.lmde.fr
0 811 505 633

CPAM

www.ameli.fr
contact@cpam-nancy.cnamts.fr

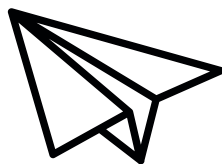
REGISTRATION OFFICE

inscriptions@icn-artem.com
+33 (0)3 54 50 25 39



housing

6



**YOU MUST RESERVE
your housing
before you
ARRIVE AT icn !**

There are 4 main housing categories in France:

- A furnished studio in a private student residence,
- A furnished studio in a private residence,
- A furnished room in a state-owned university residence (CROUS),
- Private housing (apartment, roommates...).

ICN Business School does not own any residence halls. However, once your admission has been finalized, please contact us via housing-info@icn-artem.com in order to obtain detailed information about housing options available in Nancy, Metz, or Nürnberg. The International Relations Office (international@icn-artem.com) and the Globe & Co student association (globeandco@outlook.com) are also available to assist you in your search for housing.

STUDapART

To facilitate your search for accommodation in Nancy, we also recommend using the school's platform dedicated to housing: Studapart.

You will be able to find a rental in a student residence or in a private apartment, a room in a shared apartment, a sublease or even a room with a French family!

<https://housing.icn-artem.com>: ask the international relations office for the access code and sign up!



SOME INFORMATION ABOUT A ROOM IN A STATE-OWNED UNIVERSITY RESIDENCE (CROUS)

description

The University residences in Nancy are managed by the CROUS (Centre Régional des Œuvres Universitaires et Sociales). The traditional residences offer only single occupant furnished rooms, each measuring 9 square meters. You will need to bring your own bed and bath linens, including towels and sheets. The bathrooms (toilets) and kitchens are for shared use and are located outside your room on the same floor.

Cooking in your room is forbidden. The university restaurants offer full, modest priced meals at lunch and dinner (meals are 3,25 € each). Meal tickets can be purchased at the restaurants (on a rechargeable chip card).

Nancy has several university residences which are located in various parts of the city. Although ICN requests that its students be assigned close to campus, we can not guarantee this. If possible, the CROUS will accommodate students close by (Résidence du Placieux, Haute-Malgrange, Monplaisir, Vélodrome, Charmois). However, the decision is made by the CROUS and not by ICN.

type of contract

The contract is normally drawn up for a period of 9 months (usually from September to June). As soon as the contract is signed, students must stay in the residence and the contract cannot be cancelled. The rent for a university student's room varies between 150 € and 550 € per month.

Upon arrival in Nancy, you must pay a guarantee (security deposit) amounting to between 150€ and 230€, depending on the type of room.

This deposit will be returned to you at the end of your stay after your apartment has been inspected for damage and after any other sums due to the CROUS have been paid.

You should also take out a comprehensive 'multi risk' property and contents insurance policy (in case of theft, fire, accident, etc.) with a French company (insurance company, bank, or the student's insurance agency MGEL).

You should expect to pay between 30€ and 65€ per year for this insurance. You can apply for a housing allowance (see next chapter).

CROUS INTERNATIONAL RECEPTION DESK

75, rue de Laxou – 54000 NANCY

Tél. : +33 (0)3 83 91 89 38

www.crous-lorraine.fr/international

Monday to Friday from 9am to 12pm
and 1pm to 4.30pm

The request for housing is done online on the CROUS website:

www.crous-lorraine.fr/international/nos-solutions-dhebergement

It is recommended that students who would like additional privacy (personal bathroom and kitchen) select a private student residence rather than CROUS.

private housing

There is the possibility of renting apartments either with roommates or via private individuals. This area of real estate may be difficult to access from abroad. Nevertheless, you can consult offers and advertisements via the websites below:

housing ADVERTISEMENTS

MGEL Centre-Ville | www.mgel.fr/logement

PARU VENDU | www.paruvendu.fr/immobilier/

BED AND SCHOOL | www.bedandschool.com/site/index.php

LE BON COIN | <http://www.leboncoin.fr/>

offers for ROOMMATES

www.recherche-colocation.com/nancy.html

www.appartager.com/lorraine/meurthe-et-moselle/colocation-nancy

you can also visit the following website: www.toutnancy.com

importante note for any kind of housing

REMEMBER TO SEND YOUR ARRIVAL DATE AND TIME TO globe and co if you wish to be picked up at the train station. You must give 48 hours' notice.

you should plan your arrival for a weekday (Monday to Friday) and before 6pm. You should advise the rental office in advance of your intended arrival.

keep in mind that residences ask for the payment of a guarantee corresponding to a security deposit which will be reimbursed to you at the end of the contract if there is no damage to the property. Certain residences also ask for a non-reimbursable agency fee for administrative purposes.

you should also take out a comprehensive "multi risk" property and contents insurance policy (in case of theft, fire, accident, etc.) with a French company (insurance company, bank or MGEL, student's insurance agency). Again, Globe and Co will help you with this. Renting a studio in France entitles you to apply for a financial grant, called "Aide Personnalisée au Logement" (see the section on "Financial Assistance" section).

In order to qualify, **you need to meet certain requirements:**

- a completed application form,
- a check for the security deposit,
- proof of insurance,
- your appointment for the studio inventory.

studio inventory and damage inspection. An inventory and damage inspection of the studio will be carried out upon your arrival and again when you leave. You should thus plan your arrival for a weekday (Monday to Friday) and before 6pm. You should advise the rental office in advance of your intended departure. The studio inventory and damage inspections are required. Students who do not respect this rule risk losing their security deposits.

The leasing contracts are drawn up on the basis of a traditional leasing arrangement, which student occupants can cancel **ONLY** upon 3 months' notice. For example, if you wish to leave your apartment/studio on June 15th, you must send a letter indicating your intention to cancel your leasing contract dated no later than March 15th.

The International Relations Office can give you a sample of the resiliation letter.



**financial housing
ASSISTANCE
And TAXES**

7

financial ASSISTANCE

Any foreign student who has a European nationality or a French long-stay visa has the right to apply for government housing assistance. In order to qualify, you need to meet certain requirements.

This type of financial assistance is coordinated and distributed by the CAF (Caisse d'Allocations Familiales). You should apply promptly upon arrival.

This type of financial assistance takes at least one month to obtain after receiving your residence permit. You will thus have to pay for at least the entire first month's rent by yourself. It is important to apply for financial housing assistance as soon as possible after arrival in Nancy (the student association Globe and Co will help you with this procedure).

Keep in mind that if you should leave your apartment on the 15th of a given month, the financial housing assistance will not apply for that month's rent. The people can help answer your questions about financial housing assistance and help you fill out the necessary forms. Globe and Co can also assist you with this.



housing TAX

French fiscal law declares that any person residing in France as of January 1st is responsible for housing tax (rates estimated to be approximately a month and half of rent). Payment of this tax is required by the French government a few months after your departure.

Note: students who own a TV set will be asked to pay for the license fee.

Remember to bring a birth certificate (translated into French). This document will be requested in order to complete your file.





**living in nancy
and its
surroundings**

8

culture and sports in nancy

The former city of the Dukes of Lorraine, Nancy is located at the crossroads of Europe. For centuries it was a center for artists and architects. Their unique contributions give the city a distinctive flair.

THE FAMOUS SQUARES AND MONUMENTS OF NANCY

The city is particularly famous for its squares and historic monuments:

La Place Stanislas: this internationally renowned square was built by Stanislas Leszczynski, one of the Dukes of Lorraine. It is famous for its beautiful gilded ironwork

La Place Carrière: it stretches from the Héré Gate to the Government Palace

L'Hôtel de Ville: City Hall on Stanislas Square

Le Palais du Gouvernement: an exquisite building which dominates one end of Carrière Square

Le Palais Ducal: the palace is located within the confines of the medieval city or old town

La Porte de la Craffe: at one end of the Grande Rue in the old town, this imposing fortress once protected the city

Religious monuments: Nancy has 6 famous churches: Basilique Saint-Epvre, Eglise des Cordeliers, Cathédrale, Eglise Notre Dame de Bonsecours, Eglise Saint Pierre, and Eglise Saint Sébastien.



PARKS AND GARDENS

Nancy has many parks and public gardens. The most famous of these is "La Pépinière". This 23 hectare park contains both a rose and an English garden as well as a zoo. It is located in the city center, not far from Place Stanislas.

MUSEUMS

For those who appreciate art and art history, Nancy has 3 museums, each dedicated to a different aspect of the city's cultural heritage. Located in different parts of the city, the museums have distinctive architectural styles:

The Museum of Lorraine is located within the Palace of the Dukes of Lorraine in the medieval city. Visitors can retrace the history of the region from prehistoric to modern times.

The Fine Arts Museum is housed in one of the splendid 18th century pavilions surrounding Stanislas Square. It contains a magnificent collection of paintings, sculptures and artwork as well as an exceptional collection of crystal by Daum.

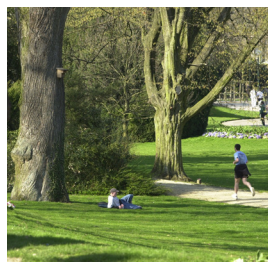
The Museum of the School of Nancy can be found in a late 19th century Chateau. It is dedicated to "Art Nouveau", the decorative style of art which flourished in Nancy at the turn of the 20th century.

For those of you who love nature or for those who are interested in the mining and steel industries (which were the traditional industries of Nancy), the following museums will certainly interest you:

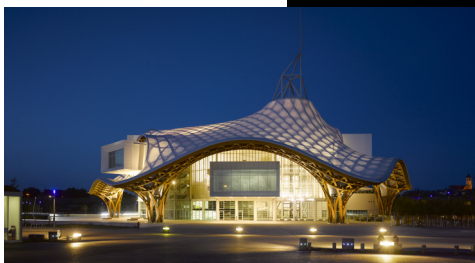
The Museum aquarium of Nancy has more than 10,000 specimens, some of which represent endangered species. In addition to tropical fish and marine animals, the aquarium contains a natural history museum.

Iron museum has exhibits on the history of iron and ironwork as well as techniques for making iron.

nancy



METZ



nürnberg



THEATERS, CONCERTS AND CINEMAS

Compose your own programs as there is a vast range to choose from: an opera, a national theater company, a ballet, a symphony orchestra, and jazz and rock concerts. Nancy also has many theatres, concert halls (most famous of which is the Zenith Hall), convention centers and cinemas.

Throughout the year, cultural events are organized by the city or by private associations related to the arts:

- Nancy Jazz Pulsations (October)
- The Festival of Saint-Nicolas (December)
- Springtime and Poetry (March)
- The International Choral Singing Festival (every 2 years during the Ascension period)
- The Music of Lorraine
- Heritage Festivals
- Passion Theater

For further information,
contact the **Tourism Office**
(see "useful addresses").



libraries

At ICN, you will find the médiathèque Artem includes a business library and a study hall.

You may also use the libraries at the Economics and Law Faculties. Students can also expand their research by using the public libraries of the city of Nancy. The most important are:

- The media center (Médiathèque), located at 10, rue Baron Louis
- The municipal library (43, rue Stanislas)

sports

The "service universitaire des activités physiques et sportives" (SUAPS) is the sports service for all students in Nancy.

For more informations: Tel.: +33 (0)3 54 50 37 77 - sport.univ-lorraine.fr

You can practice any of 55 different sports. Among them are: aikido, badminton, basketball, body-building, climbing, dancing, fencing, golfing, kayaking, skiing, sky-diving, swimming, tennis, table tennis...

ICN's Sport Association (BDS-Bureau des Sports) will assist you with all administrative steps and will also help you join any of the school's sporting teams if you wish.

The sports halls are situated at several locations in Nancy:

CENTER OF nancy

Gymnase A. Lefebvre

(multi-purpose gymnasium,
dancing, fighting and fencing halls)
1, bis boulevard Albert 1^{er} -
54000 Nancy
Tel.: +33 (0)3 54 50 37 60

Océanistes swimming pool and gymnasium

Rue de Verdun - 54000 Nancy
Tel.: +33 (0)3 83 96 15 71

vandoeuvre

Aiguillettes Sports Complex

Boulevard des Aiguillettes
54600 Villers-lès-Nancy
Tel.: +33 (0)3 83 28 29 72

brabois

New Sports Hall

11 Avenue de la Forêt de Haye
54500 Vandœuvre-lès-Nancy
Tel.: +33 (0)3 54 50 37 93

For additional information, don't hesitate to contact
the BDS at ICN Business School: bds@myicn.fr

RESTAURANTS

Would you like to sample the gastronomic specialties of the Lorraine region or perhaps try other exotic foods?

In Nancy, you can find all kinds of restaurants from the local Alsace and Lorraine dishes to North African, American, Mexican, East Asian, Indian, Greek, Creole and Corsican dishes.

There are also many bakeries, pizzerias and specialized restaurants (for example crêpes) as well as bars and pubs. Nancy is blessed with a number of five-star restaurants.

The international relations office at ICN can provide you with a list of restaurants.



university RESTAURANTS

Several university restaurants are available for students, near ICN and in Nancy (Artem, vélodrome, etc...) and offer full meals for lunch and dinner for the modest price of 3,25€.

On weekends and during school holidays, the schedules.

Please check which ones are opened on the CROUS website: www.crous-lorraine.fr/restauration/nosrestaurants

TRANSPORTATION

The tram connects Vandoeuvre-lès-Nancy to Essey-lès-Nancy and goes through the heart of Nancy.

The 32 bus lines will get you almost anywhere in Nancy.

Vélo Stan Lib': you can get free access to bicycles for a short period of time. The service is available 24 hours a day, 7 days a week in 29 stations all around the city.

what to do in the surroundings ?

The Vosges are only an hour drive from Nancy. The many mountains, parks, lakes (eg. The Pierre-Percée Lake) and rivers offer many things to do: hiking, cycling, skiing, as well as nautical activities and many more.

The Amnéville zoo is also an hour drive from Nancy and offers a wide range of animals for you to see.

For more ideas, visit www.tourisme-lorraine.fr





9

PRACTICAL MATTERS RELATED TO living in FRANCE

SOME BASIC PHRASES

Hello	Salut
Good morning/good afternoon	Bonjour
Good evening	Bonsoir
Good night	Bonne nuit
Goodbye	Au revoir
My name is...	Je m'appelle...
What is your name?	Comment vous appelez-vous/t'appelles-tu ?
Yes/no	Oui/non
Thank you	Merci
You're welcome	De rien
Excuse me	Excusez-moi
How are you?	Comment allez-vous/vas-tu ?
Where is/are...?	Où est/sont... ?

COST of living

The average cost of living for a single student who lives in a student apartment is estimated to be from 400€ to 800€ per month (including rent and other living costs), plus approximately 70€ of general fees (library, sports facility, etc) and health insurance if needed (see page 15).

what you should bring ?

- Formal clothes for special events
- Important documents (passport, travel or health insurance, copy of birth certificate)
- Medical records, special prescription or medicine (if any)
- Spare glasses or contact lenses (if needed)
- Umbrella
- Bedsheets and towels
- Winter clothes (ski clothes if you attend the BBA seminar).
- Other necessities like wristwatch, alarm clock, school bag, dictionary, stationary,...

business hours in france

Most businesses are closed on Sundays. All stores close by 7pm during the week and banks are often closed on Mondays.

ICN Business School is open from Monday to Saturday but always closed on Sundays.

driving license

In France you drive on the right side of the road. It is mandatory to wear seatbelts at all times. Regulations on the permissible level of alcohol for drivers is very strict, allowing less than 0.5g (0.2g for young drivers), and all misdemeanors are liable to heavy penalties.

smoking regulations

France has very strict regulations regarding smoking in public. Smoking is forbidden in public places such as offices, shops and public transport and also in bars and restaurants. Smoking in the work place is not allowed, unless there is a specific room provided for smokers. Otherwise you will have to smoke outdoors.

basic rules

No noise after 10pm inside the housing residences.
No absenteeism in classes.

EMERGENCY phone numbers

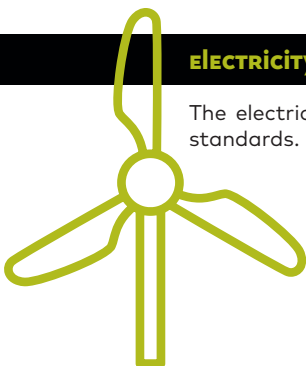
Emergency call	15 (ou 112 depuis un téléphone mobile)
Fire emergency	18
Police	17

public holidays

	2018	2019	2020
New Year's Day	1 st January	1 st January	1 st January
Easter	1 st April	21 th April	12 th April
Easter Monday	2 nd April	22 th April	13 th April
Labor Day	1 st May	1 st May	1 st May
8 mai 1945	8 th May	8 th May	8 th May
Ascension Day	10 th May	30 th May	21 st May
Pentecost Monday	21 th May	10 th June	1 st June
Bastille Day	14 th July	14 th July	14 th July
Assumption	15 th August	15 th August	15 th August
All Saint's Day	1 st November	1 st November	1 st November
Armistice	11 th November	11 th November	11 th November
Christmas	25 th December	25 th December	25 th December

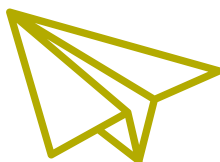
ELECTRICITY

The electricity current in France is 230V, 50 Hz. The plugs conform to European standards.



how can i call FROM FRANCE TO ANOTHER COUNTRY?

If you want to call another country from France, dial the international code 00, the code of the country you want to reach, then the number without the first 0.



how can i open a bank account in france?

Please contact the registration office for ICN's partner banks if needed.

To open a bank account, you must be over 18. You will need:

- your identity card, your passport and your Residence Permit for non-European citizens (valid time period)
- a proof of domicile (originals, less than 3 months):
 - your lease
 - or an electricity bill
 - or a land line phone bill
 - or a water bill.



what is a « rib » (iban)?

A "Relevé d'Identité Bancaire" is a series of codes that include the code of your bank in France, its location and also your personal account number. You will need this number in order to receive electronic money transfers from your bank in your home country and to receive other automated electronic deposits to your account, for example, remuneration for an internship or other employment. This should be provided by your bank several days after opening your account or can be obtained directly at the branch, simply by asking for your "RIB".

what if i want to send mail?

La Poste is the national post office in charge of collecting, routing and delivering mail. Regular stamps (for Europe) can be bought in tobacconists ("tabac") and cigarette counters (cafés). If you want to send a letter outside Europe, you usually have to buy a stamp at the Post Office directly.

It is possible to send an urgent document by Chronopost with guaranteed 24-hour delivery in France and express international deliveries.

More information can be found at www.laposte.fr

MEASUREMENTS

France uses the metric system. Below you will find some of the most common measurements and their equivalents.

1 centimeter	0.39 inches
1 meter	3.28 feet
1 kilometer	0.62 mile
1 liter	1.76 pint (UK) / 2.1 pints (US)
1 liter	0.22 gallon (UK) / 0.26 gallon (US)
1 kilogram	2.2 pounds

To convert Centigrade to Fahrenheit: multiply by 9, divide by 5 and add 32.

To convert Fahrenheit to Centigrade: subtract 32, multiply by 5 and divide by 9.

tipping

In France, service is included in the prices.



A woman with brown hair is looking towards a large orange globe. In the foreground, there are several small flags, including the Chinese flag. The background shows a modern building with a glass and metal structure.

10

**THE STUDENT
ASSOCIATION bdi
ESN GLOBE AND CO**

"Our association is made up of students from ICN Business School and our mission is to help you enjoy your stay in Nancy. Helping you discover France and French culture is also of prime importance to us."



WELCOME

As soon as you arrive, we will be there to answer all of your questions. Whether they are about practical life, administration or school life... We are always available. If you have any problems, please contact us!!!

Remember to send us your arrival date and time if you wish to be picked up at the train station in Nancy. Please give 48 hours' notice.

INTEGRATION

Attending a foreign university means meeting a lot of new people. In order to make your stay in France a rewarding one, we propose mentoring, a welcoming drink, parties, and visits to interesting places. Your suggestions are always appreciated.

DISCUSSION

Of course we know that being away from home is sometimes hard and that is why we want to make you feel at home. If you ever feel homesick or need anything, you can come and talk to us. We are available 24 hours a day!

CONTACT US AT

globeandco@outlook.com
www.facebook.com/GlobeAndCo



11

INTERNATIONAL RELATIONS OFFICE EVENTS

EVERY YEAR, YOU ARE INVITED TO VARIOUS EVENTS ORGANIZED BY THE ICN INTERNATIONAL RELATIONS OFFICE

INTEGRATION WEEK | SEPTEMBER

Each year in September, prior to the start of the academic year, the international relations office at ICN Business School organizes an Integration Week for international students.

This week is optional and consists of visits of Nancy and the surrounding region as well as French language classes (optional). A detailed program will be sent to you by email during the summer. This event gives you not only the opportunity to get to know other international students, but French students as well. Since the creation of the integration week, it has always been truly appreciated by the students who partake in it. We highly recommend that you participate in this week.

The price (FYI in 2017: 240€ without French classes, 260€ with French classes) includes the numerous visits and activities and the majority of meals related to these events. Students who wish to participate in the Integration Week have to register online via the international relations office.

BUDDY CEREMONY | OCTOBER

The international relations office and the BDI ESN Globe&Co association organize a buddy ceremony where you can officially meet your god mother or god father.

Very prestigious and chic ceremony not to miss!

BBA SEMINAR | JANUARY

Every year in January, a Seminar in the French Alps is organized. This seminar is a great opportunity to mix with other international students as well as French students. We strongly advise you to participate in it. As it is held in a big resort, the prices that are proposed are way under the normal price, which makes this week in the Alps a very attractive bargain.

This great seminar will enable you to foster meetings through a multicultural living experience among French and international students. It will also boost relationships among students of different nationalities, go beyond prejudices, stereotypes and preconceived ideas, build common values, and help to integrate the students arriving for the 2nd semester. Finally, it will enable in-depth exchanges by means of joint workshops, conferences, sporting activities, and evening gatherings.

INTERNATIONAL FORUM | OCTOBER

This International Day is a great opportunity for international students to promote their Home University to French students. Booths will be available to students in order to display brochures and other promotional materials.

Contribute to boosting inter-school exchanges!



WELCOME PARTY FOR THE 2ND SEMESTER STUDENTS | JANUARY

It will be the occasion to meet all of you and introduce you to our International Relations Department as well as the students from Globe and Co... And also to eat some pizza!

GOODBYE LUNCH | APRIL

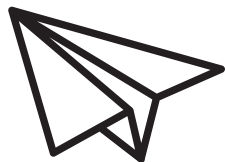
International students are invited by the international relations office to a lunch. A great occasion to look back to your experience in France, at ICN, and say Goodbye!



12

CONTACTS and USEFUL ADDRESSES

CONTACTS



Frédérique BOUTIN

Head of International Relations Office
+33 (0)3 54 50 25 49
frederique.boutin@icn-artem.com



Stéphanie GUGLIELMINA

International Recruitment Manager
+33 (0)3 54 50 25 25
stephanie.guglielmina@icn-artem.com
studyabroad@icn-artem.com



Maria KOLNIKAJ

Exchange Programs Manager
+33 (0)3 54 50 25 27
maria.kolnikaj@icn-artem.com
icnexchange@icn-artem.com



Juliane AMBLES

Exchange Programs Advisor
(Asia, Australia, Canada)
+33 (0)3 54 50 25 26
juliane.ambles@icn-artem.com
icnexchange@icn-artem.com



Brenna TOUSIGNANT

Exchange Programs Advisor (Europa)
+33 (0)3 54 50 25 28
brenna.tousignant@icn-artem.com
icnexchange@icn-artem.com



Elisa LEON

Exchange Programs Advisor (Latin America, USA,
Russia, Middle East, Africa)
+33 (0)3 54 50 26 28
elisa.leon@icn-artem.com
icnexchange@icn-artem.com



icn business school **INTERNATIONAL RELATIONS OFFICE**

international@icn-artem.com
www.icn-artem.com/en - www.facebook.com/ICNbs.international
Offices 102 to 107 (1st floor)
Campus Artem - 86 rue du Sergent Blandan - CS 70 148
FR-54003 NANCY Cedex FRANCE
Open to students from Monday to Friday, from 1.30pm to 5.30pm

useful AdRESSES

office de TOURISME de nancy

Place Stanislas
BP 810 – 54011 NANCY Cedex
Tél. : +33 (0)3 83 35 22 41
Fax: +33 (0)3 83 35 90 10
www.nancy-tourisme.fr

Tourism information about Nancy
and the Lorraine region

CROUS

(Centre régional des œuvres universitaires et
sociales)
75, rue de Laxou – 54000 NANCY
Tél. : +33 (0)3 83 91 89 38
Fax: +33 (0)3 83 27 47 87
www.crous-lorraine.fr

In charge of making student life (work
and school) easier and better: housing,
meals, allowances...

Open from Monday to Friday from 9am
to 12pm and 1pm to 4.30pm.

"Accueil international" office open from
Monday to Friday from 1.30pm to 4.30pm.

mgel

NANCY | 3, rue des Carmes – 54000 NANCY-
Tél. : +33 (0)3 83 30 03 00
VANDOEUVRE | 3, boulevard des Aiguillettes
54500 VANDOEUVRE-LES-NANCY
Tél. : +33 (0)3 83 54 86 86
METZ | 11, boulevard Sérot - 57000 METZ
Tél. : +33 (0)3 87 30 34 14
www.mgel.fr

Social security for students and "mutuelle
étudiante": complementary medical insu-
rance and practical help for students (job
searching, housing...)

Monday through Friday from 9am to 6pm
(except Tuesday, open at 9:30am)

lmde

9, rue Maurice Barrès
54000 NANCY
Tél. : +33 (0)8 11 50 56 33
www.lmde.fr

Social security for students and "mutuelle
étudiante": complementary medical
insurance

Monday through Friday from 8:30am to
12am and from 1pm to 4:30pm

caf

(Caisse d'allocations familiales)
21, rue de Saint-Lambert – 54000 NANCY
Tél. : +33 (0)8 10 25 54 10
Fax: +33 (0)3 83 28 99 28
www.54.caf.fr

Organization for social welfare, housing
assistance...

Monday to Friday: from 8am to 4:30pm

cpam

(Caisse primaire d'assurance maladie)
9, boulevard Joffre – 54000 NANCY
Tél. : +33 (0)8 11 70 36 46 (outside of France)
Tél. : +3646 (inside of France)
www.ameli.fr

Social security

Monday to Friday from 8:30am to 12pm
and from 13pm to 16:30pm



TESTIMONIES

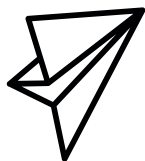
13

"icn business school, An INTERNATIONAL campus"



Khadim SAMB - Senegal

Thanks to the partnership between ICN Business School and SupdeCo Dakar, I was able to enrich my studies and benefit from the teachings of outstanding speakers from the professional world. This allowed me to acquire knowledge that is not only theoretical but also practical with different workshops and associations. This is a unique experience in a totally different world where the intercultural dimension is such that it facilitates integration.



Srunthylisa SOR - Cambodia

My name is Lika from National University of Management, Phnom Penh, Cambodia. I am really happy to have a great opportunity to join the BBA program which is very useful for Cambodian student as me. As staying in France, I had a lot of good experiences in learning something new and get the wide academic knowledge such as international experience, culture, and foreign learning life styles. Also, I can explore and appreciate new cultures in France; especially, it allows me to improve multicultural awareness with a new region, its people especially foreign students from many countries.



Jaraswaree MUNCHOONAKORN - Thailand

Studying in BBA program at ICN gives me a good experience to know French as well as international friends. I have learned to adapt and understand more about differences of culture.



George AMANKWAH - Sweden

An ideal and perfect international program with wide subject areas as well as excellent tutors, you will never regret being part.



Socheata SAO - Cambodia

Personally, I've really enjoyed my experience in France so far. Both my academic, social and cultural life is amazing. I've learnt a lot too. Simply put, I really am having a good time here.



Pamela CARRILLO NAVARRO - Mexico

This experience has changed my life, I have learnt how to be independent and make new friends from all over the world. We are all like a family and have a lot of fun together every day.



**FREQUENTLY
ASKED
QUESTIONS**

14

A question? HERE'S THE ANSWER

**how do i apply?
which documents ARE REQUIRED for
application? will i NEED to provide proof
of my proficiency in english/french?**

See "Application process" p.10.

**when can i expect to receive
my letter of acceptance?**

It will take approximately 3-4 weeks after your complete application file is received. If you are a non-exchange student, your file will not be treated until your application fee payment is received.

do you offer any scholarships?

ICN Business School is a private establishment. Therefore, it does not offer any scholarship opportunities.

can i pay my tuition fees in installments?

You can work out a payment plan with the accounting office at ICN upon arrival. A non-refundable down payment must be made in order to receive the Admission Letter.

**can icn business school help me
in obtaining my visa?**

The international relations office at ICN will send the confirmation of your enrollment to Campus France in your home country. The Consulate, and the Consulate alone, has decision power in awarding visas. You must respect the visa procedure before coming to France.

**how many courses/credits
can i take in one semester?**

You can study up to 30 credits (ECTS) in one semester. A full course load is 30 ECTS credits per semester.



can i join a student association?

You can join as an active member. BDI ESN Globe&Co can help you if there is an association that you are interested in.

do you offer any programs in english?

See "Programs" p.8.

**can i take french lessons during
my stay at icn?**

ICN is not a language school but we do want you to improve your French language skills during your time in France. French lessons are offered (usually once a week). Depending on the program, this French course may be required or not.

**can i mix classes from different
programs/semesters?**

It is not possible to combine courses from more than one program. You must follow the full program offered by ICN. Exchange students must discuss the choice of their classes with their coordinator and ICN in order to be sure that credits will be transferred back to the home university.

is it possible to begin a program in january?

For non-exchange students, all programs are held from September to May.

For exchange students, the 1st semester begins in September and the 2nd semester begins in January.

can i live on campus in a residence hall?

ICN does not have its own residence halls. However, one of the student association BDI ESN Globe&Co's main missions is to assist international students in their search for housing. The international relations office can also help you with your search. Ultimately, the housing reservation is a personal matter and must be made by the student (see p.16).

what should i do if i HAVE A PROBLEM with my Landlord?

Contact the student association BDI ESN Globe&Co or the international relations office.

can i go home during holidays / can i TRAVEL ABROAD?

Yes you can, but it is highly recommended that you wait to receive the validation of your long-stay permit from the OFII before travelling.

can i work during my stay at icn? what ABOUT AN internship?

Programs are taught full-time so it would be very difficult to work at the same time. It is also very difficult to be hired by employers if you do not speak French. If an internship is not required for your program, it will not be possible to obtain an internship contract in France.

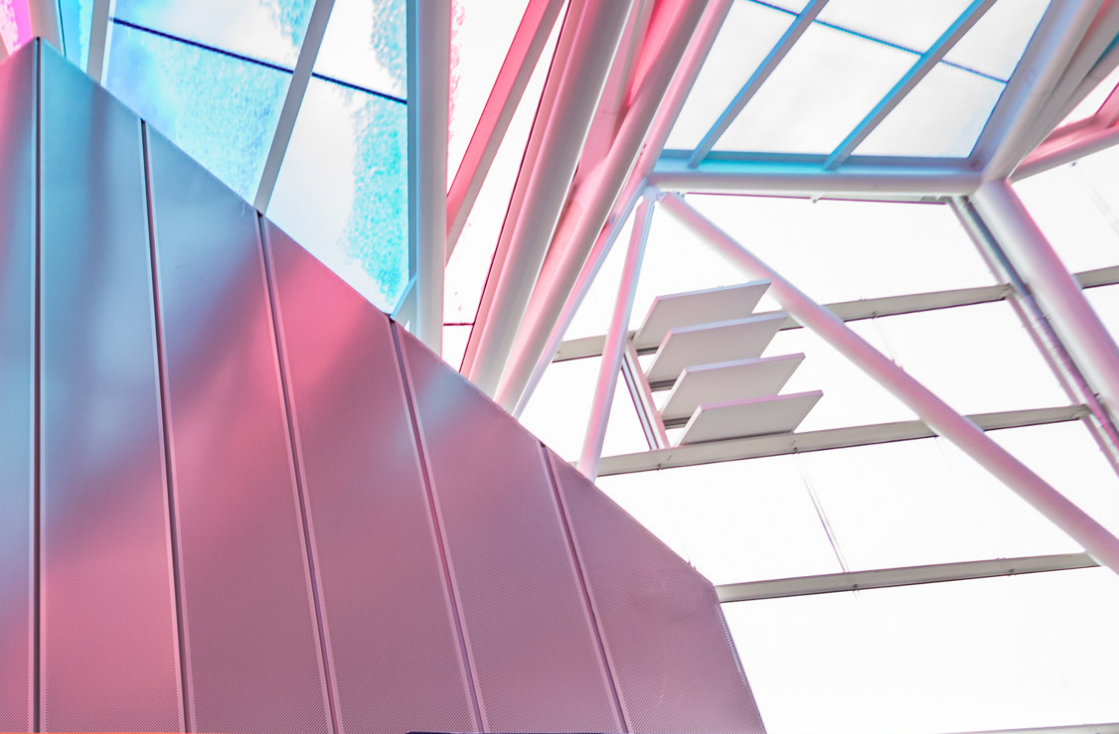
what if i fail AN EXAM?

Dates of retake exams are decided by ICN Business School. It is only possible to retake an exam one time.

when should i EXPECT TO RECEIVE MY transcripts OR diploma?

You should receive your transcript in February (Fall semester) and July (Spring semester). Diplomas will not be available until October. For exchange students, official transcripts and diplomas will be sent directly to the home University.







CREACTIVE business school

Contact

International relations office

+33 3 54 50 25 25

studyabroad@icn-artem.com

 [ICNBusinessSchool](https://www.facebook.com/ICNBusinessSchool)

 [#icnbusinessschool](https://www.instagram.com/icnbusinessschool)

icn-artem.com

Non-contractual information and indicative data.

ICN reserves the right to change its programs according to market needs and its own innovations.
Photo credit: Office de Tourisme de Gérardmer - Regine Dotin / Nancy Tourisme / Bastien Sittler ICN Business School / Thinkstockphotos / Fotolia /
Uwe_Niklas_14_022 / Ville de Nuremberg / Office de Tourisme Metz / Philippe Gisselbrecht - Print: Xerox

