

RENNES SCHOOL OF BUSINESS

EDUCATION REGULATIONS

MASTER DEGREE IN

- « International Finance »
- « Digital Marketing Management »
- « Logistic & Supply Chain Management »
- « International Business, Negotiation & Geopolitics »
- « Management of Cultural, Creative and Luxury Industries »
- « Data Analysis, Intelligence and Security »



Academic Year 2026-2027

Summary

1. Admission.....	2
1.1 General provisions.....	2
1.1.1 Registration conditions.....	2
1.2 Types of admission	3
1.3 Admission Procedure via VAE (Validation of Acquired Experience)	4
1.4 Admission procedure via VAPP (Validation of Professional and Personal Experience)	4
1.5 Fraud.....	4
1.6 Transfer of application	4
2. Studies organisation	4
2.1 Programme structure	4
2.1.1 Duration of studies	4
2.2 Pedagogical content of the programme.....	5
2.2.1 Pedagogical approach	5
2.2.2 Professional experiment and orientation	6
2.2.3 Language classes	6
2.2.4 Academic exchange	6
2.2.5 Student Support and Accommodations	7
2.2.6 Conditions for interrupting the programme	7
3. Assessment of skills and knowledge	7
3.1 General provisions.....	7
3.1.1 Grading system.....	8
3.1.2 Resit policy.....	9
3.1.4 Academic integrity and school discipline	10
3.1.5 Attendance policy.....	11
3.1.6 Assessment review process.....	11
3.2 Conditions for progression to the next year	12
3.2.1 Conditions for repeating.....	12
3.2.2 Validation by VAE (Validation of Acquired Experience)	13
3.3. Juries and Committees	13

3.3.1 Admission Jury	13
3.3.2 Education Jury	14
3.3.3 VAE Validation Jury.....	14
3.3.4 Graduation Jury	14
3.3.5 Appeals Committee	15
3.3.6 Disciplinary Committees.....	15
4. Conditions for awarding the diploma	15
4.1 Conditions.....	15
4.2 Graduation Jury deferral cases.....	16
4.3 Cases of students not meeting graduation requirements	16
4.4 Graduation for VAE candidates (Validation of Acquired Experience)	16
Appendices	17
Appendix 1: “Flex way” system	17
Appendix 2: Booklet 1 - Application for Validation of Acquired Experience.....	21
Appendix 3: Diploma model.....	25
Appendix 4: List of Acronyms.....	26

1. Admission

1.1 General provisions

1.1.1 REGISTRATION CONDITIONS

1.1.1.1 Limits on the number of registrations

Rennes School of Business offers different types of entry into the programme, depending on the student's profile. Admission is possible in the 1st or 2nd year, depending on their prerequisites and subject to the number of available places, as published each year in the Official Bulletin of Higher Education and Research (BOESR).

1.1.1.2 General conditions

The programme is accessible to both French and international candidates

Access to registration is guaranteed without physical aptitude requirements, with necessary arrangements provided for students with disabilities or disabling health conditions.

Candidates up to the age of 27 benefit from the standard student status. For apprenticeship, candidates must be under 29 years old at the time of enrolment. This age limit may be extended to 35 years old under specific circumstances (candidates are advised to contact Rennes School of Business to verify their eligibility according to legal criteria).

Individuals aged 30 or over on the date of signing the apprenticeship contract have a professionalisation contract.

Deferral of admission will only be granted with justification duly validated by the Programmes Department.

1.1.1.3 Registration conditions for international candidates

International candidates must comply with the legal requirements regarding residence and study permits in France.

1.1.1.4 Admission procedure

The rules governing admission are determined and updated each year by the Development Department and the Programmes Department and available on request.

The application file is accessible on the candidate's web space on the dates indicated on the page of the Master programme to which the candidate is applying on the Rennes SB website.

Applicants are required to provide complete and truthful information.

The documents to be provided in the application file are indicated on the admissions portal.

Additional documents may also be requested from certain candidates on a case-by-case basis.

Conditions of admission:

- Review of the CV in English, a letter of recommendation, and transcripts for all years of the previous degree.
- Review of a 10-minute video in English submitted via a video recruitment platform.

If necessary, an additional live and remote interview may be organised with the candidates to assess their profile in greater detail.

- Validation of a level of English that meets one of the following criteria:

TOEFL IBT: score $\geq$ 80
TOEIC: score $\geq$ 785
IELTS: score $\geq$ 6.0

Apprenticeship specialisation:

Many programmes are open to apprenticeship specialisation. The admission procedures for initial and apprenticeship programmes are identical. Candidates must specify their interest in the apprenticeship specialisation in their online application.

1.2 Types of admission

Admission to the programme is possible:

- Either in the first year for holders of an undergraduate degree or international equivalent (180 ECTS (European Credit Transfer System));
- Or in the second year for holders of 240 ECTS who have successfully passed the first year of a national Master's degree programme, or for holders of a nationally recognised Bachelor's degree (or equivalent) supplemented by a fourth year of studies within a programme leading to a Master's degree, or for those who have completed four years of post-secondary studies within a programme recognised as leading to a Master's degree.

For international students: people of any nationality who have completed their university course at a foreign higher education institution and meet one of the following conditions may apply under the international admissions procedure:

For admission to M1:

- Hold at least an undergraduate degree (Bachelor of Arts/Bachelor of Sciences/Licenciatura/Licence),
- Have validated at least 180 ECTS credits,
- In countries whose universities do not award undergraduate degrees, hold a Master's degree.

For admission to M2:

- 4-year Bachelor's degree validating 240 ECTS credits or equivalent
- Master's degree or 240 ECTS credits, no Bachelor's degree required

Prerequisites areas of training include management, economics, law, human sciences, engineering, mathematics and computer science.

Admission through application review is also available to candidates eligible for the "Talent Profiles", who may, upon request and after their file has been reviewed, benefit from the Flex Way track if needed.

1.3 Admission Procedure via VAE (Validation of Acquired Experience)

The VAE process allows for a full or partial certification (degree, professional qualification title, or professional skills certificate) based on salaried, non-salaried, and/or volunteer, and/or voluntary work experience.

Public Involved and Admission:

Anyone wishing to have their professional experience recognised and demonstrating competencies related to the targeted degree.

Application:

Applicants must provide a summary of their professional and extra-professional background, education path, and project presentation WITH Booklet 1 (Appendix 2).

1.4 Admission procedure via VAPP (Validation of Professional and Personal Experience)

To benefit from VAPP, candidates must have interrupted their initial studies for at least two years and be at least 20 years old at the intended date of resuming studies. Admission requirements are defined annually by the Rennes School of Business Admissions Department.

1.5 Fraud

The exams are conducted in accordance with the examination conditions. In case of attempted or proven fraud, an incident report is submitted to the Development Department, responsible for organising the examination process. An exclusion jury may be appointed for this purpose.

1.6 Transfer of application

As a general rule, no file transfer is allowed after admission to Master programmes. However, the school may review requests for exemptions on a case-by-case basis, particularly in cases of force majeure (e.g., medical reasons).

2. Studies organisation

2.1 Programme structure

2.1.1 DURATION OF STUDIES

2.1.1.1 General

The programme must include two consecutive years of study (admission to 1st year), or one year (admission to 2nd year). An additional year (not including the gap year) may be granted by exemption in the event of repeating a year or deferring graduation.

Students choosing to take a gap year during their studies remain enrolled administratively speaking at the school but are not attached pedagogically speaking to a programme. An agreement is established between Rennes SB and the student, specifying the support arrangements, the conditions for integration or reintegration after the gap year, as well as the validation procedures for this period.

2.1.1.2 Specific case: VAE support process

Candidates are accompanied by a mentor who helps them with this introspection. This support lasts between 8 and 10 months.

2.2 Pedagogical content of the programme

2.2.1 PEDAGOGICAL APPROACH

Each Master's programme has defined a mission in line with the school's strategy and supported by research expertise in the targeted field. A competency-based approach ensures that the programme is relevant to the professional world. Eight competency blocks are defined for each Master's programme. Four blocks of transversal competencies are common to each programme and are in line with the national Master's programme descriptions. Four blocks of specialised competencies are adapted to the specialisation of each Master's degree and are in line with the national documentation for the identified subject Master's degree.

In order to successfully accomplish this mission, Rennes SB has defined learning objectives, enriched by the various courses, professional experiments and projects carried out over the two years of the programme. The programme's learning outcomes are as follows:

PLO1	Demonstrate advanced technological literacy to Connect physical and digital spaces
PLO2	Apply scientific research skills to Create original contributions for the business community
PLO3	Build and cultivate relationships to Connect people in multicultural & multisituational contexts
PLO4	Combine professional expertise with resilience, critical thinking & personal influence to Change mindsets
PLO5	Develop a sustainable strategic vision to Connect (eco-)systems
PLO6	Integrate disciplines and deep knowledge to Create innovative solutions
PLO7	Leverage the economic, ecological, social performance of the firm and its operations to Change Business models
PLO8	Identify key career drivers to Create Yourself and others through meaningful lifelong learning

ECTS Credits:

Master programmes courses are divided into 4 semesters, entitled Semesters 7, 8, 9 and 10. Each semester carries 30 ECTS credits. In accordance with European standards defined by the Bologna

Convention, 1 ECTS credit represents 20 to 25 hours of student work, including all teaching activities within the reference teaching unit (courses, examinations, group work, personal work, etc.).

The Competencies Acquisition Modules are deployed throughout the 4 semesters. Each block of competencies is developed over the two years of the master, but not necessarily over the entire semester. The learning situations and methods are varied, ranging from teaching modules, seminars, internships or study visits.

Depending on the programme, these masters can be offered as initial training or continuous education, on the Rennes or Paris campus. The two formats and the two sites require quality monitoring for each of these methods and each of the sites.

2.2.2 PROFESSIONAL EXPERIMENT AND ORIENTATION

The 8th competency block of the Masters involves identifying the levers for personal and professional development to adapt to changes in the targeted sector. Consequently, the Career Centre/CFA Department enables each candidate to benefit from personal and professional development modules and to take part in events throughout the course, such as company forums (known as Career Days), workshops and round tables. Each student must also validate periods of immersion in a company. For an initial training student, the periods are as follows:

- A minimum of 8 weeks under an internship agreement at the end of the first year,
- A minimum of 16 weeks under an internship agreement at the end of the programme, subject to the school's general calendar updated each year.

It is also possible for students to validate their work placement obligations when setting up a company by contacting the Career Centre/CFA Department and the “Pépité France” network.

The student-apprentice is supervised by a school mentor and an apprenticeship supervisor within the company.

2.2.3 LANGUAGE CLASSES

As part of the Masters, Master 1 students who do not speak French fluently will be able to take a French language and culture module (groups established by levels based on CECRL) to strengthen their linguistic and cultural skills. Master 1 students who are already fluent in French will be able to choose an initiation module to the language and culture from another country from the following options: Spanish, Italian, Chinese or Arabic. Moreover English (LV1) is subject to external assessment only.

2.2.4 ACADEMIC EXCHANGE

The academic exchange is possible in the second semester of the Master 1 year for the full-time format.

International students may carry out an academic exchange abroad, which is not part of the graduation requirements.

Students must validate the required ECTS credits according to their chosen track, in accordance with the validation rules of both the host university and the Rennes SB Academic Jury.

2.2.5 STUDENT SUPPORT AND ACCOMMODATIONS

Student support and guidance are provided to promote academic success, regardless of any health-related conditions, disabilities, or learning disorders:

The School offers tailored support accommodations for students whose health condition, disability, or learning disorders may impact their academic journey or the validation of their degree. Students concerned are encouraged to contact the **Feel Good** Department as soon as difficulties arise. The School may also take the initiative to reach out to students where recurring difficulties have been identified.

Depending on the student's needs and the official documentation provided, reasonable academic accommodations may be granted throughout the course of study, in compliance with academic requirements. The provisions and arrangements are defined in accordance with the School's internal procedures.

2.2.6 CONDITIONS FOR INTERRUPTING THE PROGRAMME

Deferral of Admission:

Deferrals are possible for exceptional reasons, in particular justified health issues or difficulties in obtaining a visa for international candidates.

Withdrawal:

If a student wishes to withdraw, they are encouraged to first discuss their decision with the Education Officer. If the decision is confirmed, a written request must be submitted to the registrar's office. The student's withdrawal from the programme is then recorded and the student will be notified.

Depending on the academic progress, the student may request a level certificate, transcripts, and an official confirmation of withdrawal. Except in cases of force majeure, no refunds are possible once the academic year has begun.

Non-Continuation of Studies:

A student whose annual GPA (after resits in first year) is below 1 is not permitted to continue his/her studies in the Rennes SB programme, except in exceptional circumstances. (Appeals are part of the school's procedures. It is valid when the student provides significant new information that was not available to the jury at the time of its initial decision. The jury remains sovereign and will be reconstituted if an appeal case is accepted for decision).

All other cases will be dealt with by the annual Education Jury, which is sovereign in its decisions and verdicts.

3. Assessment of skills and knowledge

3.1 General provisions

Assessment methods for a course are defined in the syllabus, which is made available to students in their WebRise.

In summary:

- Grading system: ECTS (European Credit Transfer and Accumulation System).
- Assessment: continuous assessment and final examination.
- Minimum grade required to pass a module: E.
- Minimum grade required to pass the "Graduating Project": D.
- Only final examinations are eligible for resits.
- Cumulative Grade Point Average (GPA) is calculated at the end of the academic year.

Some courses are compulsory but may be assessed on a Pass/Fail basis.

3.1.1 GRADING SYSTEM

The grading system shown in the table below is used for all assessments. It is based on ECTS standards. The minimum grade for obtaining credits for a module is set at E or D (professional experimentation and Graduating Project).

Table 1 - Rennes School of Business Grading System

DEFINITION	GRADE ECTS	% EQUIVALENT	GPA
Outstanding Performance Exceptional performance with very few errors	A	70-100	5
Very Good Performance Above average, but with a few mistakes	B	65-69	4
Good Performance Solid work overall, but with a few notable errors	C	58-64	3
Satisfactory Performance Honourable but with significant shortcomings	D	50-57	2
Passable Performance meeting minimum criteria	E	40-49	1
Fail Insufficient knowledge of the subject	Fx	30-39	0
Fail Inadequate and fragmentary knowledge of the techniques and principles covered in the course, or failure to complete the work required in the course	F	<30	0

3.1.2 RESIT POLICY

Resit exams are granted to students who have obtained an ECTS F or Fx in the final exam, they are organised under identical conditions across all campuses. The procedures and timetable for resit sessions are determined by each programme and communicated to students, with the option to organise sessions based on particular circumstances. No resit exams are sent to partner universities. The maximum grade for a resit exam is capped at ECTS D.

Admission to resit exams

Admission to resit exams is, however, conditional upon the student being able to meet the programme's minimum progression requirements, **in particular a GPA of 2 or above following the resit.**

Consequently, only students for whom this objective is achievable are permitted to sit the resit examinations. Otherwise, their case will be reviewed by the Exam Board, which will make a decision in accordance with the current progression conditions.

Cases of failure in France

Resit exams for courses failed in France are organised by Rennes SB (students should refer to the general calendar, available on their digital workspace, to find out the period in which they are concerned).

Cases of failure abroad

The student must repeat courses at Rennes SB in N+1 to obtain the number of credits required to validate the academic exchange. If 1 or 2 courses have to be retaken, the student is admitted to progress to M2 (CPR verdict). They will repeat 1 or 2 modules in the spring semester in parallel with their M2. If they have 3 or more courses to retake, students are not admitted to progress to M2 (RPP verdict). They will repeat the face-to-face courses in spring semester N+1.

Resit exams for professional experience modules

Resit exams for professional experience and components supporting Professional Development ("Career Passport" module) is updated and presented to students each year.

Resit for the Graduating Project

The Graduation Project is submitted in the year of graduation. It may be resubmitted if not validated, provided the student initially submitted it by the first deadline.

Nature of GP failure	Resit exam
Graduating Project score < 50%	Re-submission of the Graduating Project
No submission by the first deadline	Resit not allowed. Mandatory submission the following year

Following the re-submission, the student obtains either a "D" or an "F" for the module

At the end of the resit period:

- Students who obtain the validation of all their ECTS and a GPA greater than or equal to 2 validate their semester/year completed on the Rennes SB campus. They are allowed to progress.
- Students who retain one or more Fs and a GPA of between 1 and 2 do not validate either their semester or their year and will be offered the opportunity to repeat either the semester or the year concerned. The student must repeat the entire period.
- Students who obtain a GPA of less than 1 cannot continue their studies on the programme. They are not allowed to progress.

3.1.4 ACADEMIC INTEGRITY AND SCHOOL DISCIPLINE

The School attaches great importance to academic integrity. Any breach of these rules may be subject to review by the Disciplinary Committee. The procedure is detailed in Article 13 of the School's internal regulations.

Various degrees of sanctions may be incurred: a grade of F for the assignment (with or without the possibility of resubmitting the assignment), a reduction in the grade obtained in the final examination, or disciplinary measures such as suspension or exclusion.

Offenses subject to review by the Disciplinary Committee include, but are not limited to:

- **Academic fraud:** cheating, fabrication of data, plagiarism, falsification of official documents, etc.
- **Disciplinary misconduct:** consumption of alcohol or an illegal substance, theft, violence, etc.

Use of Generative AI:

The use of artificial intelligence (AI) tools is permitted only under the conditions specified in the School's internal regulations and must comply with the academic integrity rules in force.

Use of the AI-powered chatbot:

Rennes School of Business provides students with an AI-powered chatbot to assist them with administrative procedures and their studies. Its use is permitted provided that the school's current academic integrity rules are observed. Students remain fully responsible for any work, outputs and decisions arising from content generated by the tool. Any use of the tool for assessment purposes must comply with the instructions provided by the module coordinator. Students are encouraged to think critically, to verify the information provided and not to present AI-generated content as their own work without authorisation or appropriate citation.

3.1.5 ATTENDANCE POLICY

Student commitment is monitored, and attendance is compulsory. The close monitoring carried out by the Education Officers makes it possible to identify students in difficulty and provide personalised support.

Students on apprenticeship contracts, professionalisation contracts or work experience agreements: as part of apprenticeship programmes, attendance in class is monitored and any absence from class will be taken into account by the training funding bodies. Any hours not attended will be billed to the companies, and the funding bodies responsible for ensuring that the training is properly monitored may act accordingly and call into question the apprenticeship contracts of the students concerned.

Any absence from a final examination will result in a zero mark.

The Exam Board, sovereign in its decisions, may, depending on the student's record and elements presented, decide on the retention, adjustment, or consolidation of grades, including the potential allocation of jury points.

3.1.6 ASSESSMENT REVIEW PROCESS

3.1.6.1 Grades reports and Exam Boards

At the end of the first semester, a grade report is published, confirmed by the issue of a grade transcript.

At the end of the academic year, before the resit exams, the Exam Board decides on each student's annual results.

Another Exam Board post-resit is organised after resit exams.

Annual transcripts are issued at the end of the academic year, indicating the final grades obtained, the corresponding validated credits, and the Exam Board's decision.

3.1.6.2 Verdicts delivered following an annual Academic Exam Board (in June)

Allowed to progress (APR)

Conditional Progression (CPR): the student is admitted to the next year with subjects remaining.

Resit (RST): the student must take the resit exams.

Repeat the year (RYR): the student repeats the entire academic year.

Repeat Part of the Programme (RPP): the student repeats part(s) of the academic year.

Not allowed to progress (NPR)

3.1.6.3 Conditions for modules resit exams

In all cases, the resit exam grade replaces the final grade previously obtained, which is the grade from which the student failed the module concerned. This former grade may include several continuous assessment grades and final assessment grades which have led to the award of an Fx or F as appropriate.

The maximum grade for a resit exam is capped at ECTS D. A grade of ECTS F corresponds to a failed resit exam.

3.2 Conditions for progression to the next year

The Exam Board examines all grades and decides on exceptional cases. Verdicts are pronounced at the end of the annual Education Jury.

Table 2 – Conditions for progression to M2

Condition	Explanation	Decision of the Jury
GPA $\geq$ 2 without F	After any possible resit exams, a student who obtains the validation of all ECTS and a GPA of 2 or more validates his/her semester/year completed on the Rennes SB campus.	APR = Allowed to progress.
GPA $\geq$ 2 with one or more F	After any possible resit exams, a student who retains one or more F grades but has a GPA of 2 or more is admitted to the next year. The student will have to retake the remaining subjects the following year.	CPR = Conditional Progression
$1 \leq \text{GPA} < 2$	After any possible resit exams, a student who obtains a GPA between 1 and 2 does not validate his/her semester/year and will be offered the possibility of repeating either the semester or the year concerned. The student will have to repeat the whole period.	RPP = Repeat part(s) of the academic year or RYR = Repeat the Year
GPA < 1	A student whose GPA is less than 1 after any possible resit exams cannot continue his/her studies on the programme. They are not admitted to progress.	NPR = Not allowed to progress

***In M2:** after any possible resits, a student who obtains one or more F grades and a GPA of 2 or higher will have to repeat part(s) of the academic year (RPP verdict).

The student will have to validate any remaining subjects the following academic year. At the end of the Exam board conditions for repeating will be decided (attend resit exams, repeat the modules in class during the semester or repeat the entire semester).

****Case of repeaters:** at the end of resit exams for the repeated year, students who obtain an annual GPA of less than 2 are not admitted to continue their studies on the programme.

If an apprentice student repeats a year, his/her apprenticeship or professionalisation contract is not automatically renewed.

3.2.1 CONDITIONS FOR REPEATING

Each student is allowed to repeat a year. The length of the curriculum therefore depends on the year of entry plus one year, i.e. a maximum of three years for first-year entry and a maximum of two years for second-year entry.

3.2.2 VALIDATION BY VAE (VALIDATION OF ACQUIRED EXPERIENCE)

At the end of a support period, and with the approval of their trainer/mentor, the VAE candidate submits their finalised “Booklet 2”. This document is then submitted for review and analysis by **the VAE Validation Jury**, composed as follows:

- Two representatives from the candidate’s sector of activity or a related sector,
- Two representatives from the certifying body.

The candidate is required to give an **oral presentation** of approximately one hour to present his/her Booklet 2 and answer the jury’s questions regarding the validation competencies.

The mentor attends the presentation as an observer. He or she does not participate in the evaluation and has no voting rights.

Following the presentation and a short period of deliberation, the jury calls the candidate back and pronounces one of two verdicts:

- Full and immediate validation,
- Partial validation.

In the case of partial validation, the candidate may:

- Represent only the missing competency blocks; or,
- Take additional training to acquire the missing competencies and validate them through an examination; or,
- Acquire additional experience and re-submit a more comprehensive VAE application.

Minutes are drawn up and sent to the candidate.

In the event of full validation, the Registrar is informed of the candidate’s successful achievement for inclusion in future graduation juries.

3.3. *Juries and Committees*

3.3.1 ADMISSION JURY

Depending on the eligibility threshold set, the Admission Jury determines the list of candidates admitted to the targeted programme. For international admissions, the jury meets regularly to process applications in real-time.

Composition of the Admission Jury
The President, a university professor-researcher or their substitute, Executive Director and Dean of Rennes School of Business or their representative, The Director of Programmes or their representative, The Director of Development or their representative.

3.3.2 EDUCATION JURY

The Education Jury (which meets once a semester, once a year, or after resit exams) takes decisions regarding student progression from one year to another; it also reviews exceptional circumstances or force majeure cases.

Composition of the Education Jury (At least 3 members must be present for grade report jury and at least 4 members must be present for exam boards)
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The Director of Programmes or their representative, The Director of the Programme and/or their representative, The Director of Education and/or their representative, The Education Manager The Education Officer.
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3.3.3 VAE VALIDATION JURY

The VAE Validation Jury reads and analyses the candidate's Booklet 2 prior to the presentation. During the presentation, the jury questions the student and assesses whether the required competencies have been acquired in accordance with the programme reference framework. It also provides insights into the candidate's VAE journey, including their level of involvement and their relationship with their mentor.

Composition of the Validation Jury

Two representatives from the certifying body Two representatives from the candidate's sector of activity or a closely related sector The VAE mentor (without voting rights)

3.3.4 GRADUATION JURY

The Graduation Jury reviews the final academic results of students of the programme concerned. It validates the list of students eligible for the diploma and deliberates on specific cases.

Composition of the Graduation Jury

The President, a university professor-researcher or their substitute, One or more representatives from the Rectorat de Rennes (Rennes School Board) Executive Director and Dean of Rennes School of Business or their representative, The Director of Programmes or their representative, The Registrar

The diploma, issued with the approval of the Minister of Higher Education, and conferring the *Grade de Master*, is signed by the President of the Graduation Jury, the Rector of the Academy of the academic region and the Executive Director and Dean of Rennes School of Business.

3.3.5 APPEALS COMMITTEE

Students may contest an academic decision (admissions, progression, graduation) by submitting an appeal form within 14 days of the decision.

Continuous assessment

Students may request clarification regarding a mid-term grade. However, the professor is not obliged to change the grade if they consider it justified, particularly once grades have been validated by the Module Coordinator.

Final examinations

The consultation period for final exam papers is 14 days from the date the results are published. Consultations are available by appointment and takes place online.

As the faculty is sovereign in its assessment, complaints may only relate to possible errors in the transfer of grades or failure to correct part of a paper. Consequently, other requests for revision of grades or re-correction of papers will not be accepted.

No double correction is allowed.

The Appeal Committee is made up of at least three of the following members with voting rights:

- The Dean for Programmes or a representative;
- A Head of International Studies Administration or a representative;
- The Director of the Programme or a representative;
- The Director of Education or a representative;
- An Education Officer;
- The Head of the Department concerned or a representative.

The following are also invited to attend without voting rights:

- The student concerned ; and
- An elected Student Representative.

3.3.6 DISCIPLINARY COMMITTEES

Disciplinary Committees deal with academic and behavioural issues. The procedure is detailed in Article 13 of the school's internal regulations.

4. Conditions for awarding the diploma

4.1 Conditions

At the end of the second year of the programme, students are presented to one of two possible Graduation Juries:

- Either in January;
- Or in April.

To graduate, students must obtain all the required ECTS credits and meet all the graduation requirements, depending on their type of admission:

- Periods of professional experience
- English proficiency test :

TOEFL score of 80 or above
TOEIC score of 800 or above
IELTS score of 6.5 or above

- Graduating Project

A distinction will be awarded by the Jury to graduates meeting the following conditions:

1. Completion of the entire Master's Programme
2. GPA of at least 4.5/5 over the entire course
3. "A" grade for the Graduating Project
4. At least 3 « A's » on Business modules

Diplomas are signed by the President of the Jury, the Executive Director and Dean of Rennes School of Business, as well as by the *Recteur d'Académie*, who affixes the official state visa.

The diploma template is presented in Appendix 3.

4.2 Graduation Jury deferral cases

Students who have not fulfilled all graduation requirements by the time of the January Graduation Jury will automatically be deferred to the April Graduation Jury or, at the latest, the January N+1 Jury, depending on the graduation requirements to be completed and within the authorised limit of three consecutive years (or less depending on their admission) from the date of their initial enrollment at the School.

4.3 Cases of students not meeting graduation requirements

A student is deemed not to have graduated if he or she has not completed all the graduation requirements for the diploma and cannot be deferred.

In this case, Rennes School of Business issues a certificate of completion.

4.4 Graduation for VAE candidates (Validation of Acquired Experience)

VAE candidates who have obtained a "Full Validation" verdict following their Booklet 2 presentation are presented to the following Graduation Jury, either in January (main Jury) or in April (additional Jury). They appear under a dedicated VAE section.

Appendices

Appendix 1: "Flex way" system

Flex Way System



List of Students Eligible for the Flex Way System

Eligible Profiles	Status / Required Documents *
High-Level Athlete	Be registered on national high-level sports list OR belong to recognised federal performance pathway OR be enrolled in a training centre or employed by a professional club
Promising Athlete	Be included on an official/ministerial list of Promising Athletes following nomination by their federation
High-Level Referee / Coach	Provide a training certificate and/or certificate issued by the relevant federation
High-Level Artist	Be enrolled at a conservatoire or art school and/or provide evidence of involvement in events at the highest level (national or even international). And/or provide a document demonstrating artistic ability (certificate, portfolio, diploma, enrolment in higher education, professional or semi-professional level, peer assessment, etc.)
Student Entrepreneur	Hold national student-entrepreneur status ('Pépité' network) Provide proof of business registration
Young Firefighters	Provide an official/national young firefighter certificate and/or proof of training enrollment
Reservists	Provide engagement contract (1–5 years)
Firefighters	Provide 5-year engagement contract
Lifeguards	Provide an official certificate in water safety and rescue, or a coastal licence
Elected Representative	Provide official proof of elected status
Student enrolled in another school	Provide enrollment certificate from the other institution

*Equivalent status or supporting documents may be accepted for international students, subject to review

DEFINITION OF ACCOMMODATIONS

A comprehensive list of possible academic accommodations is set out below. Specific measures for students are considered on a case-by-case basis between the student and the school's Education Officers. These accommodations are designed to promote the student's academic and non-academic success.

- **Exemption from attendance requirements** → students are not penalised for absences
- **Continuous Assessment Exams**
 - In the event of absence on the day of the exam, the professor will arrange a replacement test on a date agreed with the student.
 - If a replacement exam cannot be arranged, the student will, exceptionally, receive a 'no mark' for that continuous assessment (the weighting of the mark will be distributed across the other assessments)
- **End of Semester Exams**
 - In the event of absence during the designated period, the exam will take place:
 - a) during the resits period (the grade will not be blocked at D – continuous assessment marks will be included)
 - b) at another time, subject to providing evidence and depending on the availability of the parties involved
 - c) The exam scheduled as an in-person exam may be taken remotely (the oral format will be preferred) upon presentation of valid proof
 - An oral exam will be offered if no examination could be held during the academic year (continuous assessment and end of semester exams)
- Ensuring **pedagogical continuity** :
 - Option to attend certain classes remotely via Elive in synchronous mode (not applicable to certain classes, such as language classes)
 - Course content will be made available (Moodle, etc.)
- **Exemption from the academic exchange** → the request will be reassessed at the time of departure abroad / placement at partner university
- Option to be in the same group as a fellow student
- Option to attend another group's classes as an 'auditor' (subject to providing supporting evidence)
- Option to take a **gap year** if this is not provided for within the programme
- **Eligibility for an additional year** to qualify for the degree

DISPOSITIF « FLEX WAY »
Demande d'aménagements – Profil « Talent »

Important

*La présente demande sera soumise à la commission dédiée sous 15 jours.
 Seul le dossier des étudiants éligibles et ayant fourni les justificatifs mentionnés sera étudié
 (cf annexe 2)*

Nom		Prénom	
N° étudiant		Téléphone	

<u>Email école</u>	
<u>Email personnel</u>	
Formation préparée	

Demande d'aménagement effectuée <u>pour</u> (cocher 1 case)	1^{er} semestre ☐	2nd semestre ☐	Année complète ☐
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Motif(s) pour lesquels la demande d'aménagements spécifiques est émise
(Justificatifs à joindre à votre dossier de demande RSE)

Aménagements envisageables à Rennes School of Business

Dispense d'assiduité
Flexibilité des modalités de suivi des cours sous conditions (<u>mode</u> hybride <u>online</u> / on site)
Adaptation des modalités de contrôle de la validation des acquis
Date : Signature de l'étudiant

Appendix 2: Booklet 1 - Application for Validation of Acquired Experience



DEMANDE DE RECEVABILITE A LA VALIDATION DES ACQUIS DE L'EXPERIENCE

Code de l'éducation art. R335-5 à R335-11

LIRE ATTENTIVEMENT LA NOTICE AVANT DE REMPLIR CE FORMULAIRE.

Vous y trouverez les définitions des informations demandées, les listes de codes nécessaires pour renseigner les rubriques, la liste des pièces justificatives à joindre au présent formulaire pour envoyer un dossier complet.

DATEZ ET SIGNEZ LA DECLARATION SUR L'HONNEUR (RUBRIQUE 6)
sauf si l'autorité responsable de la certification vous propose une téléprocédure.

RUBRIQUE 1 : Nature de la demande

1ère demande : ☐ Renouvellement : ☐ Prolongation : ☐

RUBRIQUE 2 : Certification professionnelle que vous souhaitez obtenir

Nature, intitulé complet et niveau de la certification

Autorité responsable de la certification

RUBRIQUE 3 : Etat civil/Situation du candidat

Nom de naissance :
(c'est le nom qui figure sur votre acte de naissance)

Nom d'usage :
(s'il y a lieu)

Prénom(s) :
(dans l'ordre de l'état civil)

Date de naissance : / / Sexe : Féminin ☐ Masculin ☐ Commune de naissance :

Département ou collectivité outre-mer de naissance : ou Pays de Naissance :

Nationalité : Française ☐ Ressortissant de l'UE, EEE ☐ Autre ☐

Adresse : N° de la voie Type de voie (rue, avenue) Nom de la voie

Complément d'adresse :

Code Postal : Commune : Pays :

Tél. domicile : Tél. portable :

Courriel :

Vous êtes actuellement :

1. En situation d'emploi : ☐ CDI : ☐ CDD, CDD d'usage et Intérim : ☐ Travailleur indépendant, artisan, profession libérale : ☐

Fonctionnaire : ☐ Militaire : ☐ Contrat aidé ou contrat en alternance : ☐

2. En inactivité ☐

3. En recherche d'emploi ☐ Inscrit à Pôle emploi : Oui ☐ Non ☐ Depuis :

Êtes-vous indemnisé(e) : 1 - au titre de l'assurance chômage (Allocation de retour à l'emploi) Oui ☐ Non ☐

2 - au titre du régime spécifique d'assurance chômage des intermittents du spectacle Oui ☐ Non ☐

Êtes-vous allocataire de minima sociaux : Oui ☐ Non ☐

4. Autres : Volontaire ☐ Mandat électoral ☐

Êtes-vous reconnu travailleur handicapé : Oui ☐ Non ☐

Page sur

RUBRIQUE 4 : Niveau de formation/Certification(s) obtenue(s) à la date de votre demande

(cf. notice : se reporter aux définitions de la rubrique selon le numéro du renvoi et inscrire les codes correspondant à votre situation)

Dernière classe suivie(1) : Titre ou diplôme le plus élevé obtenu en France (2) : Autre certification obtenue en France(3) :

Attestation de comparabilité d'un diplôme délivré dans un pays étranger(4) : ☐ niveau V ☐ niveau IV ☐ niveau III ☐ niveau II ☐ niveau I ☐

Attestation de reconnaissance d'études/et ou de formation/s suivie/s à l'étranger (5) : ☐ Oui ☐ Non

Partie(s) de certification professionnelle obtenue/s(6) : ☐ Oui ☐ Non ☐

Si vous possédez une certification ou partie/s de certification professionnelle inscrite/s au Répertoire National des Certifications Professionnelles (RNCP) en rapport avec la certification professionnelle que vous souhaitez obtenir par la validation des acquis de l'expérience (VAE), indiquez son ou leurs intitulé/s exact/s :

Indiquez les éventuelles formations courtes suivies dans le cadre de la formation continue (stage, certification,...), en relation avec la certification visée :

RUBRIQUE 5 : Information concernant votre expérience en rapport direct avec la certification visée

Cette rubrique va servir à vérifier la durée et le rapport direct de votre expérience avec la certification que vous visez. Ce rapport direct entre votre/vos activités exercées et la certification visée sera apprécié par l'autorité chargée de la certification. Dans le tableau ci-dessous, vous devez décrire, parmi les activités exercées dans le cadre d'un emploi, d'une fonction ou d'une formation en milieu professionnel, celles qui correspondent référentiel de cette certification. Vous pouvez vous procurer ce référentiel soit auprès de l'autorité en charge de la certification, sur son site Internet ou sur www.vae.gouv.fr pour les principaux organismes certificateurs. **Classez vos expériences en commençant par la plus récente.** Vous pouvez dupliquer autant de tableau que nécessaire à la description de votre expérience. Compléter chaque colonne selon les informations fournies dans la notice explicative ainsi que chaque ligne du tableau ci-dessous et éventuellement de la page suivante pour chaque emploi/fonction ou formation concernés par les activités à décrire.

Les champs marqués d'une étoile rouge * sont obligatoires (attention, les rubriques des colonnes 5 et 7 sont obligatoires uniquement pour les statuts mentionnés).

1 Statut au moment où vous avez exercé la/les activités *	2 Emploi ou fonction occupée *	3 Nom et adresse de l'organisme dans lequel les activités ont été exercées *	4 Famille professionnelle de l'emploi ou de la fonction occupée *	5 Certification et niveau de formation suivie (uniquement pour les statuts pour lesquels vous avez inscrit un code 8, 9, 13 ou 14 dans la colonne 1) *	6 Périodes d'exercice des activités pour chaque expérience (selon le statut renseigné colonne 1) *		7 Modalité de temps de travail (uniquement pour les statuts pour lesquels vous avez inscrit un code 1 à 7 ou 11 dans la colonne 1) *	8 Durée totale de chaque période d'activités en milieu professionnel (en heure) *	9 Activités exercées en rapport direct avec la certification visée *
					Date de début	Date de fin			

RUBRIQUE 6 : Déclaration sur l'honneur

Cette déclaration est à remplir obligatoirement pour que votre dossier soit recevable

Déclaration sur l'honneur	
Je soussigné(e), , déclare sur l'honneur	
☐ ne pas faire l'objet d'une mesure pénale ou administrative d'interdiction de présentation devant un jury d'examen ou de validation des acquis de l'expérience	
☐ que toutes les informations fournies sont exactes et que la présente candidature à la validation des acquis de l'expérience en vue de l'obtention de la certification mentionnée à la rubrique 2 du présent formulaire constitue l'unique demande pour cette certification pour la même année civile.	
Je m'engage également à ne pas présenter plus de trois candidatures à la validation des acquis de l'expérience pour des diplômes, certificats ou titres différents durant la présente année civile.	
Fait à :	
le :	Signature du/de la candidat/e :
La loi punit quiconque se rend coupable de fausses déclarations : « Constitue un faux toute altération frauduleuse de la vérité, de nature à causer un préjudice et accomplie par quelque moyen que ce soit, dans un écrit ou tout autre support d'expression de la pensée qui a pour objet ou qui peut avoir pour effet d'établir la preuve d'un droit ou d'un fait ayant des conséquences juridiques. Le faux et l'usage de faux sont punis de trois ans d'emprisonnement et de 45 000 euros d'amende (code pénal, art. 441-1) ; Le fait de se faire délivrer indûment par une administration publique ou par un organisme chargé d'une mission de service public, par quelque moyen frauduleux que ce soit, un document destiné à constater un droit, une identité ou une qualité ou à accorder une autorisation est puni de deux ans d'emprisonnement et de 30 000 euros d'amendes (code pénal art. 441-6) ; Est puni d'un an d'emprisonnement et de 15 000 euros d'amende le fait : 1° D'établir une attestation ou un certificat faisant état de faits matériellement inexacts ; 2° De falsifier une attestation ou un certificat originellement sincère ; 3° De faire usage d'une attestation ou d'un certificat inexact ou falsifié (code pénal art. 441-7).	

RUBRIQUE 7 : Réservé à l'organisme certificateur (ne pas remplir)

Dossier reçu le		Dossier complet le	
N° d'identifiant			
Code du diplôme		Niveau de certification visé, le cas échéant	
Décision de recevabilité :	☐ favorable ☐ défavorable		
Date de décision de la recevabilité		Date limite de validité de la recevabilité (le cas échéant)	

Appendix 3: Diploma model

Espace européen de l'enseignement supérieur - Espace européen de l'enseignement supérieur - Espace européen de l'enseignement supérieur

RÉPUBLIQUE FRANÇAISE
MINISTÈRE DE L'ENSEIGNEMENT SUPÉRIEUR, DE LA RECHERCHE ET DE L'ESPACE

RENNES SCHOOL OF BUSINESS

Établissement d'enseignement supérieur privé

Diplôme Supérieur en XXXXX Grade de master

Vu le code de l'éducation, et notamment son article L 613-1,
Vu l'arrêté du XXXXX relatif aux diplômes délivrés par les établissements d'enseignement supérieur technique privés et consulaires reconnus par l'État,
Vu l'arrêté du XXXXX autorisant l'établissement à délivrer un diplôme visé par le ministre chargé de l'enseignement supérieur,

Vu le procès-verbal du jury du XXXXX ;

Le Diplôme Supérieur en analyse, intelligence et sécurité des données est délivré à «*Prénom*» «*NOM*»,
Date de naissance le XXXXX, à XXXXX

au titre de l'année universitaire 20XX /20XX, et confère le grade de master,
pour en jouir avec les droits et prérogatives qui y sont attachés.

Fait le XXXXX

Le Directeur Général
Chef d'établissement
Adilson BORGES

Le Président du Jury

XXXXX

La rectrice de la région académique
Chancelière des universités
Hélène INSEL

Appendix 4: List of Acronyms

Acronym	Meaning
APR	Allowed to Progress
BOESR	Official Bulletin of Higher Education and Research
CFA	Apprenticeship Training Center
CPR	Conditional Progression
ECTS	European Credit Transfer and Accumulation System
Fx / F	Fail (insufficient grades)
GPA	Grade Point Average
IEC	Intensive English Course
IELTS	International English Language Testing System
LV1 / LV2	First Foreign Language / Second Foreign Language
M1 / M2	Master Year 1 / Master Year 2
NPR	Not Allowed to Progress
PLO	Programme Learning Outcomes
RPP	Repeat Part of Programme
RST	Resit
RYP	Repeat Year
S7 / S8 / S9 / S10	Master Programme Semesters
TOEFL	Test of English as a Foreign Language
TOEIC	Test of English for International Communication
UP	Partner University
VAE	Recognition of Prior Learning (Experiential Learning)
VAPP	Recognition of Professional and Personal Experience