

SECTION I – ADMISSION

1.1 General provisions

For registration to the admission session, candidates are not subjected to any age requirements. The ways of admission to the program are the following: competitive examination at the end of *classes préparatoires*, competitive examination within the scope of admission based on qualifications, competitive examination for students holding foreign qualifications, competitive examination right after the *baccalauréat* for handicapped students, the competitive examination right after the *baccalauréat* for social mobility, selection within the scope of continuous education, admission within agreements with other higher education institutions, and validation of prior experience. The same candidate cannot register for more than 3 admission sessions, all ways taken together. Candidates can only register to one way of admission during one same year. Foreign candidates take the examination in the same conditions as French candidates. Handicapped candidates or with a chronic condition can benefit from specific conditions for their test sessions.

More specifically:

- All candidates who have responded to the call of their names during one of the tests are considered to have taken part in the examination.
- During the tests, candidates are prohibited from:
 - introducing in the examination premises any document or note not authorized by the Admission Jury,
 - communicating among themselves or receiving any information from outside,
 - exiting the room without being authorized by the supervisor in charge of this room.
- Any fraud or fraud attempt duly noted can lead to the candidate's exclusion from the tests. The same measure can be taken against the accomplices of the principal perpetrator of the fraud or fraud attempt.
- Candidates have to give way to the observations and checks in use. No immediate sanction is imposed in case of flagrante delicto. The manager of the examination center draws up a detailed report of the incident, which is sent to the admission jury.
- Exclusion from the examination session is pronounced by the admission jury. No decision can be taken without the concerned party having been enabled to present his/her defense before the meeting of the jury.
- The motivated decision is notified without delay to the concerned party by registered letter with an acknowledgement of receipt.
- During the marking process, examiners report to the President of the Admission Jury any paper appearing to be suspicious. In cases of fraud, the perpetrator is excluded from the tests session according to the conditions set out in the aforementioned paragraphs.

1.2 - Admission of students from *classes préparatoires*

1.2.1 General provisions

Brest Business School takes part to the common test bank (*Banque commune d'épreuves*) and applies their regulations for competitive examination to BBS *Grande Ecole* program. (<http://concours-bce.com/>)

Students from all *classes préparatoires* streams are authorized to take part in the examination for admission in the 1st year of program.

1.2.2 –Eligibility tests

BBS organizes its eligibility tests in compliance with the framework convention of the common bank of written competitive examinations, in accordance with the *classes préparatoires* programs, for admission in the *grandes écoles* of business and management.

This examination consists in tests common to all candidates as well as specific tests according to the option chosen by the candidates.

These written eligibility tests comply with the frame of reference of the common test bank (*BCE*). The admission tests are based as a whole on the 2-years program of the economic and business *classes préparatoires*, defined by orders of the French Minister of Higher education and Research, as well as the Humanities programs for admission into the *Écoles normales supérieures*.

Each year, the BCE publishes in the *Bulletin officiel* the test descriptions and coefficients.

1.2.3 –Eligibility

After the eligibility test session, the admission jury, which is mentioned in the 3rd paragraph of these regulations, draws up the list of candidates eligible to the oral tests. This list of eligible candidates is drawn up in order of merit.

1.2.4 –Admission tests

The oral tests of the IENA tests bank are identical for all candidates, regardless of their chosen options. English must imperatively be one of the two used languages, while the other language must compulsorily be one of the languages proposed by the Chamber of Commerce and Industry of Paris. Candidates must use the same languages for the oral and the written examinations, and must imperatively speak English during one of the two tests.

The motivation interview aims at testing the candidates' motivations for joining Brest Business School, their general culture, ability to analyze and synthesize, their critical sense and reactivity.

The collective interview aims at assessing the candidates' abilities for teamwork, leadership, negotiation and creativity.

The test descriptions and coefficients are attached to these regulations.

1.2.5 – Admission

After the admission test session, the admission jury, which is mentioned in the 3rd paragraph of these regulations, draws up the list, by order of merit, of candidates proposed for admission, within the limit of the number of offered positions. The jury can also draw up a complementary list by order of merit. Assignment is automatically run by SIGEM, which is a centralized management system for assignment in business schools.

1.3 – Admission based on qualifications in 1st or 2nd year of the program

1.3.1 – General provisions

Brest Business School has chosen to organize its own competitive examination (Talent days) for admitting candidates in the 1st or 2nd year of program.

Students who have completed their 2nd year of higher education are authorized to register to the examination for admission in 1st year of program.

Students who have completed their 3rd year of higher education are authorized to register to the examination for admission in 2nd year of program.

The equivalence commission, composed of the professor in charge of the program, the professor in charge of the faculty, the international relations manager and the academic manager, determines the equivalency of French and foreign equivalencies.

A specific procedure is set up for any candidate unable to move to participate in the Talent Days Bachelor. The specific conditions are to be found in the regulations for the Talent Days Bachelor examination, annexed to the present regulations.

1.3.2 – Eligibility

Candidates submit their applications. The commission for eligibility, composed of the professor in charge of the program, the professor in charge of the faculty and the academic manager, judge the validity of the applications given the degree candidates have obtained or are preparing. The commission draws up the list of the candidates eligible to the admission tests.

1.3.3 – Admission tests

The candidates' thinking capabilities are assessed with online tests, dealing with three types of skills: logics, verbal skills and digital skills. The asked questions are more and more complex and allow to assess of the candidates' intellectual agility and their affinity with studies requiring strictness and creativity.

There are 2 English tests for assessing fluency and proficiency in English, with an online written test on Télélanguage website and an oral test (Cambridge format) consisting in a debate with another candidate under the supervision of a professor.

The interview aims at testing the candidates' motivation for joining BBS, their general culture, ability to analyze and synthesize, their critical sense and reactivity.

The collective interview aims at assessing the candidates' abilities for teamwork, leadership, negotiation and creativity.

The test descriptions and coefficients are attached to these regulations.

Distance tests are set up for candidates unable to move to participate in the Talent Days. Since the collective interview cannot take place remotely, the interview duration is lengthened so that the candidates can explain and exchange on a previous collective work experience.

1.3.4- Admission

After the admission test session, the admission jury, which is mentioned in the 3rd paragraph of these regulations, draws up the list, by order of merit, of candidates proposed for admission, within the limit of the number of offered positions. The jury can also draw up a complementary list by order of merit.

1.4 - Admission within the framework of continuous education

1.4.1 – General provisions

Candidates authorized to register, either by themselves or through companies to which they belong, must hold a college degree and demonstrate at least 5 years of professional experience. Otherwise, candidates must demonstrate at least 10 years of professional experience in a managerial position, if they do not hold a college degree; in this case, they must validate their personal and professional achievements (through the *VAPP* procedure) so as to be authorized to register to the examination.

1.4.2 – Eligibility

Candidates submit their applications. The commission for eligibility, composed of the professor in charge of the program, the professor in charge of faculty, the business relation manager and the academic manager, judge the validity of the applications given the degree candidates have obtained or are preparing. The commission draws up the list of candidates eligible to the admission tests. This list is set up by alphabetical order and merit order.

1.4.3 – Admission tests

The candidates' thinking capabilities are assessed with online tests, dealing with three types of skills: logics, verbal skills and digital skills. The asked questions are more and more complex and allow to assess of the candidates' intellectual agility and their affinity with studies requiring strictness and creativity.

The English test consists in an oral test through discussion with a professor for assessing fluency and proficiency in English.

The interview aims at testing the candidates' motivation for joining BBS, their general culture, ability to analyze and synthesize, their critical sense, reactivity, creativity and leadership.

The test descriptions and coefficients are attached to these regulations.

1.4.4 – Admission

After the admission test session, the admission jury, which is mentioned in the 3rd paragraph of these regulations, draw up a list of the candidates, by order of merit, proposed for admission.

The jury can also draw up a complementary list by order of merit. The candidates whose names appear on this complementary list are likely to be called on, according to their ranking and withdrawals of admitted candidates or candidates with a higher rank on this complementary list.

1.5 Admission within the framework of agreements with other higher education institutions

Within the framework of bilateral cooperation and exchange agreements between BBS and other French or foreign higher education institutions, students enrolled in these institutions can be admitted in the program with a view to graduate from BBS. Admission is decided in accordance with the clauses of the above-mentioned bilateral agreements, which detail the requirements for recognition of the credentials obtained in the partner institutions.

1.6 Admission within the framework of professional experience validation (VAE)

The Bachelor program is accessible through validation of professional experience.

We apply the social modernization law of 17 January 2002 and the decrees N°2002-590 of 24 April 2002 and 2002-615 of 26 April 2002.

All persons engaged in the workforce for at least 3 years can apply for an official recognition of their skills, acquired and developed as professionals or volunteers, earning thus professional credentials or degree.

The program manager is in charge of *VAE* supervision.

1.7 Transfers and admission postponement

Candidates wishing to postpone their admission must write a postponement request and specify the reasons (period spent in a company, period abroad, medical reason, etc.). This request is subject to the obtaining of the required degree and to BBS Direction's approval.

Enrolled students transfers are only allowed between higher education institutions issuing official degrees stamped by the French Minister of higher education. These transfers must be exceptional and take place after approval by both directors of the concerned institutions and information of the academy rector, university chancellor. These transfers are not taken into account in the quota of positions open each year.

SECTION II – ORGANIZATION OF STUDIES

2.1 General scheme of studies

2.1.1 Training objectives

Our world is undergoing considerable change and faces colossal challenges at the economic, social, political or environmental level: we must invent new development models. These models would be friendlier towards mankind and our planet, providing value and bringing lasting progress.

For initiating and implementing this program for change, a new generation of leaders shall arise: bold, creative and responsible contractors-managers, able to seize opportunities and take risks in order to push forward the world around us.

BBS *Grande Ecole* program aims thus at training these innovative and responsible contractors-managers.

2.1.2 Organization of the training path

The initial academic program is organized in 3 ESCALES enabling to validate the ECTS credits necessary for obtaining BBS degree (120 or 180 ECTS, according to the profiles of admitted students).

- *Escale 1* gathers courses of opening to the rest of the world, technological culture and innovation approach (30 crédits ECTS).
- *Escale 2* is divided in two sections: basic (30 ECTS credits) and expert (30 ECTS credits), bringing together the fundamental business administration courses.
- *Escale 3* includes the courses for synthesis, leadership, specialization, management research, and also a dissertation (60 ECTS credits). This *escale* can be pursued in a foreign partner institution providing a similar program.

In addition to these *escales*, according to students' entry profile, elective opening courses enable to validate 30 complementary ECTS credits, as part of a total allocation of 108 ECTS credits.

In parallel to these 3 *escales*, students must lead projects developing their know-how and know-how-to-be, in contact with their professors and "coaches". They thus validate the BBS credits necessary for obtaining BBS degree.

These 3 *escales* are also to be found in continuous education programs, organized in 6 certificates. The objectives are the same, but with other teaching modalities.

2.1.3 Duration of studies

The duration of studies ranges from 2 to 5 years, depending on the profiles of the newly-admitted students to the *Grande Ecole* program. For this reason, several programs are offered:

- a) Students in the "Global" program must validate 180 ECTS credits, for a period of at least 3 years or 6 semesters.
- b) Students in the "Advanced" program must validate 120 ECTS credits, for a period of at least 2 years or 4 semesters.
- c) Students in the continuous education program must validate 180 ECTS credits, for a period of at least 24 months or 4 semesters.
- d) Students enrolled in work/study programs (apprenticeship, professional training or continuous education) benefit from special organization of studies.

2.2 General studies program

2.2.1 Organization

Organization of studies follows a chronological sequence, with 3 training steps (*Escales*), regardless of the students' programs.

All para or extra academic activities, outside the ECTS system, are taken into account for the validation of BBS credits, provided they contribute to the professional and personal development of each student.

During their studies, students must validate:

For initial education:

- 120 ECTS credits during studies supposed to last 2 years, or 180 ECTS credits during studies supposed to last 3 years
- 120 BBS credits during studies supposed to last 2 years, or 180 BBS credits during studies supposed to last 3 years

- For continuous education:

120 ECTS credits during studies supposed to last 2 years

2.2.2 Definition of study periods

The general scheme of studies is organized in 3 *escales*:

- *Escale 1* – Discovering new worlds (1 semester in initial education – 1 certificate in continuous education)
- *Escale 2* – Acquiring practical skills (at least 2 semesters and opening semesters in initial education – 3 certificates in continuous education)
- *Escale 3* – Development of leadership and expertise (2 semesters in initial education – 2 certificates in continuous education)

Traduction de la maquette des études

3 years format for *Bac+2*

ESCALE 1 (30 ECTS): Economic, societal and technological culture. Developing creative and innovative thinking. In Brest. Initial education.

ESCALE 2 “ Basic”(30 ECTS): Fundamentals of management and entrepreneurial culture. In Brest. Initial education.

Possibility of an internship in France or abroad

Possibility of a gap year in France or abroad: internship, job, personal project

OPENING (30 ECTS): Complementary courses on management or intercultural themes. In a partner institution or in Brest. Initial education or apprenticeship.

ESCALE 2 “ Expert”(30 ECTS): Fundamentals of management and entrepreneurial culture. In Brest. Initial education or apprenticeship.

Possibility of an internship in France or abroad

Possibility of a gap year in France or abroad: internship, job, personal project

ESCALE 3 (30 ECTS): Synthesis, leadership, specialization. Professionalization. In a partner institution or in Brest. Initial education or apprenticeship.

2 years format for *Bac+3* or *Bac+4*

ESCALE 1 (30 ECTS): Economic, societal and technological culture. Developing creative and innovative thinking. In Brest. Initial education or apprenticeship.

ESCALE 2 “ Expert”(30 ECTS): Fundamentals of management and entrepreneurial culture. In Brest. Initial education or apprenticeship.

Possibility of an internship in France or abroad

Possibility of a gap year in France or abroad: internship, job, personal project

ESCALE 3 (30 ECTS): Synthesis, leadership, specialization. Professionalization. In a partner institution or in Brest. Initial education or apprenticeship.

Executive format

ESCALE 1: Economic, societal and technological culture. Developing creative and innovative thinking.

ESCALE 2 "Basic": Fundamentals of management and entrepreneurial culture. In Brest. Continuous education.

ESCALE 2 "Expert": Fundamentals of management and entrepreneurial culture. In Brest. Continuous education.

ESCALE 3: Synthesis, leadership, specialization. Professionalization. In Brest. Continuous education.



The general scheme of studies thus complies with the bachelor's master's doctorate system as defined by the Bologna Process (cf. Annex 4).

2.2.3 Program modification

The currently defined program may be subject to change according to the evolution of managerial techniques and companies' development requirements.

2.2.4 Course description

Courses in BBS *Grande Ecole* program consist in:

- Courses on economic, societal and technological culture, and innovation approach in *escale 1*.

- Courses and academic activities on economic and business administration sciences and on entrepreneurship in *escale* 2.
- Expert courses in business administration sciences and research methodology in *escale* 3.
- Foreign language courses
- Associative, cultural, sporting and societal experiences
- Professional experiences
- Experiences abroad (professional and/or academic)

2.2.4.1 Internship

Since our students' profiles are diverse and some students already have a real professional experience related to their previous study path, our study model is flexible so as to adapt to each profile. Hence, the only compulsory business experience lies in the end-of-study internship or apprenticeship. The other kinds of internships are not compulsory but are strongly recommended by the coaches of the Talent Development Center, according to each student's professional projects. Nevertheless, students must meet the required internship duration for graduating. These internships can be undertaken at the end of each academic year or within the framework of potential years off between each academic year.

The end-of-study internship is the only compulsory internship, and this experience is fully dedicated to professional project deepening and preparation for entering the labor market. This internship can consist in joining a business line and/or a defined profession or realizing a business idea.

The other internships are not compulsory, as they depend on students' previous careers. These internships allow students to discover the business world or some professions and business lines.

An internship agreement is required for all internships and students must ask for it via the academic ERP. This ERP enables to automatically follow-up students who are undertaking internships by sending them monthly "push" emails inciting students to discuss with and contact BBS if necessary. The company is also invited to make contact with BBS for any need during the agreement elaboration.

Concerning end-of-study internships, each professor tutoring the dissertation gets in contact with students at least once.

2.2.4.2 Equivalences with foreign universities

The academic semester abroad must correspond to 30 ECTS credits or at least allocate the number of credits necessary for validating the 60 ECTS credits per year, within the limits of partnership agreements.

The grades obtained within the partner university are transcribed in numerical grades ranging up to 20.

Any academic semester abroad must be subject to a learning agreement signed by the 3 involved parties. This learning agreement defines the modules each student should take and which credits to validate.

During academic semesters abroad, students are submitted to the partners' systems for re-take examinations. If there is no such system, the program manager defines the applicable special conditions.

SECTION III – KNOWLEDGE AND COMPETENCY ASSESSMENT

3.1 General provisions

3.1.1 Assiduousness and examination attendance

One examination session takes place per semester. Students are informed of the examination weeks at the beginning of the semester. Detailed schedules for these weeks are communicated later. Besides, professors resort to continuous assessment (scheduled or not) in management modules.

The following principles are applied:

- **Mandatory presence to all examinations (presence notified on the presence register handed by supervisors)**
- **In case of unjustified absence, students receive a failing grade (*note 0*) and are not allowed to take part in re-take examinations.**

Meanwhile, the program manager can, exceptionally, issue an examination dispensation on the following grounds:

- sick leave (on production of a medical certificate),
- family bereavement,
- case of force majeure.

In any case, students have to send to the academic service a written dispensation request at the latest 48 hours before the examination, or, in case of force majeure, within the 24 hours after the examination.

If the program manager issues a dispensation or if the absence is duly justified, the concerned assessment is not taken into account for calculating the final grade at the end of the semester or academic year. If the absence takes place during final examinations, concerned students are offered to re-take the examination while still benefiting from their continuous assessment grades.

If the final grade is not sufficient for validating the module's credits, re-take examinations are organized in the current year before the jury decides on the validation of the year or degree.

The re-take examination grade cancels and replaces all the grades obtained in the corresponding module. In case of success, the grade E is automatically assigned.

For continuous education, assessment is based on a certificate system.

The final grade for each certificate is based on the average grade of the various modules weighted by the number of ECTS credits allocated to each module.

Each certificate is considered as validated when the final grade is equal or higher than 10 out of 20 and no grade in any module is lower than 7 out of 20.

If some certificates have not been validated, students are offered to re-take the examination.

3.1.2 General assessment system

The assessment system for all the academic subjects and activities is based on the credit and grade system. The *Grande Ecole* program uses the numerical grading system, ranging from 0 to 20.

In compliance with European standards, grades are thereafter transformed in ECTS grades, ranging from A to F according to the following chart:

Grade A	Best 10 %
Grade B	Following 25 %
Grade C	Following 30 %
Grade D	Following 25 %
Grade E	Remaining 10 %

Grade F	Not validated
Grade FX	Not validated

Grades ranging from A to E are allocated to all students having validated with a final grade of at least 10/20, according to above-mentioned scale.

Grades FX and F are allocated to students who have failed to validate the discipline.

3.1.3 ECTS and BBS assessment modalities

Student assessment can take various forms, such as:

- individual examinations in a limited time, in written or oral form,
- individual or collective projects,
- participation assessment, etc.

Each discipline or academic activity has its own assessment terms according to their syllabus.

Concerning ECTS credits, a summary of assessment terms and coefficients is given to students at the beginning of each semester, under the form of syllabi.

Concerning BBS credits, the descriptive catalogue of activities and their assessment terms is published each year.

3.1.4 Examination discipline

BBS Direction and faculty attach a crucial importance to examinations, whose perfect regularity complies with the spirit of these regulations and directly contributes to the prestige of BBS and the degrees BBS issues.

The program manager can sanction, when necessary, students who would not respect the fundamental principles of the examination procedure.

Arrival time in the examination room: the examination's starting time is defined by the academic Direction. Access will be denied to any student arriving after the scheduled time.

Reminder examination rules:

- Only expressly authorized documents can be kept by students.
- Mobile phones are prohibited in the examination room.
- Students imperatively show their student cards to supervisors when signing the presence sheet.
- Students are forbidden to communicate between each other or to exchange any material (pens, correction fluid, dictionary, calculator, etc.) or document during the examination.
- Definitive exit is allowed after 30 minutes from the examination beginning.
- Temporary exit (going to the restrooms) is allowed after 1 hour from the examination beginning (only one student at the same time in the room, no exiting the corridor along which the examination takes place, no communicating with any other BBS student, regardless of the year group).
- Students must systematically write their code on their classwork and annexes. Students are responsible for handing their papers and annexes to supervisors before exiting the room.
- Any violation to one of these rules will be written down by supervisors on the examination supervision report to the academic service.
- Any fraud or fraud attempt systematically results in a failing grade to the examination (note 0).

3.1.5 Grading system and credits validation

3.1.5.1 Credits

Each academic activity which will be taken into account for graduation results in credit validation.

In compliance with ECTS standards, all students must validate 60 ECTS credits per year.

The validation rhythm for BBS credits is more flexible and assessment takes place during the student's whole career.

However, at least 30 ECTS credits are required per year.

3.1.5.2 Grading system

Each activity is recognized by a grade, which can result from several previous grades. Any grade equal or higher than 10 out of 20 allows credit validation in the considered teaching activity.

3.1.6 Assessment challenging

Only claims of technical order, related to final examinations or continuous assessment, can be taken into account.

Claims must be addressed in written form to the program manager, within 48 hours after the results notification. No claims will be accepted after that period.

The program manager will deal with the claim within one month and inform the concerned student of the outcome of the claim.

If claims are submitted in a sitting period for the commissions and juries, decisions on these particular cases will be taken later on.

3.1.7 Academic jury

➤ The council of professors is:

Chaired by the program manager,

This council is composed of:

- Managers of the semester modules
- Academic manager
- Student life manager
- Manager of the Talent Development Center
- Student representatives.

The council of professors sits at the end of the 1st semester, draws an overall analysis and considers particular cases.

➤ The academic jury is:

Chaired by the program manager,

This jury is composed of the:

- Director of Programs or his/her representative
- Academic manager
- Managers of the modules within the concerned year
- Student life manager
- Manager of the Talent Development Center
- One student representative per concerned year group

This jury sits at the end of the 2nd semester.

They draw an overall analysis of the whole academic year, and decide on the case of each student (acceptance in the following study year, acceptance under the condition of validating the failed modules, repetition, reorientation).

Are entitled to vote:

- Director of Programs or his/her representative
- Program manager
- Managers of the modules within the concerned year
- Student life manager
- Manager of the Talent Development Center
- One student representative per concerned year group.

3.1.8 Conditions for study continuation

- Automatic acceptance in the following study year results of the validation of 60 ECTS credit within the compulsory modules.
- For students having validated less than 60 ECTS credits for the compulsory modules: the jury can take one of the following decisions:
 - **Denying authorization to continue** in the program
 - **Obligation to start again** the program, partially or fully, so as to validate the lacking credits,
 - **Possibility to take a gap year** so as to achieve the B2 level and/or validate the lacking credits before going abroad,
 - **Acceptance in the following year** and compulsory participation in re-take exams for the failed modules.

Concerning continuous education, the training path is not divided in academic years. Hence acceptance issues are not relevant here.

3.1.9 Appeal procedure following the decision of the education jury

Following the decision of the academic jury, students can appeal, within 7 clear days after the jury's meeting, if they consider having some new elements that the jury did not know at the time of their meeting. In this case, the concerned student must send a recommended letter with acknowledgement of receipt, to BBS Director, which assesses the relevance of this new element and potentially summons of the jury of appeals.

The jury of appeals, gathering within 15 days or so from the date of reception of the student's letter, supremely takes the decision. The jury of appeals is composed of: BBS Director, the professor and manager of the program, the academic manager, the older professor of the teaching faculty, two professors and one student representative.

3.1.10 Academic reports

Students have access each semester to their reports on BBS academic intranet. The obtained grades are detailed for each subject, in the ECTS and BBS systems.

At the end of each year, overall reports are issued, which mention the final grades, the corresponding credits and the jury's decision.

3.2 Studies recognition

At the end of the 3 years,

3.2.1 The jury for study completion

Chaired by the program manager,

This jury is composed of:

- Director of Programs or his/her representative
- Managers of the modules within the 3 concerned year
- Academic manager
- Student life manager
- Manager of the Talent Development Center
- Student representatives

Are entitled to vote:

- Director of Programs or his/her representative
- Program manager
- Managers of the modules within the 3 concerned year
- Student life manager
- Manager of the Talent Development Center
- One student representative per concerned year group.

The council for study completion draws an overall analysis of results obtained in France and abroad, considers the particular cases and proposes to the graduation jury the following lists:

- the list of students who satisfy the graduation requirements, to be found in paragraph 3.2.2,
- the list of students who have not satisfied the graduation requirements, for whom the jury suggests their opinion to the graduation jury.

3.2.2 Graduation requirements

Graduation requirements for students (initial education) are the following:

For the Global program:

- Having validated 180 ECTS credits
- Having validated 180 BBS credits
- Having validated a semester abroad
- Having validated 12 months of internships
- Having scored 785 on the TOEIC test or having reached the B2 level within the Common European Framework of Reference for Languages

For the Advanced program:

- Having validated 180 ECTS credits
- Having validated 180 BBS credits
- Having validated a semester abroad
- Having validated 6 months of internships
- Having scored 785 on the TOEIC test or having reached the B2 level within the Common European Framework of Reference for Languages

For the continuous education program:

- Having validated 120 ECTS credits
 - 99 credits in management
 - 6 credits in English
 - 15 credits with the dissertation

3.2.3 The graduation jury

The graduation jury submits to the Academy Rector the list of students proposed for graduation.

This jury is able to, for students who do not satisfy the graduation requirements:

- consider the number of validated credits and agree to compensate some lacking credits (compulsory complementary credits) for the graduation,
- suggest delivering, in very exceptional conditions, the degree with indulgence,
- authorize study continuation so as to validate 180 credits at the lowest,
- refuse definitively to deliver the degree.

This jury is composed of:

- the President or Deputy President University professor or University lecturer
- BBS Director or his/her representative
- the Professor program manager
- the Professor faculty manager

The academic manager and the Ministry representative attend the jury's deliberations with a consultative voice.

3.2.4 Appeal procedure following the decision of the graduation jury

Following the decision of the academic jury, students can appeal, within 7 clear days after the jury's meeting, if they consider having some new elements that the jury did not know at the time of their meeting. In this case, the concerned student must send a recommended letter with acknowledgement of receipt, to BBS Director, which assesses the relevance of this new element and potentially summons of the jury of appeals.

The jury of appeals, gathering within 15 days or so from the date of reception the student's letter, supremely takes the decision. The composition of the graduation jury of appeals is identical to the one of the initial jury of appeals.

SECTION IV – GENERAL PROVISIONS CONCERNING THE MASTER PROGRAM

4.1 Students tutoring

During their study years in France, all students are supported by the program managers, which make themselves available to help newly admitted students to integrate in BBS and take part in transmitting BBS core values:

- sense of belonging to a community,
- respect, under any circumstance, its framework of reference.

More broadly, the program managers are guarantors of the information accuracy on the program, the institution's values, operational modalities and the habits and customs on the campus.

At the request of concerned students, they deliver academic and/or personal support, so that students may improve their performances and self-fulfillment, so as to study in good conditions.

4.2 Student representative

4.2.1 Academic representatives

Each year group elect their representatives, at the latest one month after the beginning of the academic year (one titular and one substitute per each sub-group of year groups).

Representatives play a major role in BBS:

- They are the spokespersons of their colleagues with each professor, for any suggestion or academic issue, and with the program management team for general issues.
- The program management team regularly consults them.
- They represent their colleagues within the council of professors, the end-year jury and the disciplinary council.
- The administration and the various student groups rely on them for transmitting information or documents.

4.2.2 Associative life

Each student is invited to take part in the numerous activities offered by student associations. The diversity of concrete experiences, the richness of human contacts, teamwork, learning through success – or failure- are indispensable complements to training and ensure the balance between professional or personal life for each student.

When associative projects imply some companies or more generally some BBS partners, the student life representative must previously inform BBS Direction.

Planning, facilities and finance issues concerning BBS associative life are dealt with by the student life manager and students in charge of the concerned group.

4.3 Course participation

Each student commits to participate in the various training actions (common courses, group work, project monitoring such as Tutorial, company visits, conferences, etc.) organized by BBS.

All students are required to demonstrate **diligent participation and strict punctuality** at any training course. Participation and punctuality:

- show students' willingness to fully study in BBS
- are fundamental marks of respect towards the program and campus management teams, teaching faculty, administrative staff, external guests and lecturers and the other students
- contribute to enhance teaching homogeneity and productivity.

If a student is late or displays an inappropriate behavior impeding a teaching session, the concerned professor has the right to exclude this student from the classroom. In this case, the excluded student is considered to be **“absent”**.

In case of repeat offense, the concerned student will be summoned by the program manager.

Generally speaking, each student shall adopt an appropriate behavior to ensure the good functioning of their life and training community, manage their time and schedule (studies, associative commitment, culture and leisure time, etc.), with the necessary responsibility and maturity for succeeding in their projects.

Student attendance to each teaching session is checked by the concerned professor, with a “presence sheet” signed by all students at each course and checked by the academic service.

No unjustified absence will be accepted within the framework of the program.

The following types of absence are considered as justified absence:

- Official participation of students in a forum for recruiting new students (these actions are organized and supervised by the program manager) or in scheduled associative events. Nevertheless, the concerned students must inform the person in charge of the concerned module.
- Severe events likely to affect students (sickness proven by supporting documents, family bereavement, medical intervention, etc.).
- Activities for high-level athletes, artist students or students also enrolled in other academic institutions. These activities and their corresponding schedules must be validated by the program manager.
- Interviews for internships or apprenticeship.

In case of justified absence, students are nevertheless compelled to:

- Inform the concerned professor and the academic service of their absence, at least 48 hours in advance.
- Send the corresponding supporting documents (sick leave, various certificates, call to an interview, invitation to a forum, etc.) per email to the professors, the person in charge of the module and the academic service.

4.5 Mutual deadline compliance and information exchange

The program manager, the academic service, the professors and the administrative and financial staff commit to provide to each student, without undue delays, the most complete information for their careers in BBS.

For their parts, students commit to answer as soon as possible any request for information on their studies organization (enrollment files, internship agreements, internship follow-up sheets, valuation questionnaires, curriculum vitae, etc.) or provide all useful information for supervising their career (internships search and supervision, address or phone number modification during their internships, etc.)

Students fully assume their own responsibility in case of non-compliance to these regulations.

Likewise, each student commits to strictly meet the submission deadline for reports, case preparation, projects, etc. according to the modalities defined by the program manager or professor. Sanctions for non-compliance to the set deadline are implemented by professors, in agreement with the program manager, and are final, regardless of the grounds.

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Annex 1 – Program description (initial education)

LICENCE 3 AND MASTER 1 - SEMESTER 1 - ESCALE 1		
Modules	ECTS credits	REG hours
La pensée design	2	18
Le forum des nouveaux mondes	5	72
Cartographie des controverses	4	27
Le laboratoire des sciences	4	27
Economie Numérique	3	24
Codage	3	24
Lobbying et réseaux	2	15
Etudes qualitatives et quantitatives	2	15
La fabrique de l'innovation	5	48
Total for business administration modules and exams	30	270
Language courses		18
Total of teaching hours and exams		288
Weekly average for 16 weeks		21
Séminaire de rentrée		7
Séminaire et projets associatifs		52
Séminaire efficacité professionnelle		12
Total for semester 1		359

LICENCE 3 - SEMESTER 2 - BASIC ESCALE		
Modules	ECTS credits	REG hours
Projet entrepreneurial	4	36
Démarche marketing	4	30
Culture comptable et analyse financière	7	60
Droit de l'entreprise et droit fiscal	4	42
Management	4	30
Systèmes d'information	3	21
Challenge commercial	4	12
Total for business administration modules	30	231
Language courses		24
Exams		18
Total of teaching hours and exams		273
Moyenne hebdomadaire sur 14 semaines		20
Terrain du Challenge commercial		60
Séminaire et projets associatifs		64
Divers projets		70
Atelier projet professionnel		18
Séminaire intensif de langues		30
Total for semester 2		515

MASTER 1 - SEMESTER 2 – OPENING SEMESTER		
Modules	ECTS credits	REG hours
Team Building		9
Séminaire English ou FLE		30
CSR International Project	5	60
International law	5	30
International business	5	30
Economic Analysis and strategies	5	30
Ethics management and corporate social responsibility	5	30
Project Management	5	30
Examens		21
Total of teaching hours and exams	30	270

MASTER 1 - SEMESTER 2 -ESCALE 2 EXPERT		
Modules	ECTS credits	REG hours
Projet intrapreneurial	6	45
Marketing stratégique	4	30
Politique financière	4	30
Gestion des ressources humaines	4	30
Développer une vision stratégique	4	30
Logistique	4	30
Contrôle de gestion	4	30
Total for business administration modules	30	225
Language courses		24
Exams		21
Total of teaching hours and exams		270
Weekly average		19
Atelier projet professionnel		18
Séminaire et projets associatifs		60
Etude terrain		75
Total for semester 2		423

ESCALE 3 (17 weeks of work/study - 510 hours - 1 group F et 1 group A)		
Modules	ECTS credits	REG hours
Stratégie	3	24
Stratégie SI	2	15
Management interculturel	3	21
Leadership et gestion du changement	3	24
Méthodologie de recherche et mémoire	14	21
Business game	3	24
Spécialisations	32	336
Total for business administration modules	60	465
Séminaire de développement personnel		9
Anglais		24
Examens		12
Total for year 3		510

Annex 2 – Program description (continuous education)

Structure for graduation	ECTS credits	Total hours
Certificate 1: Fondamentaux de gestion des organisations		
Démarche Marketing	5	28
Culture comptable et financière	7	49
Culture RH	3	21
Flux organisation (SCM)	3	20
Culture juridique des affaires	3	19
TOTAL	21	137

Certificate 2: Les nouvelles méthodes de pilotage 1	ECTS credits	Total hours
Marketing & création de valeur	4	21
Développer une vision stratégique	4	21
Flux organisation (SI)	4	24,5
RH pour les managers	4	21
Investissements et financements	4	21
TOTAL	20	108,5

Certificate 3: Les nouvelles méthodes de pilotage 2	ECTS credits	Total hours
Contrôle et pilotage	6	35
Vie juridique de l'entreprise	5	26,5
Marketing et innovation	3	17,5
Marchés financiers et gestion des risques	4	21
Simulation d'entreprise	0	14
TOTAL	18	114

Certificate 4: les nouvelles pratiques managériales	ECTS credits	Total hours
Développer son leadership	5	28
Animer des équipes multiculturelles	5	28
Manager un projet complexe	4	28
Mettre en œuvre une stratégie	4	24,5
Intégrer la RSE dans l'organisation	2	14
TOTAL	20	122,5

Certificate 5: les nouveaux enjeux, les nouvelles opportunités	ECTS	Heures
Les enjeux du monde	2	10,5
Innovation: la pensée Design+ management et business model	5	35
Esprit Entrepreneur	2	17,5
Les enjeux des sciences	2	14
Les enjeux d'Internet	2	14
TOTAL	13	91

Certificate 6: Approfondissement thématique	ECTS credits	Total hours
	8	35

ADMISSION REGULATIONS FOR STUDENTS FROM *CLASSES PRÉPARATOIRES*

BBS *Grande Ecole* program

1. General provisions

The tests are based on the official program of the economic and business *classes préparatoires*, and are addressed to students in the following streams:

- Sciences
- Economics
- Technology

Candidates undertake the tests with various options depending on the type of *classes préparatoires* they come from.

The tests for candidates in Humanities streams are based on the 2nd year programs in *classes préparatoires* for Humanities:

- ENS A/L (Ulm)
- ENS B/L (Humanities and Social sciences)
- ENS Humanities and Social sciences (ENS Lyon, ex Fontenay St-Cloud)

2. Registration requirements

This admission procedure is open to all candidates in 2nd year of *classes préparatoires*, regardless of the streams they are enrolled in.

2.1. Registration procedure

Registration is only to be done through the Banque Commune d'Épreuves procedure.

3. Selection tests

3.1. Eligibility

3.1.1 Eligibility tests

BBS organizes its eligibility tests in compliance with the framework convention of the common bank of written competitive examinations (*BCE*), in accordance with the *classes préparatoires* programs, for admission in the *grandes écoles* for business and management.

This examination consists in tests common to all candidates as well as specific tests according to the option chosen by the candidates.

These written eligibility tests comply with the frame of reference of the common test bank (*BCE*). The admission tests are based as a whole on the 2-years program of the economic and business *classes préparatoires*, defined by orders of the French Minister of Higher education and Research, as well as the Humanities programs for admission into the *Écoles normales supérieures*.

Each year, the BCE publishes in the *Bulletin officiel* the test descriptions and coefficients.

3.1.2 Eligibility

After the eligibility test session, the admission jury, which is mentioned in the 3rd paragraph of these regulations, draws up the list of candidates eligible to the oral tests. This list of eligible candidates is drawn up in alphabetical and merit order.

3.2 Admission

3.2.1 Admission tests

Oral admission tests are the following:

Oral tests	BANK	COEFF
Foreign language I	IENA	5
Foreign language II	IENA	5
Motivation interview	BBS	12
Collective interview	BBS	8

The oral tests of the IENA tests bank are identical for all candidates, regardless of their chosen options. English must imperatively be one of the two used languages, while the other language must compulsorily be one of the languages proposed by the Chamber of Commerce and Industry of Paris. Candidates must use the same languages for the oral and the written examinations, and must imperatively speak English during one of the two tests.

The motivation interview aims at testing the candidates' motivations for joining Brest Business School, their general culture, ability to analyze and synthesize, their critical sense and reactivity, personality and professional project.

The collective interview aims at assessing the candidates' abilities for teamwork, leadership, negotiation and creativity.

After the admission test session, the admission jury, which is mentioned in the 3rd paragraph of these regulations, draws up the list, by order of merit, of candidates proposed for admission, within the limit of the number of offered positions. The jury can also draw up a complementary list by order of merit.

Assignment is automatically run by SIGEM, a centralized management system for assignment in business schools.

REGULATIONS FOR ADMISSION BASED ON QUALIFICATIONS

BBS *Grande Ecole* program

1. General provisions

Once registered, all candidates commit to strictly respect all the provisions of these regulations.

Brest Business School jury pronounces admission. The jury's decisions are final.

Candidates can only register to one way of admission during one same year. Foreign candidates take the examination in the same conditions as French candidates. The same candidate cannot register for more than 3 admission sessions, all ways taken together.

2. Registration requirements

This selection process is open to all candidates as defined below.

According to their profiles, candidates must imperatively have obtained the required credentials or degrees on December 1 of the current year, so as to confirm their admission.

2.1. Admission to BBS *Grande Ecole* program

Are allowed to register:

- students holding a *DUT* degree or a *BTS* degree, or equivalent,
- students having validated their 2nd year of higher education, called *Licence 2* (supporting documents consist in: notification of admission in *Licence 3*, degree certificate or certificate of achievement being 120 ECTS credits worth), or holding an equivalent international degree,
- students holding college credentials (*niveau III*) according to the *RNCP*,
- students having validated their 3rd year of higher education (corresponding to *Licence* or *Licence professionnelle* degrees), or holding an equivalent French or international degree being 180 ECTS credits worth, or holding an equivalent international degree,
- students holding college credentials (*niveau II*) according to the *RNCP*,
- students holding a French or international Bachelor degree,
- students with unusual careers and holding 120 ECTS credits, or students authorized by the academic commission after having submitted an application file for validating their personal and professional achievements (through the *VAPP* procedure).

2.2. Registration procedure

Registration is only to be done through online on the following website: <http://www.brest-bs.com>

Information provided by the candidates engages their responsibility. In case of false declaration, candidates are liable to sanctions which can lead to their exclusion from the selection process and admission to BBS *Grande Ecole* program.

2.2.1. Personal account creation

When logging for the first time, candidates create their personal account so as to access to their application file.

Candidates must provide a valid email address and choose a password.

BBS regularly informs online candidates on their application. Candidates must regularly check their emails and their personal account on BBS website. The email address must be valid until candidates definitely join BBS, and is the preferred communication way between BBS and the candidates.

Candidates are recommended to pay the greatest attention when entering the following information:

- ✓ identity

Candidates must strictly copy identical information to the one written on their valid identity card, passport or residence permit for foreign students, and attach the supporting documents online.

- ✓ contact details
- ✓ other personal information

Handicapped candidates or candidates with a chronic condition

Handicapped candidates or with a chronic condition must justify their condition with a medical certificate established by the *CDES* (departmental commission for specialized education), *Inspection académique* or preventive health service of their academic institution. On this basis, they can benefit from specific conditions. Medical certificates established by any other physician are not admissible.

Candidates being good or high-level athletes

To be considered as high-level athletes, candidates must provide proof of registration on the list of high-level athletes set up by the French Ministry of sports.

To be considered as high-level athletes, candidates must fill the application file attached in Annex 6 and provide proof of:

- having obtained interregional, national or international credentials within the framework of federal competitions
- having obtained interregional, national or international credentials within the framework of school or academic competitions

2.2.2. Profile choice

Candidates select their profile from the available choices, i.e.:

- Student able to prove the validation of 120 ECTS credits on December 1 of the current year at the latest
- Student able to prove the validation of 180 ECTS credits on December 1 of the current year at the latest
- Student able to prove unusual careers.

Candidates provide proof of their profile by attaching their last completed degree or their latest transcript.

The attached supporting documents must be legible.

2.2.3. Application file creation

Candidates must submit a motivation letter, explaining their interest for the program, and their curriculum vitae. Candidates can also provide letters of reference.

Candidates can bring, for Talent Day, any supporting documents related to their associative commitment, professional experiences, interest in international experiences, unusual careers, etc. and any other elements they consider relevant.

Candidates who cannot prove the validation of at least 120 ECTS credits must submit an application file for validating their personal and professional achievements (through the *VAPP* procedure). The completion of this file can be done single-handedly; nevertheless, candidates can also choose to be accompanied. BBS *VAPP* referent will thus contact the candidates so as to give them all the necessary information.

By validating their application file, candidates expressly authorize the use and transmission of their data, according to the organizational necessities for selection and admission in BBS *Grande Ecole* program.

In compliance with the rules intending to protect individuals against improper transmission and use of their personal data, BBS commits to protect the data provided by candidates and to only use this data within the framework of the selection process.

2.3. Registration to Talent Day

In order to **definitively validate** their registration to Talent Day, candidates must pay registration fees through a secure online payment system. Grant holders will be refunded from this sum, provided they are present to the selection tests at the chosen date and have provided a grant certificate with their application file.

Candidates can modify their chosen date at least 2 working days before the previously chosen date for the Talent Day (or at least 3 working days before the Talent Day if the previously chosen date falls on a Monday).

Candidates unable to move to participate in the Talent Days Bachelor on the proposed dates can choose to take part in the remote procedure.

The Talent Days schedule is available on BBS website.

After validation of their applications by the Talent Days commission, candidates receive per email their summons, specifying the day's program as well as their chosen date and hours.

3. Selection tests

3.1. Tests organization

Candidates must imperatively comply with the date and hours indicated on their summons.

For each test, candidates must carry a valid identity document with recent photo identification and their summons.

After their identity has been verified at the beginning of the tests day, candidates sign the Talent Day attendance register.

The various tests are held on a full day, from 8 a.m. to 6 p.m. They consist of:

Written tests:

— Online English test (30 minutes)

This test aims at assessing the candidates' level in written English in terms of grammar and vocabulary mastery, as well as their listening comprehension level.

– Online reasoning test (60 minutes)

These series of tests allow to assess the candidates' thinking capabilities through three types of skills:

- Verbal skills
- Digital skills
- Logics

Oral tests:

– Collective interview (30 minutes)

Candidates work on a problem in groups of 4 to 8. The jury, composed of at least two individuals, one of them being a BBS professor or member of staff, and the other being a company executive, assess their abilities in terms of teamwork, leadership, negotiation and creativity.

– Individual interview (30 minutes)

On the basis of the application file, filled at the time of the candidate's registration, and the provided supporting documents, assessors analyze the candidates' personality, motivation and project. The individual interview jury is composed of at least two individuals, one of them being a BBS professor or member of staff, and the other being a company executive.

– Oral English test (15 minutes)

Two candidates deal with a subject related to a topical issue, a ground subject, or a

specific media, and discuss it together in front of an English professor.

3.1.1 Specific remote procedure

The Talent Days manager contacts the candidates unable to move to participate in the Talent Days Bachelor on the proposed dates and who have chosen to take part in the remote procedure, so as to organize a remote test session.

The tests are organized with a video conference software, enabling the Talent Days manager to check the candidates' identity and supervise the following tests:

Written tests:

— Online English test (30 minutes)

This test aims at assessing the candidates' level in written English in terms of grammar and vocabulary mastery, as well as their listening comprehension level.

– Online reasoning test (60 minutes)

These series of tests allow to assess the candidates' thinking capabilities through three types of skills:

- Verbal skills
- Digital skills
- Logics

Oral tests:

– Individual interview (45 minutes)

On the basis of the application file, filled during the candidate's registration, and the provided supporting documents, assessors analyze the candidates' personality, motivation and project. The individual interview jury is composed of at least two individuals, one of them being a BBS professor or member of staff, and the other being a company executive.

During this interview, candidates will be asked to explain a previous collective work experience and discuss it with the jury.

– English test (15 minutes)

Candidates deal with a subject related to a topical issue, or a ground subject, or a specific media, with an English professor.

3.2. Selection criteria

The tests have the following coefficients:

Collective interview	7
Motivation interview	10
Oral English test	3
Online English test	4
Reasoning test	6

Coefficients applicable to the remote procedure:

Motivation interview	17
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Oral English test	3
Online English test	4
Reasoning test	6

- Candidates being good or high-level athletes, after validation of their application by the SHBN commission, can receive some bonus on their test average multiplied with coefficients, depending on their categories:

Bonus for good and high-level athletes	
Categories	Bonus
<i>Elite</i>	1.5
<i>Sénior</i>	1
<i>Jeunes</i>	1
<i>Reconversion</i>	1
Good-level athletes	0.5

3.3. Fraud and sanctions

Candidates have to give way to the observation and checks in use.

They must be able to prove their identity at any time during the tests, by providing a valid identity document with recent photo identification.

During the tests, candidates are forbidden to behave in ways which would violate the principle of equality between the candidates or disturb the other candidates. Any duly noted infringement, fraud or fraud attempt result in exclusion from the selection process.

3.4. Withdrawal procedure

In case of withdrawal to the selection tests, occurring within less than 2 business days before the meeting date set up by each candidate to Talent Day, BBS retains the whole registration fees, except in cases of force majeure proven by supporting documents.

In case of a candidate's absence to Talent Day, BBS retains the whole registration fees.

4. Results – allocation

Candidates take directly note of their own results on their personal account.

The admission jury regularly gathers and draws up the list of admitted candidates to BBS *Grande Ecole* program. The jury specifies the paths accessible to each candidate, provided they obtain the required degree or the compulsory supporting documents.

Each admitted candidate must confirm enrollment to BBS *Grande Ecole* program, by paying a € 800 tuition fees deposit through a secure online payment system.

After the closing date for enrollment, candidates who do not have confirmed their enrollment are considered as having resigned.

If some candidates have not obtained the required degree, they will be refunded for the tuition fees deposit they would have already paid. For this, the candidates must write a request to the program manager and provide the supporting documents.

Candidates wishing to postpone their admission must write a postponement request and specify the reasons (period spent in a company, period abroad, medical reason, etc.). This request depends on the obtaining of the required degree and to BBS Direction's approval.

4.1. Admission jury

The Academy Rector or his/her representative assists to the jury's deliberation for definitive

admission, has an advisory ability and acts as a guarantor of legality.

The report is signed by the jury members, and the Jury President addresses the list of admitted students to the Academy Rector one month after the deliberation at the latest.

The jury's role also consists in specifying the paths proposed to the admitted candidates, in accordance with their prior academic career and their performance during the selection process. Two paths are proposed: BBS Advanced or BBS Global.

The jury's decisions are final.

The members of the Admission Jury are appointed by the Academy Rector on the proposal of BBS Director. The jury is composed of the professor managing the *Grande Ecole* program, the manager of the Talent Development Center and the academic manager. The jury composition complies with the regulations published in the *Bulletin Officiel*.

4.2. VAPP academic commission

Candidates with an unusual career, who do not hold a degree validating at least 120 ECTS credits but benefit from significant professional or personal experience, must submit an application file for validating their personal and professional achievements (through the *VAPP* procedure). These application files are submitted to BBS *VAPP* academic commission.

This academic commission is composed of the professor managing the *Grande Ecole* program, the manager of the Talent Development Center and two BBS permanent professors.

The commission examines the candidates' *VAPP* application files and decides whether to authorize or not the candidates to take part in the Talent Days selection tests.

4.3. Equivalence commission

The equivalence commission validates the level and acceptability of the French and foreign credentials and degrees required for registration to the selection tests.

This commission is composed of the professor in charge of the program, the professor in charge of the faculty, the international relations manager and the academic manager.

4.4. Good and high-level sports commission

The good and high-level sports commission is competent for assigning this skill level to candidates being able to provide proof of at least one of these three elements:

- being registered on the list of high-level athletes set up by the French Ministry of sports
- having obtained interregional, national or international credentials within the framework of federal competitions
- having obtained interregional, national or international credentials within the framework of school or academic competitions

Candidates must fill the specific application file to be found in Annex 6.

The *SHBN* commission is composed of the manager of the *Grande Ecole* program, the academic manager and the manager for student life.

ADMISSION REGULATIONS WITHIN THE FRAMEWORK OF CONTINUOUS EDUCATION

BBS *Grande Ecole* program

1. General provisions

Once registered, all candidates commit to strictly respect all the provisions of these regulations.

Brest Business School jury pronounces admission. The jury's decisions are final.

Candidates can only register to one way of admission during one same year. Foreign candidates take the examination in the same conditions as French candidates. The same candidate cannot register for more than 3 admission sessions, all ways taken together.

2. Registration requirements

This selection process is open to all candidates holding a college degree and demonstrating at least 5 years of professional experience. The procedure is also open to candidates who demonstrate at least 10 years of professional experience in a managerial position, do not hold a college degree and have validated their personal and professional achievements (through the *VAPP* procedure).

2.1. Registration procedure

Registration is only to be done through online on the following website: <http://www.brest-bs.com>
Information provided by the candidates engages their responsibility. In case of false declaration, candidates are liable to sanctions which can lead to their exclusion from the selection process and admission to the BBS *Grande Ecole* program.

2.1.1. Personal account creation

When logging for the first time, candidates create their personal account so as to access to their application file.

Candidates must provide a valid email address and choose a password.

BBS regularly informs online candidates on their file. Candidates must regularly check their emails and their personal account on BBS website. The email address must be valid until candidates definitely join BBS, and is the preferred communication way between BBS and the candidates.

Candidates are recommended to pay the greatest attention when entering the following information:

- ✓ identity

Candidates must strictly copy identical information to the one written on their valid identity card, passport or residence permit for foreign students, and attach the supporting documents online.

- ✓ contact details

- ✓ other personal information

Handicapped candidates or candidates with a chronic condition

Handicapped candidates or with a chronic condition must justify their condition with a medical certificate established by the *CDES* (departmental commission for specialized education), *Inspection académique* or preventive health service of their academic institution.

On this basis, they can benefit from specific conditions. Medical certificates established by any other physician are not admissible.

2.1.2 Application file creation

Candidates must submit a motivation letter, explaining their interest for the program, and their curriculum vitae. Candidates can also provide letters of reference.

Candidates who do not hold a college degree must submit an application file for validating their personal and professional achievements (through the *VAPP* procedure). The completion of this file can be done single-handedly; nevertheless, candidates can also choose to be accompanied. BBS *VAPP* referent will thus contact the candidates so as to give them all the necessary information.

By validating their file, candidates expressly authorize the use and transmission of their data, according to the organizational necessities for selection and admission in BBS *Grande Ecole* program. In compliance with the rules intending to protect individuals against improper transmission and use of their personal data, BBS commits to protect the data provided by candidates and to only use this data within the framework of the selection process.

2.3. Registration to Talent Day

In order to **definitively validate** their registration to Talent Day, candidates must pay registration fees through a secure online payment system.

After validation of their applications by the Talent Days commission, candidates receive per email their summons, specifying the day's program as well as their chosen date and hours.

3. Selection tests

3.1. Tests organization

Candidates must imperatively comply with the date and hours indicated on their summons.

For each test, candidates must carry a valid identity document with recent photo identification and their summons.

After their identity has been verified at the beginning of the tests day, candidates sign the Talent Day attendance register.

The various tests are held on a full day, from 8 a.m. to 6 p.m. They consist of:

–Individual interview (45 minutes)

On the basis of the application file, filled during the candidate's registration, and the provided supporting documents, assessors analyze the candidates' personality, motivation and project. The individual interview jury is composed of at least two individuals, one of them being a BBS professor or member of staff, and the other being a company executive. During this interview, candidates will be asked to explain a previous collective work experience and discuss it with the jury.

–English test (15 minutes)

Candidates deal with a subject related to a topical issue, a ground subject, or a specific media, with an English professor.

– Online reasoning test (60 minutes)

Theses series of tests allow to assess the candidates' thinking capabilities through three types of skills:

- Verbal skills
- Digital skills
- Logics

3.2. Selection criteria

The tests have the following coefficients:

Motivation interview	15
English	5
Reasoning test	5

3.3. Fraud and sanctions

Candidates must give way to the observation and checks in use.

They must be able to prove their identity at any time during the tests, by providing a valid identity document with recent photo identification.

During the tests, candidates are forbidden to behave in ways which would violate the principle of

equality between the candidates or disturb the other candidates.
Any duly noted infringement, fraud or fraud attempt result in exclusion from the selection process.

3.4. Withdrawal procedure

In case of withdrawal to the selection tests, occurring within less than 2 working days before the meeting date, set up by each candidate, to Talent Day, BBS retains the whole registration fees, except in cases of force majeure proven by supporting documents.

In case of a candidate's absence to Talent Day, BBS retains the whole registration fees.

4. Results – allocation

Candidates take directly note of their own results on their personal account.

The admission jury regularly gathers and draws up the list the admitted candidates to BBS *Grande Ecole* program.

Each admitted candidate must confirm enrollment to BBS *Grande Ecole* program, by paying a € 800 tuition fees deposit through a secure online payment system.

After the closing date for enrollment, candidates who do not have confirmed their enrollment are considered as having resigned.

If some candidates have not obtained the required degree, or if they do not have their admission Visa, they will be refunded for the tuition fees deposit they would have already paid. For this, the candidates must write a request to the program manager and provide the supporting documents.

Candidates wishing to postpone their admission must write a postponement request and specify the reasons (period spent in a company, period abroad, medical reason, etc.). This request depends on the obtaining of required degree and to BBS Direction's approval.

4.1. Admission jury

The Academy Rector or his/her representative assists to the jury's deliberation for definitive admission, has an advisory capacity and acts as a guarantor of legality.

The report is signed by the jury members, and the Jury President addresses the list of admitted students to the Academy Rector one month after the deliberation at the latest.

The jury's decisions are final.

The members of the Admission Jury are appointed by the Academy Rector on the proposal of BBS Director. The jury is composed of the professor managing the *Grande Ecole* program, the manager of the Talent Development Center and the academic manager. The jury composition complies with the regulations published in the *Bulletin Officiel*.

4.2. VAPP academic commission

Candidates demonstrating at least 10 years of professional experience in a managerial position and not holding a college degree must submit an application file for validating their personal and professional achievements (through the VAPP procedure). These application files are submitted to BBS VAPP academic commission.

This academic commission is composed of the professor managing the *Grande Ecole* program, the manager of the Talent Development Center and two BBS permanent professors.

The commission examines the candidates' VAPP application files and decides whether to authorize or not the candidates to take part in the Talent Days selection tests.

4.3. Equivalence commission

The equivalence commission validates the level and acceptability of the French and foreign credentials and degrees required for registration to the selection tests.

This commission is composed of the professor in charge of the program, the professor in charge of the faculty, the international relations manager and the academic manager.

Annex 6 – Application file for good or high-level athletes

Name:.....First name:.....

Sport:.....

Conditions:

- Candidates must be:

High-level athletes enrolled in one of the annual lists (Elite, sénior, jeunes, espoirs) of the French Ministry of Sports.

Good-level athletes, able to provide proof of regular practice of a physical and sports activity, within the framework of a sports club, and of participation in competitions, at least at a national level.

- Candidates must accept the admission regulations for BBS *Grande école* program

General information:

- Applications from all sports disciplines can be submitted
- Candidates who do not have validated at least their 2nd year of Bachelor can submit an application to validate their personal and professional achievements (through the *VAPP* procedure).

Required documents:

- Completed application form
- Registration certificate on a list of high-level athletes
- List of sports courses and competitions for the current year
- Training schedules and projections for the coming year
- Any documents enabling to assess their sports level (press articles, etc.)

Any incomplete file will be rejected.

BBS Application form

WITH THE STATUS OF GOOD OR HIGH-LEVEL ATHLETES

NAME:..... First name:..... Date of birth:.....

Personal address:.....
.....

Mobile phone:..... Email address:.....

Sports information:

SPORT :..... Specialty:.....

Federal club:.....

Address:.....

Post code..... City:.....

Are you registered on a high-level athlete list? YES NO

What is your practice level?.....

What is your age group?.....

What is your federal ranking in your discipline (for individual sports)? If you federation establishes rankings, what is your ranking?.....

Number of weekly practice hours (days):.....

in a club?..... in sports facilities?.....

Name and first name of your coach:.....

Your coach's address and phone number:.....

Have you already been selected at a federal or academic level? YES NO

If so, when and at which level?.....

Details of your sports credentials and achievements:

.....
.....

What are your sports goals for the coming year?.....

STATUS OF GOOD OR HIGH-LEVEL ATHLETES IN BBS

BBS, within the framework of admission the *Grande Ecole* program, enables students being good-level or high-level athletes to submit their applications via the good and high-level sports Commission. This commission decides on the athletes' applications according to the information mentioned in the application form. BBS commits to meet the directives of the circular n°2006-123 of 1 August 2006, so as to enable these students to lead their sports career. Meanwhile, students must commit themselves to respect their rights and duties.

RIGHTS:

- Individual study agreement between the athlete, BBS and the sports club, so as to reconcile sports requirements with study requirements for becoming a high-level manager
- Individual follow-up by the sports activities manager and the proposer (who is a professor in the student's study campus)
- After agreement with the *Grande Ecole* program, students can benefit from academic adjustments:
 - Lengthened study period (3 years maximum)
 - Adjusted in schedules and exams sessions
 - Leaves of absence for official competitions and sports courses
 - Individual follow-up and tutoring (with a proposer)

DUTIES:

- Mandatory participation in academic competitions (FFSPORTU and Coupe de France des ESC) in the athlete's discipline.