



GUIDE

Your IPAG Online training guide

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A WORD OF WELCOME

Welcome to IPAG Online, the digital campus of IPAG Business School!

We are pleased to welcome you to our online training programme and thank you for your trust.

At the end of your training, you will present your MSc IPAG diploma as well as your title from the Répertoire National de la Certification Professionnelle (RNCP title). This guide aims to provide you with all the information you need to start your course.

Don't worry! You are not alone! Your coach, as well as the entire IPAG Online team, are there to support you.

However, we invite you to keep this guide, to read it, and to re-read it very carefully in its entirety. You will probably find the answers to your most important questions!

DUAL CERTIFICATION

IPAG's Master of Science programmes allow you to obtain a double certification. On the one hand, the IPAG Master's degree and on the other hand an RNCP title delivered by the certifier of your programme. In order to understand this double certification, let us remind you of the definition.

The MSc IPAG degree

A diploma certifies a level of study. It is obtained by capitalising on the ECTS credits attached to each teaching module that you follow. At IPAG, the MSc degree is also sanctioned by the writing and defence of your final thesis.

The RNCP title

Unlike a diploma, which certifies your academic level, the RNCP title focuses on the profession and the professional field. It thus provides guarantees on the ability to be immediately operational in the world of work for both the learner and the future employer. As a reminder, the Répertoire National de la Certification Professionnelle (RNCP) lists all the training and professional certifications recognised by the State.

https://www.francecompetences.fr/recherche_certificationprofessionnelle/

Your report cards and parchments

Once you have completed your course, you will receive 2 parchments, one for your MSc degree with details of your ECTS credits, and the other for your RNCP title with details of your grades. It generally takes 2 months after the jury to receive your parchment.

YOUR ONLINE TRAINING PROGRAMME

All IPAG MSc programmes are built on a unique model with the following structure

- An onboarding course
- The core curriculum
- The lessons of your specialisation n°1 The lessons of your specialisation n°2 The lessons
- Softskills
- The dissertation
- Optional executive certificates

Please note that you have chosen a distance learning course. In this context, 80% of the lessons are asynchronous - i.e. to be followed independently - and 20% of the lessons are synchronous - i.e. to be followed during live sessions on Teams with your teacher-researchers. In addition, the live sessions (or masterclasses) are scheduled exclusively on Fridays.

FOCUS :

TEST 1 / 2

Your eligibility

To be able to take your certification exams, you must meet 4 conditions:

- To have finalised your administrative file at the time of enrolment in the programme
- To have paid your tuition fees in full before the final certification jury
- To have handed in your dissertation and proceeded to your defence
- Have viewed 100% of the content on your teaching platform (excluding replays)

NB: Without the submission of the dissertation and the 100% completion of your progress, you will not be able to take the tests or obtain your ECTS. Be careful to respect these rules!

Test procedure

Your tests are always scheduled at the end of the course, in the last month of your course contract.

For example, if you started your training in September, for 12 months, your exams will take place in July of the following year. For example, if you started in September, for 24 months, your exams will take place in December of the following year. The precise dates are communicated 2 months before the exams with an individual convocation sent to each student.

Back to school	Examination period	Jury period
FALL 12	July	September
FALL 24	December	February
SPRING 12	December	February

FOCUS :

TEST 2/2

Successful completion of tests

To pass your MSc, you must total all the ECTS and obtain at least 10/20 in your thesis. To obtain your RNCP, you must obtain an average of 10 for all the tests and not have less than 8 in any of them. Note also that the tests are taken entirely remotely, from your personal laptop, equipped with a webcam and a microphone. The use of a smartphone or tablet is not accepted.

Description of the tests

Depending on your training programme, you will have 5 tests. These tests are called blocks of competences, i.e. they cover several modules simultaneously. Please note that the tests are oriented towards practice and business case resolution.

- ♦ Test 1: Core Curriculum
 - Modules: Project Management / Business & CSR / Strategic Management
 - Business case + quiz
- ♦ Paper 2: Digital Culture
 - Modules: Digital Economy / Webmarketing / Entrepreneurship
 - Business case + quiz
- ♦ Tests 3 and 4: Specialisations Modules:
 - according to your specialisation
 - Business case + quiz
- ♦ Test 5: Innovation
 - Modules: Innovation, Strategy, Design thinking
 - Business case + video presentation

YOUR TOOLS

- IPAGORA: this is the IPAG school's intranet. All students, regardless of their campus (Paris, Nice, Hanoi, Online...) have access to it. And it is from this space that you manage your entire relationship with the school. For example, in the "Planning" section, you will find your personal planning for each class, with a connection link! Similarly, in the "T-book" section, you can connect to your teaching platform. <https://ipagora.ipag.fr/>
- T-Book: this is your asynchronous course platform. Imagine it as your media library, with all your courses in videos and quizzes. Note that all the teaching materials are written and updated by your teacher-researchers. You will also find all the replays of the masterclasses you might have missed. It is essential that you connect to T-book every week and compile 100% progress for each course. <https://ipagora.ipag.fr/> > T-book
- Teams / live: Teams is a utility of the MS Office suite. It is the tool that serves as the video conferencing and messaging software within IPAG. Thus, all live classes take place on Teams. To find a link, nothing could be easier, just consult your schedule in IPAGORA. <https://www.microsoft.com/fr-fr/microsoft-teams/log-in>
- Teams / coordination: Teams also allows you to create discussion groups. You will be added at the beginning of the course to your educational coordination group. There you will find all the information that your educational team would like to communicate to you. <https://www.microsoft.com/en-en/microsoft-teams/log-in>
- Outlook: When you join IPAG, you get the full Office 365 package and an email address in the form of "@ipag.fr". Please note that once you have this address, it is the only one on which we will write to you. <https://outlook.office>
- LinkedIn Learning: If you don't have a LinkedIn account yet, now is the time to create one! IPAG offers you an unlimited access to the LinkedIn Learning content base. Some of your courses sometimes link directly to this platform. Remember to activate your account as soon as you receive your access to your @ipag.fr. <https://www.linkedin.com/learning/> box.
- IPAG ZEN: you have a technical question? You can no longer connect to your tools? We invite you to use our IPAG Zen support service. You will find numerous tutorials, but also, and above all, the possibility of sending a request directly to our technical teams. <https://zen.ipag.fr/hc/en>

YOUR CONTACTS

It is useful to know your interlocutors well. Why? So that you can understand the role of each person and address your question to the right person! In addition to the IPAG team, you will have a few privileged contacts.

- **Campus Director:** the Campus Director is responsible for the pedagogical management and general administration of the campus. He or she validates teaching plans, speaker profiles, candidate admissions and certification juries. Apart from the question-and-answer sessions that he or she leads during the year, there are few reasons for you to talk to him or her directly. To contact him a.buraud@ipag.fr
- **Pedagogical coordination:** the pedagogical coordination is your main contact for all your training. She answers all your questions about teaching and redirects your request to the relevant departments for other matters. To contact her coordination-online@ipag.fr
- **IPO coaches:** IPAG Online coaches are dedicated to supporting distance learning students. They are there to help you take control of your training programme, build your professional project or organise your study time. They are very attentive and neutral with regard to the school, so you can bring up your needs or difficulties in complete discretion.
- **Student Office:** the Student Office is the administrative service of IPAG. It manages all registrations, school certificates, questions about your procedures. You can contact them directly here studentoffice.paris@ipag.fr.
- **Dissertation director:** in the second half of your course, you will be assigned a dissertation director. His/her mission will be to accompany you in the realization of your thesis (from the choice of the subject to the defense in jury) and will also be the final corrector. You will have 3 meetings with him/her during your course.

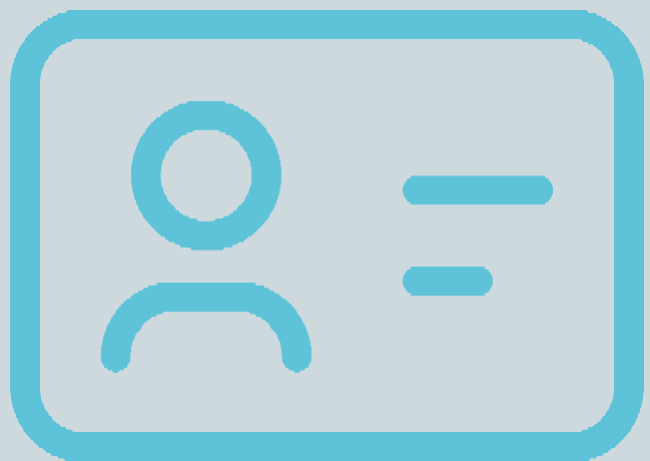


FOCUS: STUDENT CARD

Once enrolled, students receive the International Student Identity Card: ISIC.

This personal card, which is nominative and obligatory for taking exams (MIP/TF/TR), gives you access to numerous administrative and educational services as well as other advantages. In case of loss, the student can request a new card by email to the Student Office of his or her campus, enclosing a payment of 30€. This card is only issued in the first year and must be kept for the duration of the course. Each year it is digitally reactivated.

Students can also download the ISIC application to access their dematerialised student card, particularly for students living abroad. Please note that in order for your student card to be generated, you must have fully completed your IPAGORA profile and imported a photo ID. If you have any questions, please contact the Student Office studentoffice.paris@ipag.fr.



YOUR SERVICES

In addition to your training guide and your Onboarding pathway, you can also consult all our services directly on our website. These services will be presented to you during the year in a question and answer session.

- ♦ Alumnis: the network of all our graduates
- ♦ IPAG Library : the service of documentation service dedicated à research
- ♦ Finance: for all your payments
- ♦ Career Center: for professional integration CFA:
- ♦ for work-study students, trainees and
- ♦ apprentices Exed: for continuing education
- ♦ IPAG Entrepreneurship: IPAG's business incubator (...)
- ♦



FOCUS : METHODOLOGY & COACHING

Methodology

You will be part of an online training course that has an adapted rhythm: 4 days in autonomy or company, 1 day live. In practice, you must therefore organise yourself to view all the content available on your platform before your exams. Don't panic! The coaches are there to help you.

However, a few tips:

- Check your masterclass schedule regularly in IPAGORA View the corresponding
- lessons on T-book before coming to class

This way, you will benefit fully from the exchange sessions with your teacher-researchers, and you will be able to approach your case studies and your dissertation more effectively.

Educational coaching

Your coaches are there for you! It is compulsory to attend 3 meetings per year. But if you wish, you can of course attend more. How does it work?

1/ Your coaches' calendars for appointments are available in Teams, in your dedicated space

2/ You attend your 3 compulsory pre-scheduled meetings:

- one at the beginning of the course to read the guide
- one during the course for a mid-course review one
- before the exams to prepare you for them

3/ You can also reserve a free slot for additional meetings. Be sure to indicate your name, first name, promotion, programme and purpose of the meeting.

NB: Coaching appointments are only available on Fridays. Appointments must be made at least 48 hours before the appointment time.

NEXT STEPS

01

Connect to T-book via your
IPAGORA

02

View your Onboarding course

03

Make a coaching appointment if
you wish!

04

Set up your different tools (Teams, Outlook,
Linkedin...) with your @ipag.fr account

05

Contact the coordination for any
questions!