



ADMINISTRATIVE & ACADEMIC PROCEDURES



ADMINISTRATIVE REGISTRATION

- EM Strasbourg will proceed with students' administrative registration after acceptance letters have been delivered.
- It is a necessary procedure in order to receive an enrollment certificate and a student card at the beginning of the semester.
- It is a compulsory element for course registration.

ORIENTATION SESSIONS

- It occurs at the beginning of each semester for new incoming students.
- During Orientation Week, the International Relations Office provides important academic and practical information. It aims to facilitate students' arrival in Strasbourg.
- Attendance is strongly recommended for all students coming from a foreign country to EM Strasbourg Business School.

COURSE REGISTRATION

- Note that simple exchange students can register for up to 36 ECTS credits per semester, which can represent 20 to 27 contact hours per week.
- Courses at EM Strasbourg are worth either 3 ECTS credits or 5 ECTS credits.
- It is students' responsibility to check with their home university advisors that the courses selected meet any subject/class hours/credit requirements of the home university.
- Course registration takes place at the beginning of each semester.

PASS CAMPUS (student card)

- Entitles students to a discount rate for cultural events and festivals in 80 venues across Alsace and gives access to the University of Strasbourg's dining halls and health services.
- Gives access to SUAPS (sport and recreation services of the University of Strasbourg), which offers a range of 60 athletic and artistic activities. Students can choose three to five sport activities per semester depending on the availability.
<https://sport.unistra.fr/suaps/actualites>

ERASMUS PROCEDURE

If you need your Learning Agreement signed before arrival:

- Fill out the Learning Agreement with courses you would like to take.
- Send it to EM Strasbourg's International Relations Office (sri-incoming@em-strasbourg.eu) for a provisional signature.
- Learning Agreements signed before course registration do not guarantee registration in the selected courses.

Upon arrival:

- Bring the Certificate of Arrival to the International Relations Office for signature.
- After the validation of course registration, which takes place in September and in January, send the Learning Agreement to sri-incoming@em-strasbourg.eu for validation and signing if changes to the provisional Learning Agreement occurred.

Before departure (end of March/April):

- Bring the Certificate of Attendance to the International Relations Office for signature.
- Please note that we cannot sign the document earlier than three days before your departure.

USEFUL INFORMATION FOR YOUR LEARNING AGREEMENT

Contact at Host University

University of Strasbourg
61 avenue de la Forêt Noire, F-67085 Strasbourg cédex France
Erasmus Code: FSTRASBO48
Faculty/Department: EM Strasbourg Business School

CONTACT

Babah MEHMANPAZIR, Dean
sri-incoming@em-strasbourg.eu

FRENCH AND EUROPEAN GRADING SYSTEMS

- In France, grades can go from 0 to 20, with 20 being the highest grade.
- To pass a course, one must receive at least 10 out of 20.

TRANSCRIPTS

- Transcripts will be sent to students' home universities at the beginning of February and/or July.
- All transcripts issued at EM Strasbourg Business School will show the French grades only. They will be converted to the students' national grades by their home universities.

LANGUAGE REQUIREMENTS

- EM Strasbourg offers French language courses for all levels.
- EM Strasbourg offers management classes in French and in English.
- A B2 level (according to the Common European Reference Framework of Languages) is highly recommended in the language of instruction.