

# ADMINISTRATIVE & ACADEMIC PROCEDURES

## ADMINISTRATIVE REGISTRATION

- EM Strasbourg will proceed to student's 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 to participate in the course registration.

## ORIENTATION SESSION

- It occurs at the beginning of each semester for new incoming students.
- During the Orientation week, the International Office provides important academic and practical information. It aims to facilitate the students arrival in Strasbourg.
- Attendance is strongly recommended for all students coming from a foreign country to EM Strasbourg Business School.
- Student cards are distributed during the sessions.
- The ERNEST session enables students to access their enrollment certificate.

## COURSE REGISTRATION

### How to prepare:

- 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 the student responsibility to check with his home university advisors that the courses selected meet any subject/class hours/credit requirements of the home university.

### Course Registration Period (on a first come first served basis)

- First semester : from June to September
- Second semester: from December to January

## 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 restaurant and health services.
- Gives access to SUAPS (Sports and Recreation service of the University of Strasbourg) which offers a range of 60 athletic and artistic activities. Students can choose from 2 to 4 sport activities per semester depending on the availability  
<https://sport.unistra.fr/suaps/actualites>

## ERASMUS PROCEDURE

### Before arrival (July/August)

- Fill out the Learning Agreement with pre registration courses you selected.
- Send it to EM Strasbourg International Relations Office, at [sri-incoming@em-strasbourg.eu](mailto:sri-incoming@em-strasbourg.eu), for signature.

### Upon arrival

- Bring the Certificate of Arrival to the International Relations Office (B109) for signature.
- After the validation of Course Registration, which takes place Mid-September and Mid-January, send the Learning Agreement to [sri-incoming@em-strasbourg.eu](mailto:sri-incoming@em-strasbourg.eu) for validation and signing if changes to the original Learning Agreement occurred.

### Before departure (end of March / April)

- Bring the Certificate of Attendance to the International Relations Office (B109) for signature.
- Please note that we cannot sign the document earlier than 3 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

Marie Pfiffelmann : 0033 3 68 85 67 76  
[sri-incoming@em-strasbourg.eu](mailto: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 validate or pass a course, one must receive at least 10 out of 20.

## TRANSCRIPTS

- Transcripts will be sent to the students home universities coordinator 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 his 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.