

How to follow a course at EM Strasbourg Business School?

Rules and regulations for exchange students enrolled at any other faculty of the University of Strasbourg than EM Strasbourg Business School, the management and business faculty of the university – 2021/2022 Academic Year

Eligibility

You are an exchange student at any faculty of the University of Strasbourg

You are officially enrolled at least 2 courses at any faculty of the University of Strasbourg

You are not a free mover

Course choice

Courses available for exchange students at EM Strasbourg Business School:

https://intranet.em-strasbourg.eu/views/list_cours_visitants.php?annee=2021 (link will be active from mid-June 2021)

- ⇒ You can filter the course list by selecting semester « A » (first/fall semester) and « B » (second/spring semester)
- ⇒ To see the syllabus, click on the name of the course (in blue)
- ⇒ The language of instruction is indicated for each course: 'en' for English and 'fr' for French.
- ⇒ The number of credits awarded for each course is indicated in the 'ects' column (We use the European ECTS credits which stands for European Credit Transfer System).
- ⇒ In some course syllabi, the number of credits indicated at the top of the page may differ from the one in the section "Open for visitors" (see attached example in PDF). The number at the top relates to the module, which may comprise several classes. The number in the "Open for visitors" section relates to the class itself and this is the number of ECTS credits that you should take into account.
- ⇒ Some courses are taught in several groups (shown as B1, B2, etc. at the end of the course code). If you are interested in any such course, please sign up for only one group.
- ⇒ Please be aware that the assessment methods indicated in the syllabi may be modified 30 days after the start of the classes.

FLE - French as a foreign language

We propose French language courses for every level, from complete beginner up to almost native speakers.

You can follow only one French language course at our school and only if places are available.

We offer only French language courses, therefore if you wish to follow any other language courses we advise you to contact the Spiral language centre of our university.

How to sign up for a course

You can follow a maximum of 2 courses in one semester at EM Strasbourg Business School, but you still have to take the majority (min 51%) of your courses at another faculty than EM Strasbourg Business School.

IN ANY CASE, you need to e-mail the International Office at EM Strasbourg Business School (sri-incoming@em-strasbourg.eu) with your course request. In your e-mail you must precise:

- ⇒ Your Full name (as on your passport)
- ⇒ Student number at University of Strasbourg
- ⇒ Home faculty at University of Strasbourg
- ⇒ Number of courses you are already enrolled at your faculty (just the number, no titles)
- ⇒ Requested course title and course code (maximum 5, in order of preferences)
- ⇒ Justification of your application (why you apply for courses at our faculty)

Deadlines to request a course:

First/fall semester: 13 September

Second/sping semester: 10 January

Kindly note that after the above-mentioned deadlines all requests are automatically refused.

Please note that it is strictly forbidden to attend any courses at EM Strasbourg Business School without a written official enrolment confirmation by the International Office at EM Strasbourg Business School.

Please do not solicit directly the professors of the business school regarding your enrolment. The International Office at EM Strasbourg Business School manages all simple exchange students' course registration and also the waiting list, therefore our professors do not have any updated information on the available places.

Language requirements

Courses at EM Strasbourg Business School are taught either in English or in French.

A minimum of B2 level (advanced intermediate) is necessary in the language of instruction (English or French). Certificate is not requested.

Prior knowledge of French is not required for students who take only courses taught in English.

Absences at EM Strasbourg Business School

Course:

For any absence to a normal course, please check the procedure directly with your professor.

Exam:

For medical reasons: You must provide a medical certificate to the Registrar's Office (either by e-mail or personally in the office) within 8 days maximum after the date of the missed exam. A reseat will be organised.

Any other absences are not justified and you will automatically receive 0 for your exam.

Exams at EM Strasbourg Business School

Each course can have a different assessment style, either during the semester (continuous assessment) or at the end of the semester, and it is clearly indicated in the syllabus.

Example: group presentation, paper to write, written or oral exam, etc. For any written exam, please do not use a pencil.

Please note that there is no resit for exams. If you do not participate at an exam you must provide a justification for the Registrar's office in due course. The only justification accepted is a valid medical certificate from a doctor proving that you were unable to attend the exam because of a health issue. Any other reason will not be accepted (family, travel etc.).

A resit shall be organised in the event of a justified absence from a terminal control test. The teacher responsible for the initial test defines the modalities. Any absence, even if justified, from the

substitution test shall result in the assignment of a zero to this test. The teacher defines the modalities of remediation (either a written remediation, or an oral exam, or a written assignment, etc.).

EM Strasbourg Business School uses the French grading system, which ranges from 0 to 20, with 20 being the highest mark. To validate a course, students need to get at least 10.

Yet, there is an important cultural element to grading in France and most teachers do not use the full scale. A grade 18 is probably the highest grade a student can expect and is considered excellent. Grade 20 is given in rare, exceptional cases.

The credits awarded at EM Strasbourg Business School are part of the ECTS credit system (European Credit Transfer System) used at European Universities.

Grades conversion into other grade systems and ECTS credits transfer to other credit systems is done by the students' home universities.

Grades

Grades are published online on the University of Strasbourg student portal, the ENT system from mid-January for the first (fall) semester and from mid-June for the second (spring) semester.

Kindly note that **we cannot provide you with any results or transcript before the official publication date.**

Appeal

Once the grades are published in ENT/Ernest, students have the right to appeal against the grades (or to signal a missing grade) for a maximum of two months.

The exact deadlines and the link to appeal will be communicated by the Registrar's office at EM Strasbourg Business School once the grades are published in ENT.

Academic transcripts

Transcripts for the semester(s) spent at EM Strasbourg Business School will be sent directly to you, the exchange student, mid-February (for the fall semester) and mid-July (for the spring semester).

All transcripts issued at EM Strasbourg Business School will show the French grades only. They will be converted to national grades by home universities.

Disability procedure

If you wish to benefit from specific arrangements for your studies and/or exams, you need to report your disability or health problem (no medical information needs to be disclosed at this stage) to our Wellness Advisor as soon as possible.


Wellness Advisor at EM Strasbourg: Dr Sarah Richard (sarah.richard@em-strasbourg.eu)

Kindly note that in all cases, except extenuating circumstances (hospitalization ...) and on recommendation of the doctor of the SUMPS (medical service), no request will be taken into account beyond the deadline: 15th November for the fall semester and 15th of February for the spring semester.

Should you have any questions regarding the procedure above, kindly contact the

International Office
at EM Strasbourg Business School

sri-incoming@em-strasbourg.eu

 +33 3 68 85 67 76

International Welcome Desk: office B109

Opening hours: Monday - Friday: 9am to 1pm