

## *How to follow a course at EM Strasbourg Business School?*

Rules and regulations for exchange students enrolled at the **FSEG** faculty of the University of Strasbourg – 2024/2025 Academic Year

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### *Eligibility*

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EM Strasbourg Business School are reserved for the students and exchange students of the business school. However, an exception can be made if a student needs a specific course to validate the exchange semester and this course is only offered at EM Strasbourg Business School. Otherwise exchange students should follow all the courses at their host faculty.

In order to apply to a course at EM Strasbourg Business School you should fulfil the following criteria:

- You are an exchange student at the FSEG faculty, University of Strasbourg and you already have a University of Strasbourg student number
- You are officially enrolled at least 2 courses at the FSEG faculty, University of Strasbourg
- You are not a free mover

**In any case, please note that students of EM Strasbourg Business School will have the priority to join the courses proposed by EM Strasbourg Business School, so even if you are eligible to request a course, a place can be awarded only if places are available after the enrolment of the students of the business school.**

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### *Deadline*

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Deadlines to request a course for the 2024/25 academic year (contact: **Mr Davide COSI** [dcosi@unistra.fr](mailto:dcosi@unistra.fr)):

First/fall semester: 09 September 2024

Second/spring semester: 06 January 2025

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

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### *Course choice*

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As list of available courses is provided each semester to the coordinator at your host

faculty: **Mr Davide COSI** [dcosi@unistra.fr](mailto:dcosi@unistra.fr)):

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### *FLE - French as a foreign language*

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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.

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### *How to sign up for a course*

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**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 the FSEG faculty .**

**IN ANY CASE, you need to e-mail your host faculty coordinator Mr Davide COSI [dcosi@unistra.fr](mailto:dcosi@unistra.fr) with your course request.** In your e-mail you must precise:

- ⇒ Your Full name (as on your passport)
- ⇒ Student number 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 )

**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.

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### *Language requirements*

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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.

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### *Absences at EM Strasbourg Business School*

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#### **Course:**

You cannot miss more than one session (4 hours maximum) from any courses of the business school.

**Therefore, please verify the schedule in Ernest BEFORE requesting a course. Please note, that once a course request is validated you cannot request any modification based on schedule problems. A tutorial on how to see the schedule in Ernest can be provided upon request.**

Only medical reason can be justified to miss a session. An official medical certificate have to be provided to the registrar's office or directly to the teacher.

#### **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.

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### *Exams at EM Strasbourg Business School*

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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.

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### *Grades*

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Grades are published online on the University of Strasbourg student portal, the ERNEST 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.**

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### *Academic transcripts*

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**Transcripts for the semester(s) spent at EM Strasbourg Business School will be sent to the host faculty, 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.

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*Disability procedure*

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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: Ms Agathe Girbone (agathe.girbone@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](mailto:sri-incoming@em-strasbourg.eu)

International Welcome Desk at the Student Center

Building B, level 1, Office B109

Opening hours: Monday - Friday: 9.30 am to 4.30 pm