



**Practical Information
and Academic Procedures**
for exchange students
at EM Strasbourg Business School
(January 2015)

Practical Information before coming

Applying to EM Strasbourg Business School

The selection of candidates for an exchange semester or year at EM Strasbourg Business School is done by students' home universities.

Nominated students wishing to start their exchange in Strasbourg in January 2015 need to submit an on-line registration form to us that is validated by their home universities by the deadline of 31 October 2014.

After the registration period is closed, we will send acceptance letters and certificates of housing to all registered students, if needed, so that they can start applying for visas (for those who come from outside of the EU). Should students need the acceptance letters earlier (due to lengthier visa application procedures in some countries), we will provide them upon request.

Visas and other immigration formalities

All students should check the expiration date of their passport before they leave their home country. It should be valid for at least 6 months after the end of your stay in Strasbourg.

- Students from the EU :

Students who hold the nationality of an EEA State (28 EU Member States + Switzerland, Norway and Liechtenstein) do not need a visa for France and do not need to go through any immigration procedures while in France. Nevertheless, we advise students to bring the following documents:

- proof of medical insurance (the European Health Insurance Card);
- a valid passport or an Identity Card;
- 3 ID photos.

- Students from outside of the EU :

Students coming from outside of the EEA area will need to apply for a French visa for their studies in France. **Students should start the visa application process as soon as possible as this may take a long time to obtain.**

To start the visa application process, students should:

- Go onto the [Campus France](#) website for the home country and follow their instructions;
- Contact the local French consulate and follow their instructions for getting a student visa. Students must make an appointment with them which they must attend in person. To secure an appointment, please book it as soon as possible after confirmation from Campus France because there is often a long wait for appointments.

Depending on the duration of students' stay in France, one of the following types of visa may be issued:

- Short-term student visa which does not involve the OFII procedure. This visa will bear the mention '*Dispense temporaire de carte de séjour*' and will not allow students to either work or claim housing subsidies in France. Students holding this type of visa will not need to undergo any additional immigration procedures on their arrival in France.
- Long-term student visa which involve the [OFII procedure](#). Students holding this type of visa will be informed by the respective French consulate and will receive with their visa an OFII form bearing the stamp of the consulate. Students will need to send the OFII form along with a copy of their passport and of their visa to the OFII office in the first weeks after their arrival in France.

To help students with the OFII process, the EM Strasbourg International Office will collect the OFII forms during the Orientation week and will send them to OFII in one batch. Please have the documents ready.

After sending these documents, students will be summoned for a medical examination; students are strongly advised to keep this date as it is difficult to re-arrange. For the visit, students will need:

- The passport or an identity card ;
- A proof of residence (Electricity bill, rental contract, certificate from residence);
- An ID picture ;
- The printout of the 58 euro stamp that you will need to buy on the OFII website (you will receive information about this stamp when you receive your medical visit convocation).

The medical examination will validate your visas which will from then on acquire the value of a residence permit (*titre de séjour*). This type of visa allows students to work for a limited number of hours and to apply for a housing subsidy.

Contacting your embassy/ consulate:

We recommend that students contact a representative of their country upon arrival in France to inform them of the length of your stay. This information will be helpful in case of personal injury or theft of identity documents.

Accommodation

Students who are accepted into EM Strasbourg Business School will receive detailed information about accommodation before they arrive. The following accommodation options will be available:

- **University dorms.** EM Strasbourg Business School is granted a limited number of rooms for exchange students in University of Strasbourg student dorms. A special application procedure for these rooms will be run in November 2014 - students will receive more information about the application procedure in due time. The number of on-campus rooms will be limited and rooms will be allocated on a first come, first served basis.

- Private student residencies. These are privately owned and managed student residencies. They may offer a higher level of comfort than university residencies; however, they are also more expensive. Students interested in staying in one of these residencies should contact them directly, independently of the EM Strasbourg Business School.
- Private accommodation. Students may rent a room, studio or an apartment privately by responding to adverts on local housing websites or on the [Housing Anywhere](#) website. We will also collect and forward to students information on available rooms/apartments/co-shares as this information reaches us. Please note, however, that applications for private housing are made by the students independently of the EM Strasbourg Business School. Please also note that some landlords might ask for a French guarantor and that often privately rented accommodation is not furnished.

European students and students whose visa requires them to go through the OFII procedure may apply for a housing subsidy from [CAF](#), a French welfare office. We will provide additional information to all eligible students upon their arrival in Strasbourg.

What to bring

- **Clothing:** If you are spending the whole year in Strasbourg, be sure to pack for all seasons. It gets very cold in winter (up to -10 C) and very warm in summer (up to + 35 C) so you want to be prepared. If you are coming for only one semester, pack accordingly.
- **Don't pack too much:** Strasbourg is a modern city complete with shopping malls, pharmacies, and grocery stores so you don't need to pack a year's worth of shampoo for example (unless you use a very specific kind that cannot be found outside of your country). Also keep in mind the weight limits of airline baggage on your trip over.
- **Electronics:** Keep in mind that the plugs are different in France than in other parts of the world so if you are thinking of bringing any electronics (including chargers, hair dryers, alarm clocks etc.) either plan to use an adaptor or buy new or second hand appliances when you get to France.
- **Copies of important documents:** It is always good to photocopy important documents (passport, birth certificate, ID card) and keep them in a separate place than the originals. This provides a backup in case of theft, and you will also need copies of important documents for various administrative procedures in France.

Living costs in Strasbourg

Strasbourg is considered a slightly more expensive city than other French cities of similar size due its peculiar political, geographical and economic situation. However, it has a large student population (about 45,000 students) and it therefore has facilities adapted for student budgets as well.

Generally speaking, monthly living costs in Strasbourg may amount to the following:

- Accommodation: between 250 and 500 Euros depending on the type of accommodation (on-campus accommodation tends to be cheaper, as are flat or house-shares rented privately, etc.)
- Food and other daily expenses: between 300 and 500 euros per month.

All students registered at EM Strasbourg Business School will receive a University of Strasbourg student card, which is also a cash card, and which will allow them to get two-course lunches in University canteens for 3,20 Euro only.

Also, all newly registered students will receive a free Culture card, with which students can get discounted tickets for cinema, concerts, exhibitions and other cultural events.

Finally, students are entitled to discounted travel passes for public transportation in Strasbourg.

We advise students to have some additional funds with them when they arrive in Strasbourg as costs during the first month tend to be higher than usual (housing deposit, purchase of kitchen utensils, etc.).

Arriving in Strasbourg

- **By plane**

If you are planning on arriving by airplane, you will most probably connect in Paris, London, Frankfurt, or Amsterdam and arrive at the “Entzheim” airport, which is the Strasbourg airport (15 minutes away from the city center by car).

If you arrive at the Entzheim airport, a train can take you to the main city railways station which is near the Strasbourg city center.

From the Strasbourg train station, you can get to the city center by tram A, C or D.

- **By Train**

You can come from Paris by high speed train that leaves from the Charles de Gaulle Airport (Roissy) and also stops at Paris’ Gare de l’Est. A high speed train journey from Paris to Strasbourg takes slightly over two hours.

From the Strasbourg train station, you can get to the city center by tram A, C or D.

- **EM Strasbourg Business School Location**

The EM Strasbourg Business School premises are also known as PEGE (Pole Européen de Gestion et d’Economie - European Pole of Management and Economy). This is a red-brick building about five minutes away from the main university campus (walking distance).

Taking the tram from the train station to EM Strasbourg: take tram C from the train station and it will take you directly to Observatoire (7 stops), which is the closest tram station to our premises.

Trams F and E also stop at the tram stop Observatoire. Tram F comes from the center of town and tram E from the European Parliament.

It is also possible to rent or buy a bike. The school is only a 15-minute bike ride from the city center.

Practical Information upon arrival

Opening Hours in France

In France, public services and administrative offices are usually open without interruption from 8:00 am to 4:00 pm.

Shops and other services usually open between 9:00 and 10:00 am and close around 7:00pm. Most shops and banks will close for one or two hours at lunchtime (between 12:00pm and 2:00pm).

You should expect to find most banks closed on Mondays (traditional closing day for banks in France). Everything, except some bars and restaurants, will be closed on Sundays.

Below is a list of French public holidays when everything is closed:

- January 1st
- Good Friday (before Easter) and Easter Monday (Generally in April)
- Assumption Thursday (Generally in April)
- May 1st
- May 8th
- Pentecost Monday (April or May)
- July 14th
- August 15th
- November 1st
- December 25th and 26th

Banks

Students will need to open a French bank account if they want to apply for the housing allowance from CAF, sign up for a mobile phone plan, or want to get insurance for their housing.

One of the EM Strasbourg Business School's student associations has a partnership with a French bank, but students can approach any other bank in Strasbourg:

Société Générale

Partnership with students association

34 Boulevard d'Anvers
67000 STRASBOURG
03 90 41 04 30

Crédit Mutuel

2 Avenue du Général de Gaulle
67000 STRASBOURG
(Close to school but they have other branches throughout Strasbourg)
0 820 03 05 03

Crédit Agricole

36 av Forêt Noire
67000 STRASBOURG
03 88 61 34 92

Caisse d'Epargne

27 bd Anvers
67000 STRASBOURG
08 20 32 00 61

Phone operators

There are four main mobile phone providers in France. Each of these providers has different plans that can include internet, television, mobile phone, WiFi, etc.

Providers also offer mobile phone plans that one can sign up for only online. These plans are often cheaper and require no contract or cancellation fees. They often include unlimited calls to phones in France and sometimes even to the US and other countries.

[Free Mobile](#) - operating on-line services only (offers no-contract monthly plans from as little as 2 euro).

[SFR](#)

4 Rue des Francs Bourgeois
or
49 rue du 22 Novembre
67000 Strasbourg
(Tram Stop Homme de fer, Line A, B, C, D, F)

[Orange](#)

28 Place Kleber
67000 Strasbourg
(Tram Stop Homme de fer, Line A, B, C, D, F)

[Bouygues Telecom](#)

28 Place Kleber
67000 Strasbourg
(Tram Stop Homme de fer, Line A, B, C, D, F)

Insurances

- **Health Insurance**

European Students and Students from Quebec

If you come from one of the countries of the European Economic Area ([EEA](#)) AND if you pay for your national health insurance, your health protection in France will be ensured by your home country via the [European Health Insurance Card](#) which you need to arrange before coming to France.

Students from Quebec benefit from an agreement between France and Quebec and have the same rights as the European students.

Non-European Students

Students under 28 years old: Students who are less than 28 years old will need to pay the French social security EVEN IF they might already have travel insurance for France. Students will be able to pay the fee during the orientation week, at the University of Strasbourg cashier office (the International Office will provide the necessary directions).

When paying for the French social security, students will be able to choose between two insurance companies providing insurance services to students: MGEL and LMDE.

All students will have to provide the MGEL or LMDE with the following documents to finalize their registration with them:

- The proof of registration at the university which shows that you have paid for the insurance (MGEL will cover you for the few weeks that you will be here before the registration without this document but they will stop in October if you don't provide it) which you will get during the orientation week;
- Your bank information in France to be able to reimburse you for your medical expenses;
- The invitation to OFII (Immigration office) or a copy of your visa if you do not need to go through OFII to complete your immigration process;
- A birth certificate translated into French if the original is not in English, French, Spanish or German (For students staying the entire year).

Students older than 28 years old as of October 1st 2014 : The French health/social security system does not cover students who are older than 28 years. Such students are advised to either arrange for an insurance covering your stay in France from your home country, or get a private health insurance on your arrival in France.

- **Civil Liability Insurance**

Called *responsabilité civile* in French, this is a third party compulsory insurance that covers any accidental damage that you, as a private person, cause to others or to their property. Most often this is included in the home insurance policy but please check.

It is compulsory to have it when renting an apartment or a room in a university dorm.

- **Housing Insurance**

It is compulsory to insure your home if you are a tenant (even in a university dorm) - all tenants are liable for damage to property including the common spaces of an apartment building.

Both the civil liability insurance and the housing insurance can be arranged with a French bank or with either [MGEL](#) or [LMDE](#).

Counseling

If you need counseling, the “CROUS” offers social services for students and is available by appointment to discuss personal matters as well as practical issues such as housing, part-time employment, etc.

They can be reached at:

CROUS -Social Service
1, quai du Maire Dietrich
Bureau des boursiers du Gouvernement Français
BP 50168

67004 Strasbourg Cedex
03 88 21 28 48
9h00-12h00; 2h00- 4h00

CROUS - International Relations

1 Boulevard de la Victoire
67004 Strasbourg Cedex
relations.internationales@crous.u-strasbg.fr

Supermarkets

There are a number of express and large supermarkets in the Strasbourg city centre and in the suburbs. These open from 08.00 - 09.00am to 19.00 - 20.00pm Monday to Saturday.

One can also shop for groceries and fresh fruit and vegetables in the farmers markets which are organized on certain days of the week in specific places in Strasbourg. For example, on Tuesdays a farmers market is open in the Boulevard de la La Marne, which is right next to our premises.

Work Opportunities

You can register on the [CROUS](#) website if you are interested in working part-time during your stay in Strasbourg. Please register online before your arrival and after your arrival try to make an appointment with them. For the appointment, be sure to bring your student card and passport containing your visa or your *carte de séjour*.

CROUS: 1 quai de Maire Dietrich - BP 50168
67004 Strasbourg cedex
03 88 21 28 00

Opening hours: Monday to Friday 9:00am - 12:00pm and 1:30pm - 4:00pm

You can also contact the Job Service at the EM Strasbourg Business School. This is a student association that collects ads for student jobs.

Academic Procedures

Administrative registration

The January - April 2015 semester will start on 5 January 2015. Between 6 and 8 January 2015 we will organize the Orientation Week for exchange students and we would strongly recommend that all students arrive in Strasbourg by 5 January at the very latest. This will give students you time to finalize your registration at EM Strasbourg, complete all necessary administrative procedures, settle into your accommodation (or finalize your search for one if you will be renting privately) and generally adjust to your new location.

The administrative registration of newly arrived students will be completed on 6 January 2015, which is also the first day of the Orientation Week. Students will need to know/bring the following:

- Your Strasbourg address and telephone number for the semester;
- Your European Medical Insurance Card if you are coming from an EU Member State;
- Proof of means of funding for your stay in Strasbourg (parents, student loans, etc.).

Exchange and dual degree students do not need to pay any tuition fees at EM Strasbourg Business School (these must be settled at their home university). However, for administrative registration purposes, all students except those coming from an EU Member State and Quebec will need to pay the French social security fee of 213 Euros. This is mandatory and needs to be paid even by students who have travel insurance for France.

After paying this fee (if necessary), students will receive an Enrollment certificate which the students will use to get:

- A student card (to be used in university restaurants, library, as a public transportation card, etc.);
- A culture card (to be used for discounted tickets for cultural events in Strasbourg and the region).

Orientation Session

Between 6 and 8 January 2015 we will organize an Orientation Session for students starting their exchange at EM Strasbourg in January 2015. During the Orientation, we will present essential information regarding EM Strasbourg Business School, the academic process, the courses, campus life, Strasbourg and the region. Students will also have the opportunity to complete their administrative registration at EM Strasbourg. It is therefore strongly recommended that all students on exchange at EM Strasbourg Business School attend the Orientation Session.

Course Selection

We recommend that you check the courses that you will need to take or would like to take at EM Strasbourg before arriving in Strasbourg. The list of courses open to visiting students in the academic year 2014-15 may be found here (please note that this list includes courses that are offered in both the 1st and the 2nd semester; since you will be arriving in January, please only look at courses for the 2nd Semester (B)):

http://intranet.em-strasbourg.eu/views/list_cours_visitants.php

(NB: 2A stands for undergraduate courses, 3A stands for graduate courses; the language of instruction is indicated next to each course - 'en' for English and 'fr' for French; please click on the course title to see the course description; the number of credits for each course is indicated in the ECTS column - while most courses have 3 ECTS, there are also a number of courses worth 5 ECTS).

Please make sure to check with your home university advisor that the courses that you would like to select meet any subject/class hours/credit requirements that you may have at your home university.

You may want to choose more courses than you need for cases where the courses for which you want to sign up are full/have been cancelled/do not work for you in terms of schedule.

Course pre-registration

In November, we will run a course pre-registration procedure whereby students will be asked for their preliminary course choices. This will allow us to duplicate the courses in high demand (where possible). Some of the pre-selected courses will be validated and they will appear on students' course lists before they arrive in Strasbourg. However, final course registrations will take place in the week of 12 January 2015 and students will then be able to add or drop courses as they wish.

Course registration

Courses at EM Strasbourg will start on 12 January 2015 (with one or two exceptions). Once you complete your administrative registration and receive your student card, you will be able to register for courses. Registration for courses will take place in the week of 12 January, we will let you know the exact date and time when this will start during the Orientation Week.

You will need to register for courses online, on the EM Strasbourg student portal, the Intranet. Further details about the course registration procedure will be circulated closer to the time.

The average number of courses that students register for during one semester is 10 - this involves twenty to twenty four hours of in-class hours per week.

The maximum number of courses that students may register for is 12.

Credits

Courses at EM Strasbourg Business School are worth either 3 ECTS credits or 5 ECTS credits. Students coming from an EU country need to validate 30 ECTS credits in order to complete their exchange semester at EM Strasbourg Business School (according to the Bologna system).

For students coming from outside of the EU, please check with your home university how the transfer between ECTS credits and home university credits is made so that you can calculate the number of ECTS credits, and therefore the number of courses that you need to take.

Dropping courses

You will have one week from the start of the semester to make adjustments to the courses that you have registered for. After this first week, you will no longer be able to add or change courses.

However, if after the first week decide that you no longer wish to take certain courses, you will be able to drop them later in the semester (we will communicate the exact dates for doing so in due time). You will not be graded for any courses that you drop and these will not appear on your final transcript.

Please note that you will only be able to drop and not add courses later in the semester. It is therefore very important to you choose any required courses in the first week of the semester.

French and European Grading Systems

Scale and validation: In France, grades can go from 0 to 20, with 20 being the highest grade. Yet, most teachers do not use the full scale. A grade 18, therefore, is probably the highest grade a student can expect. This is considered excellent.

To validate or pass a course, one must receive at least 10 out of 20.

Transcripts

The transcripts for the students coming on an exchange in the January - April 2015 semester will be sent to students' home universities in the beginning of July 2015. Students will also be able to see their grades on the ENT (University of Strasbourg student portal) starting in July 2015.

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

Language requirements

- **French :**

It is highly recommended that students study at least some basic French before their arrival in France in order to be able to get around Strasbourg and the rest of France.

However, knowledge of the French language is not required either for selection or for studies at EM Strasbourg Business School.

We offer French language courses for all levels and these are also available to our exchange students. Therefore, both students who have never taken French classes and those who wish to continue learning French will be able to join one or several French classes according to their level if they wish so.

- **English :**

EM Strasbourg Business School offers numerous courses taught in English and most of the courses that are available for exchange students are taught in English (although a large number of management courses taught in French are also available).

We do not require students who are non-native English speakers to take an official English test, however, we expect students to have a minimum level of B2 in English (according to the Common European Reference Framework of Languages). Solid speaking, reading, writing and oral comprehension skills in English are essential for students to be able to follow courses taught in English.

Contact information

For any questions regarding your exchange in Strasbourg, please contact the International Office, EM Strasbourg Business School at: sri-incoming@em-strasbourg.eu