

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	Université de Strasbourg
Erasmus Code	F STRASBO48
EUC	Waiting for the Charter publication
Institution website	<a href="http://www.unistra.fr">http://www.unistra.fr</a>
Online course catalogue	<a href="http://www.unistra.fr/index.php?id=18506">http://www.unistra.fr/index.php?id=18506</a>

#### 1.2. Main contacts

Erasmus Institutional Coordinator	Ms. Sandra REBEL <a href="mailto:sandra.rebel@unistra.fr">sandra.rebel@unistra.fr</a> +33 3 68 85 65 13
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#### Teaching Staff – Staff Training - Placements

<b>For <u>all faculties</u></b> International Central Office 22 rue René Descartes 67084 Strasbourg cedex	
<b>Teaching Staff (STA)</b> (outgoing & incoming) <b>Staff Training (STT)</b> (outgoing & incoming) <b>Placements</b> (outgoing)	Mrs. Carmen FUCHS <a href="mailto:dri-outgoing-placements-europe@unistra.fr">dri-outgoing-placements-europe@unistra.fr</a> +33 3 68 85 60 03

#### Student mobility for Studies, Inter-institutional Agreements and Housing

<b>For <u>EM Strasbourg Business School / Ecole de Management Strasbourg</u></b> International Office 61 Avenue de la Forêt Noire 67085 Strasbourg cedex <a href="http://www.em-strasbourg.eu">www.em-strasbourg.eu</a>	
Bilateral agreements	Ms. Claudia SAMPEL <a href="mailto:claudia.sampel@em-strasbourg.eu">claudia.sampel@em-strasbourg.eu</a> +33 3 68 85 84 06
Outgoing Students	Ms. Claudia SAMPEL <a href="mailto:claudia.sampel@em-strasbourg.eu">claudia.sampel@em-strasbourg.eu</a> +33 3 68 85 84 06 Ms. Philippa CAHILL <a href="mailto:philippa.cahill@em-strasbourg.eu">philippa.cahill@em-strasbourg.eu</a> +33 3 68 85 83 86

Incoming Students and Housing	Ms. Elodie THEVENET <a href="mailto:elodie.thevenet@em-strasbourg.eu">elodie.thevenet@em-strasbourg.eu</a> +33 3 68 85 84 03
For BAI, Incoming and Outgoing students	Ms. Séverine BONHOMME <a href="mailto:Severine.bonhomme@em-strasbourg.eu">Severine.bonhomme@em-strasbourg.eu</a> +33 3 68 85 83 61 Replaced by Ms. Zita FONYODI until end of January 2014 <a href="mailto:Zita.fonyodi@em-strasbourg.eu">Zita.fonyodi@em-strasbourg.eu</a>

<b>For Faculty of Law / Faculté de Droit</b> International Office 1 Place d'Athènes B.P. 66 67045 Strasbourg cedex <a href="http://www-faculte-droit.u-strasbg.fr/index.php?id=1406">http://www-faculte-droit.u-strasbg.fr/index.php?id=1406</a>	
Bilateral agreements	Mrs. Armelle DARBON
Incoming Students and Housing	<a href="mailto:droit-erasmus@unistra.fr">droit-erasmus@unistra.fr</a>
Outgoing Students	+33 3 68 85 88 24

<b>For Institute of Political Studies / Institut d'Etudes Politiques</b> International Office 47 Avenue de la Forêt Noire 67082 Strasbourg cedex <a href="http://www.iep-strasbourg.fr/international/venir-etudier-a-liep/">http://www.iep-strasbourg.fr/international/venir-etudier-a-liep/</a>	
Bilateral agreements	Mrs. Fabienne GOETZ-RICOU <a href="mailto:f.goetzricou@unistra.fr">f.goetzricou@unistra.fr</a>
Outgoing Students	+33 3 68 85 81 06
Incoming Students and Housing	Mrs. Michelle BENOIT <a href="mailto:michelle.benoit@unistra.fr">michelle.benoit@unistra.fr</a> +33 3 68 85 81 05

<b>For IUT Robert Schuman</b> International Office 72 route du Rhin CS 10315 67411 Illkirch <a href="http://iutrs.unistra.fr">http://iutrs.unistra.fr</a>	
Bilateral agreements	Mrs. Fabienne KLEFFER
Outgoing Students	<a href="mailto:iutrs-ri@unistra.fr">iutrs-ri@unistra.fr</a>
Incoming Students and Housing	+33 3 68 85 84 54

<b>For <u>Faculty of Life Sciences / Faculté des sciences de la vie</u></b> 28 rue Goethe 67000 Strasbourg <a href="http://sciencesvie.u-strasbg.fr">http://sciencesvie.u-strasbg.fr</a>	
Outgoing Students  (NB: for Bilateral Agreements and Incoming Students and Housing, see the contacts below "for all others faculties")	Ms. Angélique LAUGEL <a href="mailto:alaugel@unistra.fr">alaugel@unistra.fr</a> +33 3 68 85 19 75

<b>For <u>all others faculties</u></b> International Central Office 22 rue René Descartes 67084 Strasbourg cedex	
Bilateral agreements	Mr. Ludovic FABRE <a href="mailto:ludovic.fabre@unistra.fr">ludovic.fabre@unistra.fr</a> +33 3 68 85 60 12
Outgoing Students	Mrs. Sabine SZUSZMAN <a href="mailto:dri-outgoing-studies-europe@unistra.fr">dri-outgoing-studies-europe@unistra.fr</a> +33 3 68 85 66 13
Incoming Students	Mrs. Pascale RANSON <a href="mailto:dri-incoming-studies-europe@unistra.fr">dri-incoming-studies-europe@unistra.fr</a> +33 3 68 85 63 82
Housing for incoming students	Mrs. Séverine CENSI <a href="mailto:scensi@unistra.fr">scensi@unistra.fr</a> +33 3 68 85 60 02

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Faculty	Subject area	Language(s) of instruction	Recommended language of instruction level *
<b>Staff Mobility for Teaching</b>	Any	Any	French/English	B2
<b>Student Mobility for Studies</b>	EM Strasbourg	340-Management	French/English	B2
	IUT Robert Schuman	32-Information/communication 342-Marketing and Sales 442-Chemistry 48-Informatic 582-Civil engineering	French	
	EOST	443-Earth sciences	French	
	FLCE/Etudes allemandes	222-Languages	French	
	Others faculties	Any	French	
				B1

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

### 2.2. Additional requirements

To facilitate the integration of incoming students, the University of Strasbourg offers a buddy system. We also organize a welcome session at the beginning of each semester to give the incoming students all the practical information for a successful installation in Strasbourg. Moreover cultural tours and activities are offered to incoming students during all the year.

The Unistra also offers different devices to allow students to improve their level of French (<http://www.unistra.fr/index.php?id=18509>).

The University of Strasbourg can welcome students and staff with disabilities. We have two specific structures to help students and staff with disabilities.

### 2.3. Calendar

#### 2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

For EM Strasbourg	Autumn term	End of May
	Spring term	End of October
For all others faculties	Autumn term	Mid May
	Spring term	End of October

#### 2.3.2. Decision Response

We will send our decision within **4** weeks.

#### 2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than **5** weeks after the assessment period has finished at our institution. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

#### 2.3.4. Termination of Agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

### 3. Additional information

#### 3.1. Grading system

<http://www.unistra.fr/index.php?id=18506>

[It is recommended that each institution provides the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

#### 3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Faculties	Contact	Website
EM Strasbourg	Mrs Elodie THEVENET (see details above)	<a href="http://www.em-strasbourg.eu/formations/pge11.php">http://www.em-strasbourg.eu/formations/pge11.php</a>
Faculty of Law	Mrs Armelle DARBON (see details above)	<a href="http://www-faculte-droit.u-strasbg.fr/index.php?id=1406">http://www-faculte-droit.u-strasbg.fr/index.php?id=1406</a>
Institute of Political Studies	Mrs Michelle BENOIT (see details above)	<a href="http://www.unistra.fr/index.php?id=vie-pratique">http://www.unistra.fr/index.php?id=vie-pratique</a>
IUT Robert Schuman	Mrs Fabienne KLEFFER (see details above)	
all others faculties	Ms Pascale RANSON (see details above)	

### 3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Faculties	Contact	Website
<b>EM Strasbourg</b>	Mrs Elodie THEVENET(see details above)	<a href="http://www.em-strasbourg.eu/formations/pge11.php">http://www.em-strasbourg.eu/formations/pge11.php</a>
<b>Faculty of Law</b>	Mrs Armelle DARBON (see details above)	<a href="http://www-faculte-droit.u-strasbg.fr/index.php?id=1406">http://www-faculte-droit.u-strasbg.fr/index.php?id=1406</a>
<b>Institute of Political Studies</b>	Mrs Michelle BENOIT(see details above)	<a href="http://www.unistra.fr/index.php?id=vie-pratique">http://www.unistra.fr/index.php?id=vie-pratique</a>
<b>IUT Robert Schuman</b>	Mrs Fabienne KLEFFER (see details above)	
<b>all others faculties</b>	Ms Pascale RANSON (see details above)	

### 3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Faculties	Contact	Website
<b>EM Strasbourg</b>	Mrs Elodie THEVENET (see details above)	<a href="http://www.em-strasbourg.eu/formations/pge13.php">http://www.em-strasbourg.eu/formations/pge13.php</a>
<b>Faculty of Law</b>	Mrs Armelle DARBON (see details above)	<a href="http://www-faculte-droit.u-strasbg.fr/index.php?id=1406">http://www-faculte-droit.u-strasbg.fr/index.php?id=1406</a>
<b>Institute of Political Studies</b>	Mrs Michelle BENOIT (see details above)	The IEP has a quota of about 50 rooms in Halls of Residence. They are apportioned on a first come first served basis. Application forms are sent by email to students.
<b>IUT Robert Schuman</b>	Mrs Fabienne KLEFFER (see details above)	<a href="http://www.unistra.fr/index.php?id=18509#c83593">http://www.unistra.fr/index.php?id=18509#c83593</a>
<b>all others faculties</b>	Mrs Séverine CENSI (see details above)	