

### 1. Institutional Information

#### 1.1. Institutional details

<b>Name of the institution</b>	<b>Université de Strasbourg</b>
Erasmus Code	F STRASBO48
EUC	28312-EPP-1-2014-1-FR-EPPKA3-ECHE
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> Click on « le catalogue de cours et la grille de notation de l'Université de Strasbourg »

#### 1.2. Main contacts

<b>Erasmus Institutional Coordinator</b>	Mrs 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 all faculties</b> International Central Office 22, Rue René Descartes 67084 Strasbourg Cedex	
<b>Teaching Staff</b> (STA) (outgoing & incoming) <b>Staff Training</b> (STT) (outgoing & incoming) <b>Placements</b> (outgoing)	Mrs Ophélie Converset <a href="mailto:converset@unistra.fr">converset@unistra.fr</a> +33 3 68 85 66 13

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

<b>For EM Strasbourg Business School / Ecole de Management Strasbourg</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	Mrs Stéphanie Stehli <a href="mailto:stephanie.stehli@em-strasbourg.eu">stephanie.stehli@em-strasbourg.eu</a> +33 3 68 85 83 61  Mrs Kelly Wonnacott-Elie <a href="mailto:kelly.wonnacott-elie@em-strasbourg.eu">kelly.wonnacott-elie@em-strasbourg.eu</a> +33 3 68 85 82 47
Outgoing Students	<a href="mailto:sri-outgoing@em-strasbourg.eu">sri-outgoing@em-strasbourg.eu</a> +33 3 68 85 67 76
Incoming Students and Housing	<a href="mailto:sri-incoming@em-strasbourg.eu">sri-incoming@em-strasbourg.eu</a> +33 3 68 85 67 76

<b>For Faculty of Law / Faculté de Droit</b>	
International Office 1, Place d'Athènes B.P. 66 67045 Strasbourg Cedex <a href="http://droit.unistra.fr/international/etudiants-en-programme-dechange-incoming-exchange-students/">http://droit.unistra.fr/international/etudiants-en-programme-dechange-incoming-exchange-students/</a>	
Bilateral agreements	Mrs Aurore MERCY <a href="mailto:droit-erasmus@unistra.fr">droit-erasmus@unistra.fr</a>
Incoming Students and Housing	
Outgoing Students	

<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> +33 3 68 85 81 06
Outgoing Students	
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 Outgoing Students Incoming Students and Housing	Mrs Hélène ASSOULINE <a href="mailto:iutrs-ri@unistra.fr">iutrs-ri@unistra.fr</a> + 33 3 68 85 71 26
	Mrs Sylvie DEBS <a href="mailto:iutrs-ri@unistra.fr">iutrs-ri@unistra.fr</a> +33 3 68 85 89 00
	Mrs Maïté LUDWIG <a href="mailto:iutrs-ri@unistra.fr">iutrs-ri@unistra.fr</a> +33 3 68 85 83 31

<b>For Faculty of Life Sciences / Faculté des Sciences de la Vie</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")	Mrs Frédérique MONTEIL <a href="mailto:frederique.monteil@unistra.fr">frederique.monteil@unistra.fr</a> +33 3 68 85 19 75

<b>For all others faculties</b> International Central Office 22, Rue René Descartes 67084 Strasbourg cedex	
Bilateral agreements	<a href="mailto:dri-erasmusagreement@unistra.fr">dri-erasmusagreement@unistra.fr</a>
Outgoing Students	Mrs Adèle RICHARD <a href="mailto:dri-erasmus-etudes@unistra.fr">dri-erasmus-etudes@unistra.fr</a> +33 3 68 85 60 03
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
Transcripts of records	Please forward them directly to the concerned departmental coordinator.

## 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 (non exhaustive list)	Language(s) of instruction	Recommended language of instruction level *
<b>Staff Mobility for Teaching</b>	Any	Any	French/English	B2
	Faculté des Arts - Département Arts visuels - Département des Arts du spectacle	021 - Arts 0211 - Audio-visual techniques and media production	French	C1
	ITIRI	023 - Languages	French	C1
<b>Student Mobility for Studies</b>	CEIPI	0421 - Law	French	B2
	EM Strasbourg	041 - Business and administration	French/English	
	FDL/Etudes allemandes	023 - Languages	French	
	Faculté de Médecine	0912 - Medicine	French	
	Faculté de Philosophie	0223 - Philosophy and ethics	French	
	Faculté des Lettres	023 - Languages	French	
	Faculté des Sciences du Sport	1014-Sports	French	
	Faculté des Sciences Historiques	0222 - History and archaeology	French	
	Faculté des Sciences Sociales	031 - Social and behavioural sciences	French	
	EOST	0532 - Earth sciences	- Bachelor: French B2 - Master in Earth Sciences and Engineering Degree Course in Geophysics : English or French B2 depending on the teaching units. For the contact with schooling a minimum level French B1 read is strongly recommended.	B2
IEP	0312 - Political sciences and civics 0311 - Economics 0314 - Sociology and cultural studies 0421 - Law	French (level B2 only required for the double degrees with Frankfurt, Kraków and Brussels)  English		
IUT Robert Schuman	032 - Journalism and information 041 - Business and administration 0531 - Chemistry 061 - Information and Communication Technology	French		

		0732 - Building and civil engineering		
	IUT Louis Pasteur	0413 - Management and administration 0511: Biology 0533: Physics 0710: Engineering and engineering trades	French	
	LASTUS (ESST)	010 - Services 031 - Social and behavioural sciences	English (TOEFL, IELTS)	
	Télécom Physique Strasbourg	0530 - Physical sciences	French	
	Other faculties	Any	French/English	B1

\* Level according to Common European Framework of Reference for Languages (CEFR), see the link below;

<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.

#### **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 throughout the academic year.

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 welcomes students and staff with disabilities. We have two specific structures to help students and staff with disabilities.

## 2.2. Calendar

### 2.2.1. Nomination Deadlines

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

<b>For EM Strasbourg</b>	<b>Autumn term</b>	End of May
	<b>Spring term</b>	End of October
<b>For all others faculties</b>	<b>Autumn term</b>	Mid May
	<b>Spring term</b>	End of October

### 2.2.2. Decision Response

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

### 2.2.3. Transcript 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.

### 2.2.4. 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

A description of the institutional grading system for our schools and faculties can be viewed by

- clicking on <http://www.unistra.fr/index.php?id=18506>
- selecting **le catalogue de cours et la grille de notation de l'Université de Strasbourg**

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.]

### 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
<b>EM Strasbourg</b>	Mrs Elodie THEVENET (see details above)	<a href="http://www-english.em-strasbourg.eu/exchange-programmes/prepare-your-trip/">http://www-english.em-strasbourg.eu/exchange-programmes/prepare-your-trip/</a>
<b>Faculty of Law</b>	Mrs Aurore MERCY (see details above)	<a href="http://droit.unistra.fr/en/international/etudiants-en-programme-dechange-incoming-exchange-students/">http://droit.unistra.fr/en/international/etudiants-en-programme-dechange-incoming-exchange-students/</a>
<b>Institute of Political Studies</b>	Mrs Michelle BENOIT (see details above)	<a href="http://www.en.unistra.fr/index.php?id=21696">http://www.en.unistra.fr/index.php?id=21696</a>
<b>IUT Robert Schuman</b>	Mrs Maité LUDWIG and Mrs Hélène ASSOULINE (see details above)	
<b>All other faculties</b>	Mrs 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.

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

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-english.em-strasbourg.eu/exchange-programmes/prepare-your-trip/">http://www-english.em-strasbourg.eu/exchange-programmes/prepare-your-trip/</a>
<b>Faculty of Law</b>	Mrs Aurore MERCY (see details above)	<a href="http://droit.unistra.fr/en/international/etudiants-en-programme-dechange-incoming-exchange-students/">http://droit.unistra.fr/en/international/etudiants-en-programme-dechange-incoming-exchange-students/</a>
<b>Institute of Political Studies</b>	Mrs Michelle BENOIT (see details above)	<a href="http://www.en.unistra.fr/index.php?id=21696">http://www.en.unistra.fr/index.php?id=21696</a>
<b>IUT Robert Schuman</b>	Mrs Maité LUDWIG and Mrs Hélène ASSOULINE (see details above)	
<b>All other faculties</b>	Mrs 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-english.em-strasbourg.eu/exchange-programmes/prepare-your-trip/">http://www-english.em-strasbourg.eu/exchange-programmes/prepare-your-trip/</a>
<b>Faculty of Law</b>	Mrs Aurore MERCY (see details above)	<a href="http://droit.unistra.fr/en/international/etudiants-en-programme-dechange-incoming-exchange-students">http://droit.unistra.fr/en/international/etudiants-en-programme-dechange-incoming-exchange-students</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 Maité LUDWIG and Mrs Hélène ASSOULINE (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 other faculties</b>	Mrs Séverine CENSI (see details above)	