1. Institutional Information

1.1. Institutional details

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

1.2. Main contacts

<table>
<thead>
<tr>
<th>Erasmus Institutional Coordinator</th>
<th>Ms. Sandra REBEL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:sandra.rebel@unistra.fr">sandra.rebel@unistra.fr</a></td>
</tr>
<tr>
<td></td>
<td>+33 3 68 85 65 13</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Student mobility for Studies, Inter-institutional Agreements and Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>For EM Strasbourg Business School / Ecole de Management Strasbourg</td>
</tr>
<tr>
<td>International Office</td>
</tr>
<tr>
<td>61 Avenue de la Forêt Noire</td>
</tr>
<tr>
<td>67085 Strasbourg cedex</td>
</tr>
<tr>
<td><a href="http://www.em-strasbourg.eu">www.em-strasbourg.eu</a></td>
</tr>
<tr>
<td>Bilateral agreements</td>
</tr>
<tr>
<td>Ms. Claudia SAMPEL</td>
</tr>
<tr>
<td><a href="mailto:claudia.sampel@em-strasbourg.eu">claudia.sampel@em-strasbourg.eu</a></td>
</tr>
<tr>
<td>+33 3 68 85 84 06</td>
</tr>
<tr>
<td>Outgoing Students</td>
</tr>
<tr>
<td>Ms. Claudia SAMPEL</td>
</tr>
<tr>
<td><a href="mailto:claudia.sampel@em-strasbourg.eu">claudia.sampel@em-strasbourg.eu</a></td>
</tr>
<tr>
<td>+33 3 68 85 84 06</td>
</tr>
<tr>
<td>Ms. Philippa CAHILL</td>
</tr>
<tr>
<td><a href="mailto:philippa.cahill@em-strasbourg.eu">philippa.cahill@em-strasbourg.eu</a></td>
</tr>
<tr>
<td>+33 3 68 85 83 86</td>
</tr>
</tbody>
</table>
### Incoming Students and Housing

| Ms. Elodie THEVENET  
elodie.thevenet@em-strasbourg.eu  
+33 3 68 85 84 03 |

### For BAI, Incoming and Outgoing students

| Ms. Séverine BONHOMME  
Severine.bonhomme@em-strasbourg.eu  
+33 3 68 85 83 61  
Replaced by Ms. Zita FONYODI until end of January 2014  
Zita.fonyodi@em-strasbourg.eu |

### For Faculty of Law / Faculté de Droit

| Ms. Zita FONYODI  
Zita.fonyodi@em-strasbourg.eu |

### Bilateral agreements

| Mrs. Armelle DARBON  
droit-erasmus@unistra.fr  
+33 3 68 85 88 24 |

### For Institute of Political Studies / Institut d’Etudes Politiques

| Mrs. Fabienne BENOIT  
michelle.benoit@unistra.fr  
+33 3 68 85 81 05 |

### Bilateral agreements

| Mrs. Fabienne GOETZ-RICOU  
f.goetzricou@unistra.fr  
+33 3 68 85 81 06 |

### For IUT Robert Schuman

| Mrs. Fabienne KLEFFER  
iutrs-ri@unistra.fr  
+33 3 68 85 84 54 |

### Bilateral agreements

| Mrs. Michelle BENOIT  
michelle.benoit@unistra.fr  
+33 3 68 85 81 05 |

### Outgoing Students

### Incoming Students and Housing

### Replaced by Ms. Zita FONYODI until end of January 2014
### For Faculty of Life Sciences / Faculté des sciences de la vie
28 rue Goethe  
67000 Strasbourg  
[http://sciencesvie.u-strasbg.fr](http://sciencesvie.u-strasbg.fr)

| Outgoing Students | Ms. Angélique LAUGEL  
alaugel@unistra.fr  
+33 3 68 85 19 75 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(NB: for Bilateral Agreements and Incoming Students and Housing, see the contacts below “for all others faculties”)</td>
<td></td>
</tr>
</tbody>
</table>

### For all others faculties
International Central Office  
22 rue René Descartes  
67084 Strasbourg cedex

| Bilateral agreements | Mr. Ludovic FABRE  
ludovic.fabre@unistra.fr  
+33 3 68 85 60 12 |
|----------------------|-------------------------|
| Outgoing Students | Mrs. Sabine SZUSZMAN  
dri-outgoing-studies-europe@unistra.fr  
+33 3 68 85 66 13 |
| Incoming Students | Mrs. Pascale RANSON  
dri-incoming-studies-europe@unistra.fr  
+33 3 68 85 63 82 |
| Housing for incoming students | Mrs. Séverine CENSI  
scensi@unistra.fr  
+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:

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

* 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:

<table>
<thead>
<tr>
<th>For EM Strasbourg</th>
<th>Autumn term</th>
<th>End of May</th>
</tr>
</thead>
<tbody>
<tr>
<td>For EM Strasbourg</td>
<td>Spring term</td>
<td>End of October</td>
</tr>
<tr>
<td>For all others faculties</td>
<td>Autumn term</td>
<td>Mid May</td>
</tr>
<tr>
<td>For all others faculties</td>
<td>Spring term</td>
<td>End of October</td>
</tr>
</tbody>
</table>

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.]


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:

<table>
<thead>
<tr>
<th>Faculties</th>
<th>Contact</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM Strasbourg</td>
<td>Mrs Elodie THEVENET (see details above)</td>
<td><a href="http://www.em.strasbourg.eu/formation/pge11.php">http://www.em.strasbourg.eu/formation/pge11.php</a></td>
</tr>
<tr>
<td>Faculty of Law</td>
<td>Mrs Armelle DARBON (see details above)</td>
<td><a href="http://www-faculte-droit.u-strasbg.fr/index.php?id=T406">http://www-faculte-droit.u-strasbg.fr/index.php?id=T406</a></td>
</tr>
<tr>
<td>Institute of Political Studies</td>
<td>Mrs Michelle BENOIT (see details above)</td>
<td><a href="http://www.unistra.fr/index.php?id=vie">http://www.unistra.fr/index.php?id=vie</a> pratique</td>
</tr>
<tr>
<td>IUT Robert Schuman</td>
<td>Mrs Fabienne KLEFFER (see details above)</td>
<td></td>
</tr>
<tr>
<td>all others faculties</td>
<td>Ms Pascale RANSON (see details above)</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Faculties</th>
<th>Contact</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Law</td>
<td>Mrs Armelle DARBON</td>
<td><a href="http://www-faculte-droit.unistra.fr/index.php?id=1406">http://www-faculte-droit.unistra.fr/index.php?id=1406</a></td>
</tr>
<tr>
<td>Institute of Political Studies</td>
<td>Mrs Michelle BENOIT</td>
<td><a href="http://www.unistra.fr/index.php?id=vie-pratique">http://www.unistra.fr/index.php?id=vie-pratique</a></td>
</tr>
<tr>
<td>IUT Robert Schuman</td>
<td>Mrs Fabienne KLEFFER</td>
<td></td>
</tr>
<tr>
<td>all others faculties</td>
<td>Ms Pascale RANSON</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Faculties</th>
<th>Contact</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Law</td>
<td>Mrs Armelle DARBON</td>
<td><a href="http://www-faculte-droit.unistra.fr/index.php?id=1406">http://www-faculte-droit.unistra.fr/index.php?id=1406</a></td>
</tr>
<tr>
<td>Institute of Political Studies</td>
<td>Mrs Michelle BENOIT</td>
<td>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.</td>
</tr>
<tr>
<td>IUT Robert Schuman</td>
<td>Mrs Fabienne KLEFFER</td>
<td><a href="http://www.unistra.fr/index.php?id=18509#c83593">http://www.unistra.fr/index.php?id=18509#c83593</a></td>
</tr>
<tr>
<td>all others faculties</td>
<td>Mrs Séverine CENSI</td>
<td></td>
</tr>
</tbody>
</table>