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**EM STRASBOURG**  
BUSINESS SCHOOL  
UNIVERSITY OF STRASBOURG

# Information Booklet for Exchange Students



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# I. General Information

## 1. Strasbourg: A capital of Europe

Strasbourg is France's 9<sup>th</sup> largest city with a total of over 452 000 inhabitants in the greater Strasbourg area and 272 800 in its center. These figures make Strasbourg the capital of its region, Alsace, one of the most prosperous economic regions of France. Strasbourg also boasts a large number of cultural venues including theaters, concert halls, operas, and cinemas.

The number of students who live in and around Strasbourg contribute greatly to its dynamism and lively atmosphere. Around 49 000 young people study in Strasbourg, amounting to roughly 18% of the total population.

Moreover, Strasbourg hosts three important European Institutions:

- The European Parliament
- The Council of Europe
- The European Court of Human Rights

These three institutions, combined with the city's geographical proximity to European countries, make Strasbourg a very cosmopolitan city and one of the capitals of Europe. Switzerland, Luxemburg and Belgium are only a one to two hours car or train journey from Strasbourg. Germany can be reached within minutes by crossing one of the many bridges over the Rhine River.

## 2. EM Strasbourg Business School

In January 2009, EM Strasbourg Business School became the business school of the second largest multi-disciplinary University in France, The University of Strasbourg.

In addition to belonging to a university, we are part of a national network of prestigious Business and Engineering Schools entitled the *Grande Ecole* network. This dual status enables EM Strasbourg Business School to offer 35 different courses in such disciplines as Audit/Control/Finance, General and Sectorial Management, Project Management, Entrepreneurship, Marketing, Human Resources, research, across five main program tracks:

- Bachelor in International Affairs;
- *Programme Grande Ecole*;
- University master's program;
- PhD program (jointly with the Ecole Doctorale Augustin Cournot of the University of Strasbourg);
- Executive Education program.

In the academic year 2013-14 the School counted about 2,700 students with 1,366 students enrolled in the School's *Grande Ecole* Program, including 400 international students.

There are a number of ways for international students to join the school:

- The *Grande Ecole* Master's degree in International and European Business;
- Exchange students from partner universities may join our programs as dual degree students, Erasmus or simple exchange students who wish to spend one or two semesters at the EM Strasbourg Business School;
- The Bachelor's degree in International Affairs;
- The Bachelor in European Management.

### 3. Our Diversity policy

**Sustainable development, ethics and diversity** are the three core values that lie at the heart of EM Strasbourg Business School. They are integrated into our international management curriculum, teaching and research as key principles guiding tomorrow's managers, and they also guide our functioning as an institution.

Our diversity policy is especially important to us as a higher education institution and the School has adopted a **Diversity Chart** consisting of 11 institutional commitments on putting this policy into action.

In recognition to our commitment to promoting diversity and to fighting discrimination in all its forms, in 2011 the EM Strasbourg Business School was awarded the prestigious **Diversity Label**.

Our diversity policy applies not only to our teaching and administrative staff, but also to our students. In practice, this policy translates into the following key actions:

- A **confidential listening cell** *bien vivre ensemble* is available for all staff and students who wish to report discrimination concerns or cases encountered at the School. A neutral and attentive person will look into any such reports and will pass them over to the Responsibility, Ethics and Diversity Committee of the school. Contact: [bienvivreensemble@em-strasbourg.eu](mailto:bienvivreensemble@em-strasbourg.eu) or 03 68 85 89 33.
- The School is engaged into a continuous effort to accommodate the needs of **students with disabilities** (mobility, physical, sensorial or cognitive) both in terms of their physical access to our premises and of their full integration into the academic and school life. A special officer to lead on these efforts has been hired whose missions include, among other things, accompanying disabled students in their professional projects, ensuring course accessibility, conducting awareness raising events and developing partnerships with companies in this regard.
- Every year the School organizes the **Day of Three Values**, with one day being dedicated to diversity (religion, age, disability, ethnicity, physical appearance,

etc.). A number of awareness raising events and debates are organized throughout the day joining representatives from the academic sphere, business and the press.

- The School also has a **scholarships and social affairs officer** which works with students with specific social needs. Contact: Samiya Safer, tel. 0368858328, e-mail: [samiya.safer@em-strasbourg.eu](mailto:samiya.safer@em-strasbourg.eu).

## II. Important information before coming

### 1. Applying to EM Strasbourg Business School

#### a. Process

Students who intend to come to EM Strasbourg Business School on an exchange program will need to fill out an application form online on the EM Strasbourg Business School's website.

For full information on the application criteria and procedure, please contact your home university's international office.

#### b. Programs offered to international students

##### Master's degree in International and European Business

This is a two-year full time course for which starts in early September.

Students coming from partner universities as part of a double degree agreement join the MIEB program in its second year;

##### Exchange Students

- a. For a full year : Early September to the end of April
- b. For a semester
  - Fall : Early September to mid-December (before Christmas)
  - Spring : Early January to the end of April

##### The Bachelor's degree in International Affairs

Exchange students may join this program for one semester starting in September or January or for two semesters.

##### Bachelor in European Management Program

- a. Full-year program that awards a Bachelor's degree on the condition of passing all modules taken.
- b. 20 courses over the year covering three modules:
  - European Module : 5 Courses
  - Management Module : 12 Courses
  - French Module : 3 Courses
- c. This program can be done in either French or English or only in English.

### Dual Degree University Partners

Technische Universität Dresden, Dresden, Germany  
FRIEDRICH ALEX. UNIV. ERLANGEN NÜRNBERG, Erlangen, Germany  
EBERHARD-KARLS-UNIVERSITÄT TÜBINGEN, Tübingen, Germany  
UNIVERSIDAD DEL SALVADOR, Buenos Aires, Argentina  
IBMEC, Rio de Janeiro, Brasil  
UNIVERSIDAD EAFIT, Medellín, Colombia  
UNIVERSIDAD DE ALCALA DE HENARES, Alcala, Spain  
UNIVERSIDAD DE GRANADA, Granada, Spain  
BOWLING GREEN STATE UNIVERSITY, Bowling Green, USA  
CANISIUS COLLEGE, Canisius, USA  
CASE WESTERN RESERVE UNIVERSITY, Cleveland, USA  
PEPPERDINE UNIVERSITY, Malibu, USA  
UNIVERSITA DEGLI STUDI DI PAVIA, Pavia, Italy  
UNIVERSITÉ DU Luxembourg, Luxembourg  
UNIVERSYTET JAGIELLONSKI KRAKOW, Krakow, Poland  
HERIOT WATT UNIVERSITY, Edinburgh, United Kingdom  
UNIVERSITY OF STIRLING, Stirling, United Kingdom  
UNIVERSITY OF ECONOMICS IN BRATISLAVA, Bratislava, Slovakia  
UNIVERSITE DE FRIBOURG, Fribourg, Suisse  
KASETSART UNIVERSITY, Kasetsart, Thailand  
UNIVERSITY OF ECONOMICS HANOI, U. Hanoi, Vietnam  
UNIVERSITY OF ECONOMICS HO CHI MINH CITY, U. Hochimin, Vietnam

The selection of candidates is made by your home university. Once we have received your pre-registration and the application period is over, we will send you acceptance letters and certificates of housing, if needed, so that you can start applying for your visa (for those who come from outside of the EU).

#### c. Deadlines for Application

For an exchange starting in September, the deadline to receive your pre-registration documents is May 31<sup>st</sup> of that year.

For an exchange starting in January, the deadline to receive the documents is October 31<sup>st</sup> of the previous year.

## 2. Letter of Acceptance

When the application period is over, a letter of acceptance stating the details of your exchange program (program name, dates, and home university) will be sent to your home university coordinator.

Upon receiving this information, please check that the details are correct and that no mistakes have been made in your registration.

This letter will be essential for students who need to apply for a visa before they come to France (more information about the visa process on page 16)

### 3. Accommodation

When applying to EM Strasbourg Business School, you will need information on the housing options that are available to visiting students. Here are the possibilities on offer:

- **University dorms** : EM Strasbourg Business School is granted a limited number of rooms for visiting students in the university dorms. Therefore, the allocation of these rooms to students works on a first come, first served basis. However, as it is more difficult to rent privately a studio or an apartment for only one semester, we will give priority to students visiting for one semester only.

Once the accommodation request period has ended, we will notify you whether you have been allocated a room in one of the university dorms.

After that period, you will have one week to change your mind or else you will be committed to the dorms you have applied for.

Photographs of dorm rooms and facilities are available online and you should make sure to check the rules, regulations and photographs before committing to a room.

We would like to emphasize that a signed housing contract obliges you to respect the terms and conditions for the duration of the contract. Please read these carefully and make sure you understand them fully.

The price of rooms in university dorms range from 170€ to 530€ per month (including bills).

- **Private housing**: Lists with contact details for private housing will be provided as well as addresses for websites where you can look for ads to rent apartments. We would like to emphasize that EM Strasbourg Business School is **not responsible for private housing arrangements**. We merely provide assistance for those students looking for housing outside of the university setting.

For private housing, students can pay between 350€ and 550€ per month for a fully furnished individual studio apartment (including bills).

*NB: Students whose rental agreement covers the first day of the calendar year (1<sup>st</sup> of January) will have to pay the compulsory French housing tax. You will receive a letter from the tax office to that effect. As a student, you can get a reduction. Please contact the International Office if you need help with this matter.*

- **Apartment sharing**: We will send you a list of EM Strasbourg Business School students who would like to share an apartment with foreign students. Please feel free to contact them directly.

The price you can expect to pay in this case will range between 250€ and 400€ per month.

European students and students whose visa requires them to go through the OFII procedure may apply for a housing allowance from CAF, the French family allowances

body. We will provide additional information to all eligible students upon their arrival in Strasbourg.

## 4. 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 and very warm in summer 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 you know 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.

## III. Academics

### 1. Registration / Orientation

#### a. Administrative registration

We strongly recommend that students arrive in Strasbourg a few days before the start of the semester. This will give you time to finalize your registration at EM Strasbourg, complete all due administrative procedure, settle into your accommodation (or finalize your search for one if you will be renting privately) and generally adjust to your new location.

On the day of the final administrative registration and orientation, you will need to know/bring with you:

- 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 double degree students do not need to pay any fees at the 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 211 Euros. This is mandatory and needs to be paid even by students who have travel insurance for France.

After paying this fee where necessary, students will receive:

- 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)
- A registration certificate.

## b. Orientation

In the week prior to the start of the semester, we will organize an Orientation session for visiting students. During the Orientation we will present essential information regarding the 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 the EM Strasbourg. It is therefore strongly recommended that all students on exchange at the EM Strasbourg Business School attend the Orientation week. The exact dates of the Orientation Week for students starting their studies in Strasbourg in September 2014 will be communicated in due time.

## 2. Courses

### a. 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.** For the list of available courses, please click [here](#).

For most courses, you can see a description of the course if you click on the title of a course in this list.

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.

Please 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.

### b. Course registration

Once you arrive at EM Strasbourg Business School and you complete your administrative registration and receive your student card, you will be able to register for courses. We will indicate the date and time when the course registrations will open 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.

### c. Credits

Every course at EM Strasbourg Business School is worth 3 ECTS credits. According to the Bologna Process, to complete a full-time year in Europe you need to validate 60 ECTS credits.

**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.**

### d. Dropping courses

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

However, should you 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 examined for any courses that you drop and these will not appear on your final transcript.

**NB 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 the needed courses in the first week of the semester.**

## 3. French and European Grading Systems

### a. 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.

## b. Transcripts

For students staying only the first semester, grades will be sent to students' home universities in the beginning of February.

For students staying a full year or coming only for the second semester, grades will be sent to students' home universities in the beginning of July.

All transcripts issued at EM Strasbourg Business School will show the French grades only.

## 4. Language requirements

### a. 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 for the selection and the EM Strasbourg Business School will not ask for any official French language tests.

EM Strasbourg Business School offers French courses for all levels and these are 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.

### b. English :

EM Strasbourg Business School offers a host of courses taught in English and most of the courses that are available for exchange students are taught in English.

We do not require students who are non-native English speakers to take an official English test, however, we expect any student joining our courses taught in English to have a minimum level of B2 in English (according to the Common European Reference Framework of Languages). Advanced speaking, reading, writing and oral comprehension skills in English are essential for students to be able to follow the highly demanding courses that are offered as part of our master program.

### c. French language courses :

Even though EM Strasbourg Business School provides a number of French as a Second Language courses (conversation, literature, business, etc.), some students may wish to take extra French courses outside of the school setting. Here is a list of different places to contact if you are interested:

**L'Institut International d'Etudes Française**  
Université Marc Bloch  
22 Rue René Descartes  
67000 Strasbourg

Tel: 03 88 41 49 50

**L'Alliance Française de Strasbourg**

12 Rue Général Gouraud

67000 Strasbourg

Tel : 03 88 75 62 55

[Website](#)

**Université Populaire**

9 pl Université

67000 STRASBOURG

Tel : 03 88 36 32 10

[Website](#)

## 5. Other useful information

### a. “Jeunes Ambassadeurs” program

The [Jeunes Ambassadeurs Program](#) was created in 2004 by the SMILE association (Strasbourg Metropole Internationale).

The idea behind this program is to help foreign students who study at prestigious institutions in Strasbourg to discover the Alsace region. Its aim is to help students meet important economic and political actors in the city and in the Alsace region. These can then serve as “ambassadors” of Alsace when they are back in their home countries and help promote and facilitate business links between Alsace and their home regions/countries.

Students wishing to participate in this program will be paired with a mentor who will “coach” them during their stay in Strasbourg and share with them information about their company.

This program is primarily aimed at students who stay in Strasbourg for a full year or more and who speak French. If you are interested in taking part in this program, please contact the International Office.

### b. Scholarships

If you would like to look for a scholarship to fund your living expenses in Strasbourg and any related fees, please contact the French Embassy in your home country. Unfortunately, the EM Strasbourg Business School does not offer any scholarships to exchange students.

### c. EM Strasbourg Business School Facilities

#### Computer labs and wireless access:

EM Strasbourg Business School offers several computer labs giving students access to computers and printers from 8:00 am to 10:00 pm during week days.

Wireless Internet access is also available in most parts of the building. Students can access the wireless network using their student portal (ENT) login and password - these will be activated on your arrival in Strasbourg.

#### Library:

EM Strasbourg Business School has a three-floor library with literature covering mainly the subjects of Economics and Management. Students may also find their examples of exams from previous years which can help them get an idea about the end of the semester exams.

The library is open from 8:00am 10:00pm Monday to Friday and from 8:00 am to 6:00 pm on Saturdays.

The School premises are closed on Sundays.

The EM Strasbourg Business School's main building also hosts a students' cafeteria where students can have discounted meals (e.g. a two-course lunch costs 3,5 euro).

EM Strasbourg Business School students also have access to the following facilities on the main University of Strasbourg campus:

- The Language Center;
- Sports facilities (see the sports [website](#) for more information);
- Libraries;
- University restaurants (3,10 euro for a two-course meal);
- Medical services, etc.

#### The La Ruche Entrepreneurship Centre:

In November 2013, the EM Strasbourg Business School inaugurated its new entrepreneurship and pre-incubator center entitled «La Ruche » (The Hive). The center brings together different entrepreneurship training programs offered at EM Strasbourg Business School with a view to assisting aspiring entrepreneurs among the School's students and alumni. The new facility, which provides space for exchanges and experience-sharing with faculty members and professional practitioners, is designed to foster a community of entrepreneurs within Strasbourg's business school.

## e. Contacts for the International Office

**Dr. Kevin Mac Gabhann**  
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## f. Contacts for Regional Coordinators (for pedagogical questions)

**Danut Casoinic**  
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## IV. Important and Practical Information

### 1. 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 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:

a. Students from the EU :

- proof of medical insurance (E 128 or European Health Insurance Card);
- a valid passport or an Identity Card;
- 3 ID photos.

b. Non-EU students :

The students coming from outside of the EEA area who want to stay in France for a period of three to twelve months must obtain a long term visa and will not need to get a residency permit. However, instead of the residency permit, some students will need to get a stamp from the [OFII \(French office for immigration and integration\)](#) in the weeks following their arrival in France. The procedure to get this stamp is similar to the one for the residency permit but supposedly a little bit less complicated. You need to start all

due immigration procedures in your country of residence as soon as you are accepted into the EM Strasbourg.

**Before leaving your country of residence:**

- Go onto the [Campus France](#) website for your country and follow their instructions;
- Contact your local French consulate and follow their instructions for getting a long stay student visa. You must make an appointment with them which you must attend in person. To ensure you get an appointment, try to book it as soon as you have confirmation from Campus France because there is often a long wait for appointments.
- Please note that after getting your visa and arriving in France, you might need to follow some additional procedures to validate your visa if this is for less than three months.

Upon arriving in France, some students need to validate their visas with OFII - the requirement to follow this procedure will be communicated to you by French Embassy officials in your country of residence and they will also provide you with a special form that you will need to fill out and send to the OFII office on your arrival in France.

These students concerned will need to send the following documents to OFII as soon as possible after their arrival in France:

- The filled out form that was given to you by the French consulate or Embassy which delivered, bearing the stamp of the consulate and your signature;
- A photocopy of the identity page of your passport;
- A photocopy of your visa;
- A photocopy of the page of your passport that will be stamped by the immigration authorities when you arrive in Europe.

To help you in this process, the EM Strasbourg International Office will collect these documents during the Orientation week and send them to OFII in one batch. Please have the document ready.

After sending these documents, students will receive convocation to a medical visit; students are strongly advised to keep this date as it is difficult to change. 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 OFII procedure is intended to give students the same rights as the residency permit (working permission, housing subsidy, travel in the Schengen zone, etc.).

Other types of visas may be delivered by consulates but these give students fewer rights during their stay (less flexibility to travel in Europe, no access to housing subsidies, no possibility to work, etc.).

**NB: Please make sure to get the right visa before you leave your country of residence as you cannot change your type of visa after entering France.**

**Contacting your embassy/ consulate:**

We recommend that students contact a representative of your 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 your identity documents.

## 2. Arriving in Strasbourg

### a. 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.

You can take Line A in the direction of Illkirch - Lixenbuhl or Line D in the direction of Aristide Briand and get off at Homme de Fer - this station is at the crossroads of five tram lines.

From there you can take tram C, and get off at the Observatoire station which is a five-minute walk from the School and right next to the main University of Strasbourg campus.

### b. 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.

You can take Line A in the direction of Illkirch - Lixenbuhl or Line D in the direction of Aristide Briand and get off at Homme de Fer - this station is at the crossroads of five tram lines.

From there you can take tram C, and get off at the Observatoire station which is a five-minute walk from the School and right next to the main University of Strasbourg campus.

### c. 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.

You can also rent or buy a bike. The school is only a 15-minute bike ride from the city center.

## 3. Transportation in Strasbourg

### a. Tram:

Trams are the most convenient and popular means of public transportation in Strasbourg.

**Six tram lines run in Strasbourg:**

- A - From *Illkirch Graffenstaden ( Suburb)* to *Strasbourg Hautepierrre*
- B - From *Lingolsheim( Suburb)* to *Hoenheim Gare (Suburb)*
- C - From *Gare Centrale (Strasbourg)* to *Rodolphe Reuss (Strasbourg)*
- D - From *Aristide Briand* to *Rotonde (Strasbourg)*
- E - From *Baggersee* to *Robertsau Boecklin (Strasbourg)*
- F - From *Elsau (Strasbourg)* to *Place d'Islande (Strasbourg)*

### b. Bus:

There is a wide network of buses, but this is a bit more complicated and the different routes can be explained to you upon arrival.

Prices for bus and tram tickets:

- One-way ticket (valid within one hour of validation): 1,60€
- Roundtrip ticket (valid for a return journey on the same day): 3,10 €
- Monthly pass for students under 26 years old: 22,80€
- Monthly pass for students over 26 years old: 45,60€

More information on the Strasbourg transport system may be found [here](#).

### c. Bikes:

Strasbourg and the Asace region stand out as some of the most bike-friendly places in Europe. There are over 400kms of bike lanes in Strasbourg and its surroundings. Bikes are

particularly popular with students as a cheap and convenient means of getting around even in winter which are usually rather mild.

A [bike-rental scheme](#) is in place in Strasbourg which rents out bikes for 17€ for one month, 25€ for three months or 40€ for ten months (student fare). There are also numerous second hand bike shops where bikes can cost as little as 50 euro.

Students may also find ads for second hand bikes for sale on university announcement boards.

#### d. Walking

Walking in Strasbourg is a nice way to discover the city. It can also save time during peak hours.

It takes about 30 minutes to get from School to the city centre. Once you are in the city centre, walking is not only convenient, but also recommended as it is the best way to discover the city.

### 4. Student associations

#### a. General information

EM Strasbourg Business School puts an emphasis on the students' associative activities. We believe that being part of a student organization is a good introduction to the art of running a company. A number of student associations operate at EM Strasbourg Business School. We highly recommend students to join these as this is a good way of meeting French students and networking outside of your usual social circles. Our student associations work on a variety of subjects, such as international and humanitarian issues, arts, sports, sustainable development, etc.

#### b. BDI (International students association)

The International Students Association is called the Bureau de l'International aka BDI. They are usually the ones who organize airport transfers for arriving students from the airport or the train station.

The BDI also runs a buddy system which pairs international students with French 'buddies'. They can also help you find information on how to set up your bank account, where to find a cell phone, etc.

Please feel free to contact them before or upon your arrival if you want to be involved in their activities, or if you are interested in sharing an apartment with other students (French or International).

Email: [bdi@em-strasbourg.eu](mailto:bdi@em-strasbourg.eu)

If this address doesn't work, please contact the International Office. They will put you in contact with the students directly through their personal EM Strasbourg Business School address.

You may also visit the website of our student associations:

[Website in French](#)

[Website in English](#)

[Facebook group of the BDI](#): You are more than welcome to join it and start getting to know each other in this way. This is also an opportunity to look for an apartment together.

## 5. AGORA

AGORA is a university service for all University of Strasbourg students, including exchange students at the EM Strasbourg Business School.

It is located on the main campus of the University of Strasbourg, which is a five-ten minute walk from the EM Strasbourg Business School.

Agora provides the following student services around the year:

- Issue of student cards;
- Applications for transport passes (bus and tram);
- Purchase of train tickets from the SNCF who have a desk there;
- Information about different health care services;
- Information on available flats hares and other housing information;
- Issue of the Carte Culture (culture card).

At the beginning of the academic year (September), a number of organisations providing student related services set up information desks at AGORA:

- Insurance companies LMDE and MGEL;
- CAF, the family allocations body;
- CROUS, the university housing body;
- Vélhop, the bike rental scheme, etc.

AGORA is usually open from 9am to 6pm, Monday to Friday.

## 6. 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.

## 7. 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).

Supermarkets and shops in the city centre will remain open during lunchtime. Big supermarkets like Auchan or Monoprix will be open until 8 or 8:30 pm.

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 1<sup>st</sup>

Good Friday (before Easter) and Easter Monday (Generally in April)

Assumption Thursday (Generally in April)

May 1<sup>st</sup>

May 8<sup>th</sup>

Pentecost Monday (April or May)

July 14<sup>th</sup>

August 15<sup>th</sup>

November 1<sup>st</sup>

December 25<sup>th</sup> and 26<sup>th</sup>

## 8. Practical Information

### a. 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 an 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

## b. 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)

## c. 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](mailto:relations.internationales@crous.u-strasbg.fr)

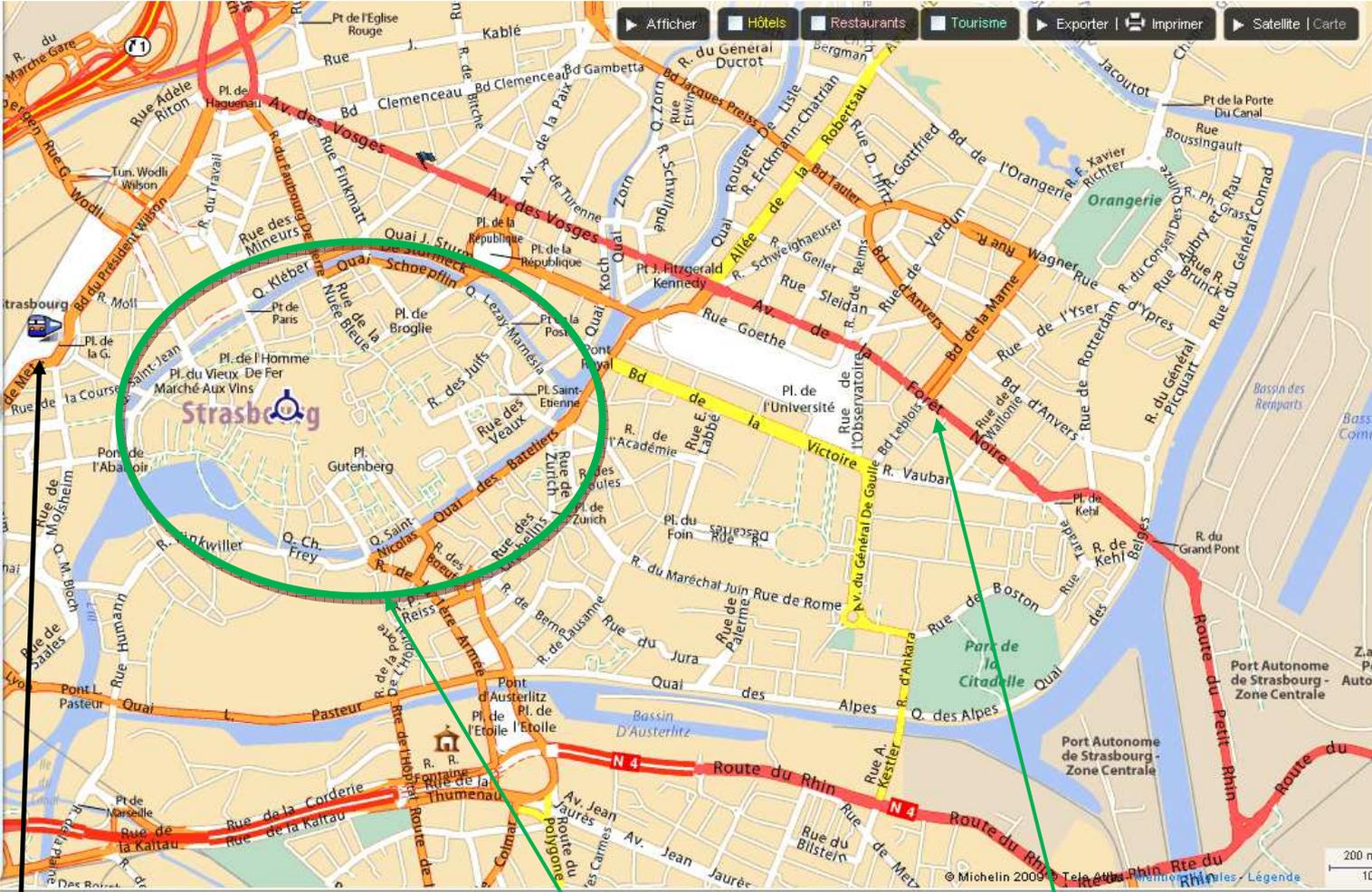
**d. Supermarkets**

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 farmer markets which are organized on certain days of the week in specific places in Strasbourg. For example, on Tuesdays a farmer market is open in the Boulevard de la La Marne, which is right next to our premises.

For more information on shopping in Strasbourg, please click [here](#).

# Annex 1. Map of Strasbourg



Train station

City centre

EM Strasbourg Business School

## Annex 2. Strasbourg tram network



*Le réseau Tram fonctionne tous les jours dès 4h30 et jusqu'à 0h30 (Homme de Fer).*

## Annex 3. Information on Insurances to be arranged in France

### 1. Health Insurance

#### European Students and Quebec Students

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.

In cases of accident or in need of urgent hospitalization, students will need to pay all due fees and then send the receipts to your local CPAM agency (French social security system). The fees will be reimbursed by the CPAM provided that you send them a copy of your valid [European Health Insurance card](#) or a copy of RAMQ document in the case of Quebec students.

#### Non-European Students

**Students under 28 years old:** Students who are less than 28 years old as of October 1st 2014 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).

- Students coming for the 1<sup>st</sup> semester only, or for the full academic year (September to December or September to April)

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.

- Students choosing MGEL will be covered from the day that students make an appointment with them and provide them with proof of being a student.
  - Students choosing the LMDE will be covered from the 1<sup>st</sup> of October as this is what this company considers to be the start of the academic year. In such a case, students will need to arrange a private health insurance for the month of September.
- Students coming for the 2<sup>nd</sup> semester only (January to April)
    - Students will not be covered for the month of January by either MGEL or LMDE, but they will still have to register and pay for their services for

the remaining three months of the term. Students will therefore need to arrange for a private insurance for the month of January in order to be covered.

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 1<sup>st</sup> 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.

In France, banks provide private health insurances. Please contact them directly to check their fees (a list of some of the largest banks is provided above).

#### MGEL and LMDE

You may also arrange for private health insurance with one of the companies providing health insurance services to students, MGEL or LMDE.

The two companies provide the same services to all students in France in terms of basic health coverage. They cover 70% of your medical expenses based on a national tariff chart (if the doctor that you see charges more than the national tariff, then you may be reimbursed less than 70% of your fees).

It is mandatory to choose one of the two companies for your basic health coverage. They both offer complementary insurances to cover the remaining 30% that are not covered by

the basic coverage. This is not required, so it is your choice whether or not you wish to arrange for a complementary insurance.

- For students who arrive in Strasbourg for the first semester (starting in September), MGEL covers them from September whereas LMDE provides cover from October only.
- LMDE has a partnership with the “Banque Populaire” which enables students to have a “French guarantor” for landlords who ask for one when renting an apartment.

## 2. Other mandatory insurances (to be arranged independently by students)

### 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 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 your French bank or with either [MGEL](#) or [LMDE](#).

## Annex 4. English Speaking Doctors in Strasbourg (Bas-Rhin)

A more complete list of physicians can be found in the Yellow Pages. General practitioners are listed under *Médecin Généralistes*. Specialist doctors are listed as *Médecins Qualifiés* and their specialty is normally indicated.

### GENERAL PRACTITIONERS

#### **Dr. Nathalie Baur**

16 Rue Du Dr Maurice Freysz  
67000 Strasbourg  
Tél : 03 88 31 48 13

#### **Dr. Pierre Ritter**

16 Rue Du Dr Maurice Freysz  
67000 Strasbourg  
Tél : 03 88 31 48 13

#### **Dr. Susan Essayag**

30 Quai Rouget De L Isle  
67000 Strasbourg  
Tél : 03 88 36 50 26

#### **Dr. Bernard Rohmer**

46, Boulevard d'Anvers  
67000 - Strasbourg  
tel: 03 88 60 69 69

#### **Dr. Marie-Dominique Wagner-Stumpf**

Villa Wallaram  
10 Avenue d'Alsace  
Tel : 03 88 36 66 66  
Cell : 06 60 40 46 66

### CARDIOLOGISTS

#### **Dr. Philippe Soskin**

1 Rue Goethe  
67000 Strasbourg

#### **Dr. Philippe Germain**

1 Rue 1Ere Armee 67000 Strasbourg  
Tel: 03 88 36 13 50

### DENTISTS

#### **Dr. Nicholas Fuchs**

5, rue de Londres  
67000 - Strasbourg  
tel: 03 88 60 64 76

#### **Dr. Yves Houot**

5, Place Clément  
67100 - Strasbourg  
tél: 03 88 32 06 15

#### **Dr. Thierry Roos**

9, Boulevard Dordogne  
67000 - Strasbourg  
tél: 03 88 36 00 10

#### **Dr. Jean-Luc Schneider**

2, Place Broglie  
67000 - Strasbourg  
tél: 03 88 32 82 09

#### **Dr. Eric Steimle**

17, Boulevard Jacques Preiss  
67000 - Strasbourg  
tél: 03 88 35 07 64

### DERMATOLOGISTS

#### **Dr. Marc Abensour**

80 Allee De La Robertsau 67000 Strasbourg  
tel: 03 88 36 79 31

fax: 03 88 25 68 96

**Dr. Patrick Caussade**

19 Rue de l' Observatoire  
67000 Strasbourg  
Tél : 03 88 60 13 12

**Jean-Marie DALLARA**

8 Rue de Londres  
67000 Strasbourg  
Tél : 03 88 61 10 78

**Dr Corinne MULLER-STORCK**

31 Rue du Faubourg National  
67000 Strasbourg  
Tél : 03 88 75 11 16

**E.N.T.(OTO-RHINO-LARYNGOLOGIST)**

**Dr Guy BRONNER**

62 Rue du Faubourg National  
67000 Strasbourg  
Tél : 03 88 32 33 70

**Dr Philippe BILGER**

11 Place Du Temple Neuf  
67000 Strasbourg  
Tél : 03 88 32 14 48

**GYNECOLOGISTS**

**Dr Catherine GAY**

7 Bd Paul Derouledé  
67000 Strasbourg  
Tél : 03 88 35 19 19

**Dr Jean-Pierre GUIKOVATY**

9 Bd President Edwards  
67000 Strasbourg  
tel: 03 88 36 06 14

fax: 03 88 35 42 87

**Dr Philippe KLEIN**

7 Bd Paul Derouledé  
67000 Strasbourg  
Tél : 03 88 35 19 19

**NEUROLOGISTS**

**Dr Pierre NORTH**

5 Rue Gustave Dore  
67000 Strasbourg  
Tél : 03 88 32 69 22

**Dr Sebastien FROELICH**

C.H.U. Hautepierre Service de  
Neurochirurgie Avenue Moliere - BP 49  
67098 Strasbourg Cedex  
Tél : 03 88 12 76 19  
courriel : Sebastien.Froelich@chru-  
strasbourg.fr.

**OPHTHALMOLOGISTS**

**Dr Claude BENICHO**

12 Rue Du Fosse Des Tanneurs  
67000 Strasbourg  
Tél : 03 88 32 18 01

**Dr. Francis Ferrari**

5, rue Adelshoffen  
67300- Schiltigheim  
Tel: 03 88 33 15 40  
Fax: 03 88 81 44 60

**Dr Chahrokh ELAHI**

1 Rue Des Tonneliers  
67000 Strasbourg  
Tél : 03 88 23 40 40

**PEDIATRICIANS**

**Dr Laurent MENGUS**

24 Rue Fischart

67000 Strasbourg  
Tél : 03 88 61 54 30

**Dr. Bernard De Geeter**

3, rue Simonis  
67000 - Strasbourg  
Tel : 03 88 34 23 23

**PSYCHIATRISTS**

**Dr Patrick GAUTHIER-LAFAYE**

10 Rue Massenet  
67000 Strasbourg  
Tél : 03 88 60 28 15

**Dr Isabelle PIVARD**

63 Av Des Vosges  
67000 Strasbourg  
Tél : 03 88 37 07 64

**Dr Frederic GRABLI**

77 Avenue Jean Jaures  
67100 Strasbourg  
Tél : 03 88 34 39 18  
Email : [f.grabli@wanadoo.fr](mailto:f.grabli@wanadoo.fr)

**CLINICAL PSYCHOLOGISTS**

**Brigitte Soubrouillard, Ph. D**

(Member of the International Association for Analytical Psychology; Doctorate in Psychology. Graduate P.G.I. Santa Barbara CA. Jungian Analyst. Graduate C.G. Jung Institute, Zurich.)

1, rue Saint Léon  
67400 - Strasbourg (Illkirch)  
tel/fax 03 88 67 40 60  
Cellular 06 11 64 72 54

**Robert Woods**

Jungian analyst - psychotherapist (for adults, adolescents and couples)

Diploma in analytical psychology, C.G. Jung Institute, Zurich

Member of the IAAP, Zurich and IGAP, London

Office in Strasbourg:  
7 Rue Schoch, 67000 Strasbourg

Tel: 0388364148

Office in Colmar:

1 Rue Schongauer, 68000 Colmar  
Tel: 0389233741

**RHUMATOLOGISTS**

**Dr Jean-Marc HOECHSTETTER**

15 Rue Ehrmann  
67000 Strasbourg

Tél : 03 88 35 56 61

## General Hospitals in Strasbourg and Colmar with English speaking staff

HOPITAL UNIVERSITAIRE DE STRASBOURG  
1 PLACE DE L'HOPITAL  
67000 STRASBOURG  
Tel: 03 88 11 67 68 (STANDARD)  
"Nouvel Hôpital Civil" Tel: 03 88 12 82 00.

HOPITAL UNIVERSITAIRE DE STRASBOURG  
HAUTEPIERRE  
AVENUE MOLIERE  
67000 STRASBOURG  
Tel: 03 88 12 80 00 (STANDARD)  
Tel: 03 88 12 70 20 (URGENCES)

CENTRE DE TRAUMATOLOGIE ET  
D'ORTHOPEDIE  
10, AVENUE BAUMANN  
67403 ILLKIRCH GRAFFENSTADEN (Strasbourg)  
Tel: 03 88 55 20 00 (STANDARD)  
Tel: 03 88 55 20 00 (URGENCES) same  
number...

HOPITAL CIVIL PASTEUR  
39 AVENUE DE LA LIBERTE  
68000 COLMAR  
Tel: 03 89 12 40 00 (STANDARD)  
Tel: 03 89 12 41 80 (URGENCES)

## Annex 5. List of consulates in Strasbourg

**Algerian General Consulate**  
101 rte Schirmeck 67000 STRASBOURG  
Tél. : 03 88 30 17 51

**Austrian General Consulate**  
29 av Paix 67000 STRASBOURG  
Tél. : 03 88 35 13 94

**Belgian General Consulate**  
41 all Robertsau 67000 STRASBOURG  
Tél. : 03 88 76 61 15  
Fax : 03 88 76 61 12  
03 88 52 18 52

**German General Consulate**  
6 Quai Mullenheim  
67000 Strasbourg  
Tél.: 0388246730

**Greek General Consulate**  
2 av Pont de l'Europe 67000 STRASBOURG  
Tél. : 03 88 45 05 14

**Ivorian General Consulate**  
11 r Labaroche 67000 STRASBOURG  
Tél. : 03 88 84 83 73

**Japanese Consulate**  
20 pl Halles 67000 STRASBOURG  
Tél. : 03 88 52 85 00

**Luxembourg General Consulate**  
65 all Robertsau 67000 STRASBOURG  
Tél. : 03 88 15 26 36  
Fax : 03 88 15 26 37

**Morocco General Consulate**  
7 r Erckmann Chatrian 67000  
STRASBOURG  
Tél. : 03 88 35 23 09  
Fax : 03 88 35 68 51

**Mexico Embassy**  
8 bd Prés Edwards 67000 STRASBOURG  
Tél. : 03 88 24 07 72 - 03 88 24 26 81  
Fax : 03 88 24 10 87

**Mexico Temporary Consulate**  
19 r Lovisa 67000 STRASBOURG  
Tél. : 03 88 45 77 11

**Norwegian General Consulate**  
1 bd Gambetta 67000 STRASBOURG  
Tél. : 03 88 77 87 52  
Fax : 03 88 77 95 56

**Netherlands Consulate**  
12 r Wimpeling 67000 STRASBOURG  
Tél. : 03 88 61 00 29

**People's Republic of China General Consulate**  
35 r Bautain 67000 STRASBOURG  
Tél. : 03 88 45 32 32  
Fax : 03 88 45 32 23

**Polish General Consulate**  
2 r Geiler 67000 STRASBOURG  
Tél. : 03 88 37 23 20  
Fax : 03 88 37 23 30

**Portuguese General Consulate**  
16 r Wimpeling 67000 STRASBOURG  
Tél. : 03 88 45 60 40

**Romanian General Consulate**  
25 r Trubner 67000 STRASBOURG  
Tél. : 03 88 61 98 96  
Fax : 03 88 61 44 25

**Russian General Consulate**  
75 all Robertsau 67000 STRASBOURG  
Tél. : 03 88 36 73 15  
Fax : 03 88 35 34 81

**Spanish General Consulate**  
13 quai Kléber 67000 STRASBOURG  
Tél. : 03 88 32 67 27  
Fax : 03 88 23 07 17

**Swiss General Consulate**  
11 bd Prés Edwards 67000 STRASBOURG  
Tél. : 03 88 35 00 70

**Turkish General Consulate**  
10 r Auguste Lamey 67000 STRASBOURG  
Tél. : 03 88 36 68 14

**United States General Consulate**  
15 av Alsace 67000 STRASBOURG  
Tél. : 03 88 35 31 04  
Services culturels  
Tél. : 03 88 35 38 20  
Service commercial  
Tél. : 03 88 35 50