



Welcome booklet

Bachelor in International Business

Table of contents

DARE TO STAND OUT!.....	3
DIGITAL TOOLS	4
ERNEST	4
WI-FI CONNECTION NETWORK.....	4
EM STRASBOURG INTRANET	5
ONLINE TIMETABLE.....	5
STUDENT LIFE	6
LOOKING FOR AN INTERNSHIP/APPRENTICESHIP/JOB.....	6
LA SAFE ROOM	7
THE STUDENT CENTRE.....	7
PEGE LIBRARIES	8
SOCIAL WORKERS.....	8
SCHOLARITE	9
STUDY AND EXAMINATION REGULATIONS.....	9
COURSE DESCRIPTIONS	9
UNIVERSITY CALENDAR	9
SCHOOL CERTIFICATES	10
WITHDRAWAL OF DIPLOMA.....	10
STUDENT CARD - CAMPUS PASS	10
PREMISES	12
U PEGE BUILDING: INFORMATION AND OPENING TIMES	12
COMPUTER ROOMS.....	13
WORK ROOMS	13
ADMINISTRATIVE CONTACTS	14

DARE TO STAND OUT!

By joining us, you are choosing to train to act at the heart of this world with the rigour required for international business.

This pathway is enriched by the practice of foreign languages and a multicultural knowledge that is passed on, but also experienced during the language stays, internships and university exchanges on offer.

Above all, you have the potential to amaze us, to surprise companies with your successes. Dare to stand out, dare to join the International Business Bachelor!

Stephano VACHER, Executive Director of the Bachelor programme

DIGITAL TOOLS

ERNEST

Ernest, the University of Strasbourg's digital working environment, is both an **intranet** and an **internal social network** open to members of the university community.

Access: via <https://ernest.unistra.fr>

ERNEST access was activated when you enrolled for your Bachelor's degree, so that you can submit your supporting documents online.

If you have not registered online, go to "**Activate my account (Unistra)**" in the top right-hand corner of the home page.

Keep your login and e-mail address safe!

In the event of loss/modification of your password of , consult the section. "**Guided assistance/I have a problem with my Unistra account/I have lost my password password**" on the support.unistra.fr website.

Still under the model: ***prenom.nom@em-strasbourg.eu***

The administration and teaching staff will only use this method of communication on a very regular basis to send you important information (changes to the timetable, teaching meetings).

You are required to check your e-mail regularly during and after your training (creation of an alias after graduation).

See also the Unistra student digital guide: <https://guide-numerique.unistra.fr/>

WI-FI CONNECTION NETWORK

Access [the Wi-Fi network \(osiris or eduroam\)](#) from your computer, tablet or smartphone using the same login and password as your email account.

EM STRASBOURG INTRANET

Access: <http://intranet.em-strasbourg.eu>

Your login and password: those given when you activated your ERNEST space.

In Espace Bachelor you will find all the documents you need for your studies in the different tabs below:

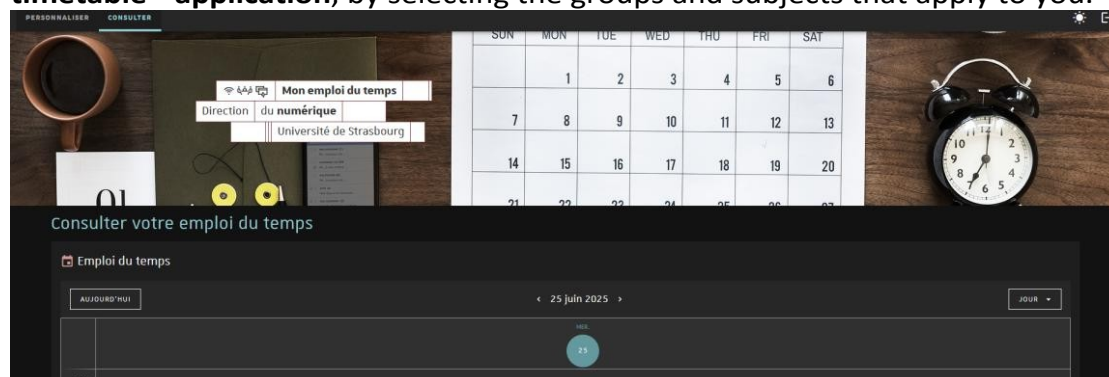
- My career
- Make an appointment / Contacts
- Social action
- Becoming professional / Entrepreneurs
- Language Immersion 1A
- - Going international
- The languages
- The school
- Resources



ONLINE TIMETABLE

Course schedules can be consulted online at: <http://monemploiutemps.unistra.fr>

From the start of the school year, you can personalise your timetable **using the "My timetable" application**, by selecting the groups and subjects that apply to you.



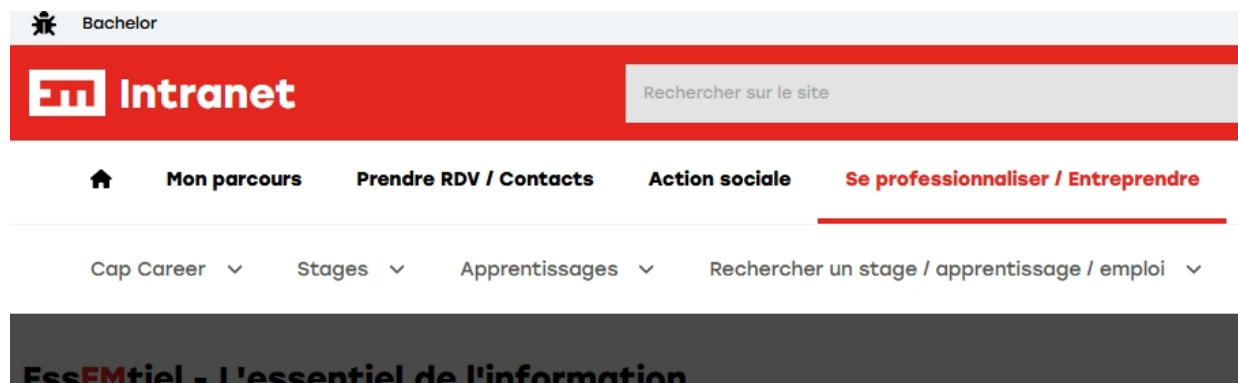
STUDENT LIFE

LOOKING FOR AN INTERNSHIP/APPRENTICESHIP/JOB

Access: Intranet of intranet, Espace Bachelor
(professionalise / undertake >internships)

We invite you to :

- Download or consult [the Internship Guide](#)
- Regularly check internship vacancies on the School's Intranet, Espace
- Bachelor's degree (professionalise/entrepreneurship tab->search for internships and work placements)
[Jobteaser](#))
- Contact the Traineeships Department



Job vacancies can be consulted on the School's alumni website, using a password that is sent to you when you join the EM Strasbourg Alumni Association (alumni.em-strasbourg.eu).

This access code is valid for life after joining the association.

THE SAFE ROOM

The "Safe Place" is a collaborative and caring space, located in room B122 and accessible at all times by our students to :

- Recharge your batteries (particularly during periods of stress, exams, etc....)
- Find information on student well-being:

a collaborative library for consulting work on :

- Mental, sexual and emotional health
- Sexist and sexual violence
- Addiction
- Stress management
- Find self-service risk-reduction equipment (condoms, breathalysers, earplugs, etc.), measuring cups, etc.) or sanitary pads.
- Exchange ideas freely and get people talking: this venue will regularly host themed discussion groups.



THE STUDENT CENTRE

If you have a question about your studies, work placement/apprenticeship contract, going abroad or any other matter, the Student Centre is there to help you!

Located on level 1 of Building B, the Student Centre is open 24 hours a day, Monday to Friday, from 9.30am to 4.30pm, no appointment necessary.



PEGE LIBRARIES

The library is located in the new E building (accessible by lift)

More information on the library [website](#):

**Library opening hours Monday to
Friday: 9am to 11pm Saturday: 9am to
7pm**



SOCIAL WORKERS

If you are experiencing personal or material difficulties, contact the CROUS social workers. They provide information, individual support and psychological, moral and material assistance. They work with the University of Strasbourg's school departments, preventive medicine, the CAF, etc. Their role as mediators between students and the administrative or teaching services enables them to intervene in the following areas: accommodation, temporary work, allocation of assistance by the CROUS:

Crous de Strasbourg social service

8 bis rue de Palerme (social services entrance)

67000 Strasbourg

03 88 21 28 48 - secretariat.social@crous-strasbourg.fr

Open Monday to Friday, 9am to 12pm and 2pm to 4pm

To make an appointment with a social worker, just one tool

The ["Mesrendezvous" platform](#)

SCHOLARSHIP

STUDY AND EXAMINATION REGULATIONS

You can consult the full teaching programme in your Bachelor Intranet space under the heading
"My course" - "My educational information" - **"Training guide and regulations"**

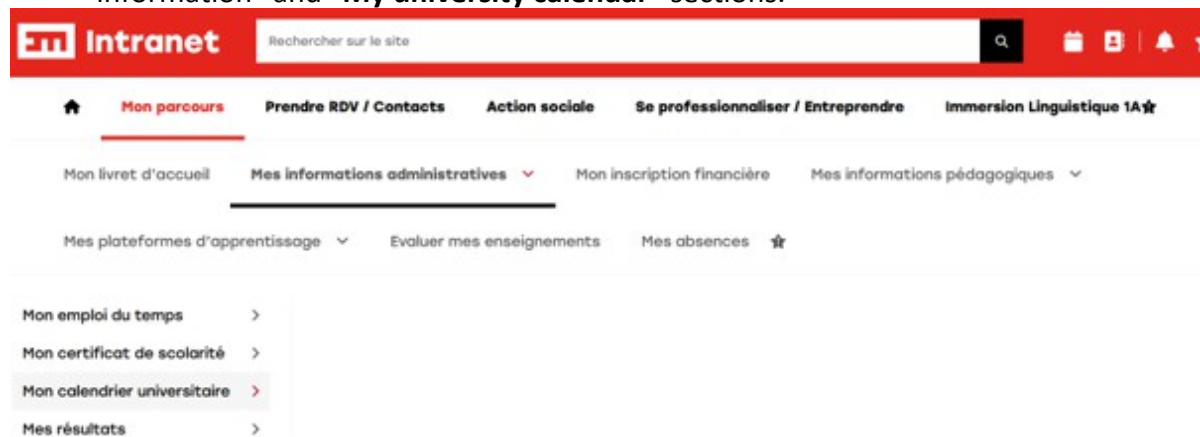
COURSE DESCRIPTIONS

You will find :

The syllabi for each course can be found directly on the Intranet under "My course" - "My teaching information" - **"Course list"**.

THE UNIVERSITY CALENDAR

- The University calendar summarises the various key dates for students at the throughout the year, such as the start and end of lessons and holidays.
- They are available on the intranet in the "My course", "My administrative information" and **"My university calendar"** sections.



SCHOOL CERTIFICATES WITHDRAWAL OF DIPLOMA

Once your administrative enrolment has been validated, you can edit and print school certificates throughout the year via the ENT, in the My Account/School Certificates section.

You will receive your diploma at the graduation ceremony generally in March of the year following your graduation.

If you are unable to attend the ceremony, you (or a third party to whom you have given a written power of attorney together with a copy of your identity card) may collect your diploma directly from the Registrar's Office or send a request by post/email, stating the address to which you would like the School to send your diploma (by recorded delivery letter with acknowledgement of receipt).

STUDENT CARD - CAMPUS PASS

Student identity card

Students will be able to upload their photo to apply for their card.

The card application procedure is hosted directly on Pass Campus :

[_https://passcampus.fr](https://passcampus.fr)

The card is given to you when you first enrol. When you re-enrol in the 2nd and 3rd years, you will be given a sticker to stick on your student card.

What is the Carte Culture?

This is a cultural scheme **that automatically** benefits all students who have paid the **CVEC** and those who have not. exempt. Your 24-25 sticker on your campus pass gives you access to the benefits of the scheme.

There's no need to go looking for it: your **student card is also your Culture card!**

- **Special rates** at over **90 venues** throughout Alsace:
 - Shows, Concerts, Festivals: **€6**
 - Art&Essai films: **€3, €4, €5**
 - Museums: **free admission**
- A unique programme all year round on your various campuses and in partner cultural facilities: concerts, performances, cultural village, tours, etc.
 - **Cultural workshops: free UE** for L2 and L3 students



- **Carte Culture workshops: free** cultural and artistic activities **open to all** (registration required) with the scheme's partners

(sources: <https://www.passcampus.fr/etudiant/>)

IZLY ACCOUNT

Your campus pass is equipped with the **izly** solution, secure and 100% connected, it includes **contactless payment**, can be recharged online and contains a host of services:

- payment for meals in Crous restaurants and cafeterias,
- contactless payment possible on vending machines bearing the izly logo,
- payment in the laundries managed by the Crous de Strasbourg
- borrow books from all Alsatian university libraries,
- access to sporting activities.

To use this contactless payment solution and access the [izly.fr](https://www.izly.fr) website, you must have activated your izly account.

This izly account will be created when you receive your campus pass and an activation email will be sent to your EM Strasbourg address.

If you have any problems with the application, go [to help.izly.fr](https://www.izly.fr/help).

LOCATIONS

PEGE BUILDING: INFORMATION AND OPENING HOURS

OPENINGS

PEGE - EM STRASBOURG
61 avenue de la Forêt
Noire 67085 STRASBOURG
Cedex

All the interior areas of the School's premises are non-smoking.

The School's premises are reserved primarily for teaching activities. However, certain workrooms are available to students for their work outside the classroom. This possibility is limited by the **PEGE's opening hours**:

Monday to Friday: 7.30am to 10.45pm Saturday: 8am to 7pm

(Please refer to the building's opening hours during the periods of school holidays).

Make sure you leave the room a quarter of an hour before closing time.



COMPUTER ROOMS

The **computer rooms** are located on level 2 (**rooms 212 and 224**) of **building D**.

Room D224 is an **open-access room** when no classes or exams are scheduled during the following times:

Monday to Friday: 7.30am to 9.45pm Saturday: 8am to 6pm

The following software is available: Excel, Word, Access, PowerPoint, Photo Editor and Internet access.

The computer rooms are reserved exclusively for work and research carried out as part of your studies. Any use for personal purposes is prohibited.

Before leaving a room, please **return the tables to their original layout**, if you had to change it when you arrived. Please also **turn off the lights**.

Think sustainable development:

- Print on both sides only
- Recycle paper in the bins provided in all the halls.

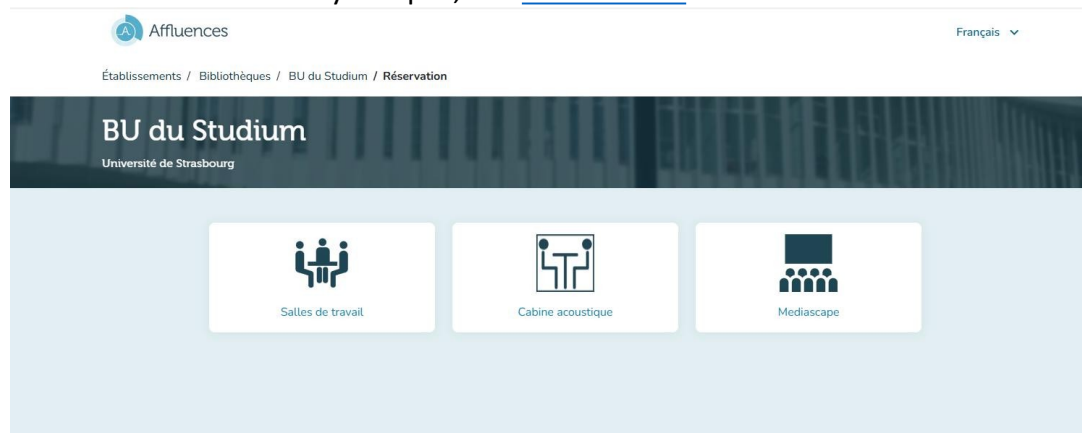
If you have any problems, please contact the school reception on the ^{1st} floor of Building B.

If everyone respects these rules of good conduct, you will have a pleasant stay at the School and at PEGE.

WORK ROOMS

To book rooms for individual or group work, please **contact the EM reception desk in building B** (^{1st} floor).

To book on the university campus, use [AFFLUENCES](#)



CONTACTS ADMINISTRATIVE

BACHELOR SCHOOL

➤ **Léopoldine ROSIQUE, Bachelor Education Manager,**
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leopoldine.rosique@em-strasbourg.eu

➤ **Schooling Bachelors**
Office B111b, Building B
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INTERNSHIPS AND WORK-LINKED TRAINING DEPARTMENT

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hheintz@em-strasbourg.eu

➤ **Internships and work-linked training**
Office B108, Building B
stages@em-strasbourg.eu

INTERNATIONAL RELATIONS DEPARTMENT

➤ **Stéphanie STEHLI, Outgoing Mobility Programmes Coordinator**
Office B107, Building B - Tel: +33 (0) 3 68 85 83 61 -
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➤ **Zita PATRIS-FONYODI, Coordinator of Incoming Mobility Programmes**
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➤ **International Relations Department: Outgoing mobility**
Office B106/B107, Building B -
sri-outgoing@em-strasbourg.eu

➤ **Language immersion 1st year Bachelor**
bai-immersion@em-strasbourg.eu

➤ **International Relations Department: Incoming mobility**
Office B106/B107, Building B -
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CAP CAREER SERVICE

➤ **Hélène HEINTZ , Head of Cap career Office**

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➤ **Services Cap career**

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DEPARTMENT OF FOREIGN LANGUAGES AND CULTURES

➤ **Barbara BETTAZZONI, Head of Department**

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Social action

➤ **Agathe GIRBONNE, Head of the Social Action Department**

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➤ **Social services**

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