



# FAQ Frequently Asked Questions

## + Exchange + Students + Answers

### What courses are open?

#### First & Second semester:

- **L1 "Economie"**: courses are open and are taught in French
- **L2 "Economie"**: courses are open and are taught in French
- **L1 "Economie et Gestion"**: courses are open and are taught in French
- **L2 "Economie et Gestion"**: courses are open and are taught in French
- **L3**: Consult the course catalogue in TSE Exchange web page "*Course Catalogue for Exchange Students*" or on our website\*.
- **M1**: Consult the course catalogue in TSE Exchange web page\* "*Course Catalogue for Exchange Students*".

COMPULSORY OPTIONS: are common to all the Masters 1 degree, are open to exchange students and do not have tutorials.

### What courses are closed?

- **L1**: all the "**L1 Economie et Mathématiques**" courses and all the "**L1 Economie et Droit**" courses are CLOSED.
- **L2**: all the "**L2 Economie et Mathématiques**" courses and all the "**L2 Economie et Droit**" courses are CLOSED.
- **L3**: all the "**L3 Economie et Mathématiques**" courses and all the "**L3 Economie et Droit**" courses are CLOSED.

Please consult the course catalogue on TSE Exchange "*Course Catalogue for Exchange Students*" or on our website\*.

- **M1**: All the Law courses in the "**M1 Economie et droit**" are CLOSED.  
In the "**M1 in Economics**", international track, some courses are CLOSED.

Please consult the course catalogue on TSE Exchange "*Course Catalogue for Exchange Students*" or on our website\*.

\* On our intranet or on our website: <https://www.tse-fr.eu/international?lang=en>

\*\*Course catalogue: <http://www.tse-fr.eu/europe-et-international/etudier-a-ut1/programmes-d-echanges/accueil-des-etudiants-et-rangers-choix-de-cours-et-ects--321050.kjsp?RH=1319184841964>



## Why should I register to general information concerning L1/L2/L3/M1 levels?

### To receive general information concerning:

- Schedules
- Information regarding courses schedule (changes)
- Specific information regarding L1 / L2 / L3 / M1
- Exams

## Where can I find the “Time Tables”?

### Before receiving your student card

- On Toulouse Capitole University General website (UT Capitole): on the international relations webpage, <https://www.tse-fr.eu/home/incoming-students/youre-an-exchange-student>. For more information please contact us.
- Looking at the billboards at “L’arsenal”. Please ask at the Welcome Desk at the “Arsenal campus” to know how to get there.
- By contacting the appropriate school registrars (see contacts at the back of this booklet)

### After receiving your student card

- On Toulouse Capitole University General website (UT Capitole): <http://www.tse-fr.eu/>
- In the top right hand corner, click on “Accès Intranet”. This will open a new webpage. Here is the link: <http://monespace.tse-fr.eu/render.userLayoutRootNode.uP>
- And then, click on “CONNEXION”. You will be able to use your log in information (student number and password) received when registering at the International Relations Office at UT Capitole.

## Where can I find the annals of the previous exams?

- Here is the link : [http://resscd.tse-fr.eu/scd/sujets\\_examen/Economie/index.htm](http://resscd.tse-fr.eu/scd/sujets_examen/Economie/index.htm)
- You can also visit the course webpage of the professor on Moodle (our intranet)

## What should I do in case of overlapping exams?

- Please contact our Incoming Mobility officer at the International Relations Office: [welcome-ut1@tse-fr.eu](mailto:welcome-ut1@tse-fr.eu)

## How to register for tutorials?

### 1 / Choose the appropriate schedule for the tutorials you’re interested in.

- Please note the number of the tutorial group.
- When having chosen the tutorial group, please inform the right School Administrator by sending an e-mail indicating: *your full name, the course name, the tutorial group number, the name of the professor.*



## 2 / When attending your first tutorial class:

- Introduce yourself to the professor (as an exchange student) and ask him/her if it is possible to register in his/her class.
- Please be sure that he/she adds your name onto the tutorial list.
- If the professor agrees, ask him/her to register you on his/her Moodle page for the course.
- At the end of the semester you must be sure that the professor transfers your grades to the school administrators at TSE. Please remind him/her of that essential point.

## 3/ Register administratively:

- After having chosen your courses and defined your timetable for the semester you must fill in your learning agreement as soon as possible.
- Our Academic Coordinators in charge of the exchange students at TSE, must approve and sign your learning agreement (at least, 8 weeks after the beginning of the course).
- You have to return it to the International Relations office at Toulouse Capitole University by e-mail to the following address: [welcome-ut1@tse-fr.eu](mailto:welcome-ut1@tse-fr.eu)

## How to consult the results of your exams?

- Log onto your Intranet web page
- Click on the tab “*Consulter*”, and then “*Mon Dossier Web*”
- You will be able to see your grades at TSE, for the semester. Please note that you will receive a transcript of all your grades from the International Relations Office at Toulouse Capitole University.

## How to obtain your transcript of records and when will you receive it?

- The International Relations Office at Toulouse Capitole University is in charge of providing the transcripts for all exchange students. You will receive it at the end of your stay:
  - In February if you stay for the first semester (S1)
  - In July if you stay for the whole year (S1 and S2)
- The International Relations Office at Toulouse Capitole University will send your transcript:
  - To your home university
  - To your home address

## How to communicate with the Administration?

- After your registration at the international Relations Office at Toulouse Capitole University, you will receive a student card, a password, to be able to log into the different UT Capitole websites.
- You will also have a personal e-mail address from our university, such as: [first name.surname@tse-fr.eu](mailto:first name.surname@tse-fr.eu)
- Please use and consult this e-mail address to communicate with the administration at TSE and also at Toulouse Capitole University. Our School Administrators send all the information needed via this e-mail address.
- Log onto your Intranet webpage, click on the tab “*Application*”, and then search for “*SOGO Webmail*”. You will be able to use UT Capitole electronic mailbox.

# When are the start date for courses and tutorials, and when are the final exam periods?

## First semester 2023 – 2024:

### L1 / L2 / L3 (this is likely to change):

- Start date for courses: 4<sup>th</sup> September 2023
- Start date for tutorials: 18<sup>th</sup> September 2023
- First exam session: From Monday 11<sup>th</sup> December 2023 to Friday 15<sup>th</sup> December 2023 (to be confirmed)
- Resit exam session: mid-June 2024 - (from June 10<sup>th</sup> to June 28<sup>th</sup>)

### M1 (this is likely to change):

- Start date for courses: 4<sup>th</sup> September 2023
- Start date for tutorials: 18<sup>th</sup> September 2023
- Mid-term exams: Monday 9<sup>th</sup> and Tuesday 10<sup>th</sup> October 2023
- First exam session: From Wednesday 13<sup>th</sup> to Wednesday 20<sup>th</sup> December 2023
- Resit exam session: mid-June 2024 (from June 17<sup>th</sup> to June 21<sup>th</sup>)

## Holidays:

- From Monday 30<sup>th</sup> October included to Sunday 5<sup>th</sup> November 2023 included (start day: 6<sup>th</sup> November 2023).
- Christmas Holidays: From Monday 25<sup>th</sup> December 2023 included to Sunday 7<sup>th</sup> January 2024 included (start day: 8<sup>th</sup> January 2024).

## Second semester 2023 – 2024:

### L1 / L2 / L3 (this is likely to change):

- Start date for courses: 8<sup>th</sup> January 2024
- Start date for tutorials: 22<sup>nd</sup> January 2024
- First exam session: From Tuesday 22<sup>nd</sup> April 2024 to Friday 3<sup>rd</sup> May 2024
- Second exam session: mid-June 2024 (from June 10<sup>th</sup> to June 28<sup>th</sup>)

### M1 (this is likely to change):

- Start date for courses: 8<sup>th</sup> January 2024
- Start date for tutorials: 15<sup>th</sup> January 2024
- First exam session: From Tuesday 2<sup>nd</sup> April to Tuesday 9<sup>th</sup> April 2024
- Second exam session: mid-June 2024 (from June 17<sup>th</sup> to June 21<sup>st</sup>)

## Holidays:

- Winter Holidays: From Monday 19<sup>th</sup> February to Sunday 25<sup>th</sup> February 2024 (start day: 26<sup>th</sup> February 2024)
- Spring Holidays: From Monday 8<sup>th</sup> April 2024 to Sunday 14<sup>th</sup> April 2024 (L1/L2/L3 only)

## Contacts:

L1: Céline DEBOT - [study-l1@tse-fr.eu](mailto:study-l1@tse-fr.eu) – T 22 office

L2: Julie GROSJEAN - [study-l2@tse-fr.eu](mailto:study-l2@tse-fr.eu) - T 21 office

L3: Céline LEMESLE - [study-l3@tse-fr.eu](mailto:study-l3@tse-fr.eu) - T 20 office

M1: Louise STRACHAN - [study-m1@tse-fr.eu](mailto:study-m1@tse-fr.eu) - T 20 office

M2: Laurence DELORME - [study-m2@tse-fr.eu](mailto:study-m2@tse-fr.eu) - T 13 office  
Sarah PARRA - [study-m2@tse-fr.eu](mailto:study-m2@tse-fr.eu) - T 13 office

## Welcome Desk:

Rebeca DE LAS HERAS - [education@tse-fr.eu](mailto:education@tse-fr.eu) - T 35/37 office

## Mobility and international relations officer:

Geneviève DOUMENG - [international.office@tse-fr.eu](mailto:international.office@tse-fr.eu) - T 31 office

## Academic Coordinators for the exchange students:

Lucie BOTTEGA - [lucie.bottega@tse-fr.eu](mailto:lucie.bottega@tse-fr.eu) - T 230

David ALARY - [david.alary@tse-fr.eu](mailto:david.alary@tse-fr.eu) - T 311

Note: Please, do not book your flights too early. Changes in the exam schedules may occur.