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.

- 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.

What 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

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
- 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://ressscd.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

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

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

M1 (*this is likely to change)*:
- Start date for courses: **4th September 2023**
- Start date for tutorials: **18th September 2023**
- Mid-term exams: **Monday 9th and Tuesday 10th October 2023**
- First exam session: From **Wednesday 13th to Wednesday 20th December 2023**
- Resit exam session: **mid-June 2024** *(from June 17th to June 21st)*

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

**Second semester 2023 - 2024:**

L1 / L2 / L3 (*this is likely to change)*:
- Start date for courses: **8th January 2024**
- Start date for tutorials: **22nd January 2024**
- First exam session: From **Tuesday 22nd April 2024** to **Friday 3rd May 2024**
- Second exam session: **mid-June 2024** *(from June 10th to June 28th)*

M1 (*this is likely to change)*:
- Start date for courses: **8th January 2024**
- Start date for tutorials: **15th January 2024**
- First exam session: From **Tuesday 2nd April to Tuesday 9th April 2024**
- Second exam session: **mid-June 2024** *(from June 17th to June 21st)*

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

**Contacts:**

L1: Céline DEBOT - study-l1@tse-fr.eu – T 22 office
L2: Julie GROSJEAN - study-l2@tse-fr.eu - T 21 office
L3: Céline LEMESLE - study-l3@tse-fr.eu - T 20 office
M1: Louise STRACHAN - study-m1@tse-fr.eu - T 20 office
M2: Laurence DELORME - study-m2@tse-fr.eu - T 13 office
Sarah PARRA - study-m2@tse-fr.eu - T 13 office

**Welcome Desk:**
Rebeca DE LAS HERAS - education@tse-fr.eu - T 35/37 office

**Mobility and international relations officer:**
Geneviève DOUMENG - international.office@tse-fr.eu - T 31 office

**Academic Coordinators for the exchange students:**
Lucie BOTTEGA - lucie.bottega@tse-fr.eu - T 230
David ALARY - david.alary@tse-fr.eu - T 311

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