
FAQ Frequently Asked Questions

+ Exchange + Students + Answers

What courses are open?

First & Second semester:

- **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.ut-capitole.fr/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 and regular exams

How to register to receive general or specific information (L1/L2/L3/M1)?

Here on our intranet “TSE Exchange students” page:

- Go to the Menu and click on “Click here to access General Information”
- Choose the appropriate level in which you want to be registered in
For example: *L1 general information*
- For each level, the password is indicated in brackets
- Click on the link to open the appropriate page and enter the password:
“Clé d’inscription” = password

How to unsubscribe from the general information pages?

- Log on to the general information webpage on which you would like to be unsubscribed
- On your left you have the “Administration block”.
Click on “Me--- désinscrire de L1 Economie et Gestion”, for example.

Where can I find the “Time Tables”?

Before receiving your student card

- On Toulouse 1 Capitole University General website (UT1): <http://www.ut-capitole.fr/> At the top, click on “Accès” and click on “Accès ENT”. In the top right hand corner, click on “Rechercher un planning” and then open “Ecole d’économie TSE”. 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 1 Capitole University General website (UT1): <http://www.ut-capitole.fr/>
- In the top right hand corner, click on “Accès ENT”. This will open a new webpage. Here is the link: <http://monespace.ut-capitole.fr/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 UT1

Where can I find the annals of the previous exams?

- Here is the link : http://ressscd.ut-capitole.fr/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 Lilia Mena, our Incoming Mobility officer at the International Relations Office:
lilia.mena@ut-capitole.fr



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 1 Capitole University by e-mail to the following address: lilia.mena@ut-capitole.fr (Lilia Mena).

How to consult the results of your exams?

- Log onto your ENT web page
- Click on the tab “Etudier”, and then “Mes résultats aux examens”
- 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 1 Capitole University.

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

- The International Relations Office at Toulouse 1 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 1 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 1 Capitole University, you will receive a student card, a password, to be able to log into the different UT1 websites.
- You will also have a personal e-mail address from our university, such as:
first.name.surname@ut-capitole.fr
- Please use and consult this e-mail address to communicate with the administration at TSE and also at Toulouse 1 Capitole University. Our School Administrators send all the information needed via this e-mail address.
- Log onto your ENT webpage, click on the tab “Communiquer”, and then “Messagerie électronique”. You will be able to use UT1’s electronic mailbox

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

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

First semester 2020 – 2021:

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

- Start date for courses: 7th September 2020
- Start date for tutorials: 21st September 2020
- First exam session: From Monday 7th December 2020 to Friday 18th December 2020
- Resit exam session: mid-June 2021

M1 (this is likely to change):

- Start date for courses: 7th September 2020
- Start date for tutorials: 21st September 2020
- Mid-term exams: Monday 12th and Tuesday 13th October 2020 (to be confirmed)
- First exam session: From Monday 14th December 2020 to Saturday 19th December 2020
- Resit exam session: mid-June 2021

Holidays:

- From Monday 26th October included to Sunday 1st November 2020 included
- Christmas Holidays: From Monday 21st December included to Sunday 3rd January 2021 included

Second semester 2020 – 2021:

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

- Start date for courses: 4th January 2021
- Start date for tutorials: 18th January 2021
- First exam session: From Monday 12th April to Friday 7th May 2021
- Resit exam session: mid-June 2021

M1 (this is likely to change):

- Start date for courses: 4th January 2021
- Start date for tutorials: 4th January 2021
- First exam session: From Monday 29th March to Saturday 3rd April 2021
- Resit exam session: mid-June 2021

Holidays:

- Winter Holidays: From Monday 15th February to Sunday 21st February 2021 (start day: 22nd February 2021)
- Spring Holidays: From Monday 19th April 2021 to Sunday 2nd May 2021 (start day: 3rd February 2021)

Contacts:

- L1: Bertille ZANI & Olivier SPIRA - scoltsel1@ut-capitole.fr - T 22 office
L2: Benjamin GOULESQUE - scoltsel2@ut-capitole.fr - T 21 office
L3: Céline LEMESLE - celine.lemesle@ut-capitole.fr - T 20 office
M1: Louise STRACHAN - louise.strachan@ut-capitole.fr - T 20 office
M2: Laurence DELORME & Lucille SANTOS - scoltsem2@ut-capitole.fr - T 13 office

Welcome Desk:

- Emmanuelle STAMBACH - ecole-tse@ut-capitole.fr - T 35/37 office
Virginie GOMEZ RONDEROS - ecole-tse@ut-capitole.fr - T 35/37 office

Mobility and international relations officer:

- Geneviève DOUMENG - genevieve.doumeng@ut-capitole.fr - T 31 office

Academic Coordinators for the exchange students:

- David ALARY - david.alary@ut-capitole.fr - T 311
Lucie BOTTEGA - lucie.bottega@ut-capitole.fr - TJ 12
Philippe ALBY - philipe.alby@tse-fr.eu - TJ 13