

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. For TSE courses, select “Toulouse School of Economics”.

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
- 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, 6 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, choose “Toulouse School of Economics”
- 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)
 - You can also download it by yourself on the intranet.
- 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@ut-capitole.fr
- 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.

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 2024 – 2025:

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

- Start date for courses: 2nd September 2024
- Start date for tutorials: 16th September 2024
- First exam session: From Monday 9th December 2024 to Friday 20th December 2024
- Second exam session: mid-June 2025 - (from June 9th to June 20th)

M1 (this is likely to change):

- Start date for courses: 2nd September 2024
- Start date for tutorials: 16th September 2024
- Mid-term exams: Monday 7th and Tuesday 8th October 2024
- First exam session: From Monday 9th to Friday 20th December 2024
- Second exam session: mid-June 2025 (from June 2nd to June 13rd)

Holidays:

- From Monday 28th October included to Sunday 3rd November 2024 included (start day: 4th November 2024).
- Christmas Holidays: From Monday 23rd December 2024 included to Sunday 5th January 2025 included (start day: 6th January 2025).

Second semester 2024 – 2025:

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

- Start date for courses: 6th January 2025
- Start date for tutorials: 20th January 2025
- First exam session: From Monday 28th April 2025 to Friday 9th May 2025
- Second exam session: mid-June 2025 (from June 19th to June 20th)

M1 (this is likely to change):

- Start date for courses: 6th January 2025
- Start date for tutorials: 6th January 2025
- First exam session: From Monday 31st March to Friday 11th April 2025
- Second exam session: mid-June 2025 (from June 2nd to June 13rd)

Holidays:

- Winter Holidays: From Monday 17th to Sunday 23rd February 2025 (start day: 24th February 2025)
- Spring Holidays: From Monday 21st to Sunday 27th April 2025 (L1/L2/L3 only)

Contacts:

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M1: Bénédicte VERTEN - study-m1@tse-fr.eu - T 20 office
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Welcome Desk:

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

Mobility and international relations officer:

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Academic Coordinators for the exchange students:

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