



# WELCOME BOOKLET OF THE STUDENT



**Dear student,**

You have expressed your interest in taking a French as a foreign language course at our Institute and we thank you.

You will find attached an overview of our Institute as well as important information for the smooth running of your stay.



## **Presentation of our Institute**

Stralang Institute is a Private Institute of Higher Education registered with the Education Office of Strasbourg and the Prefecture of Bas-Rhin. Our Institute is a certified “Qualité FLE”, member of Campus France, and is a member of the International Federation of French Teachers.

Located in Strasbourg very close to the University campus and other International Institutions, Stralang offers you the best-customized solutions to your specific needs in more ways than other ordinary language schools. Our Institute will provide you with cultural activities, administrative help, and assistance in finding the most convenient accommodation during your stay in France.

All our teachers are qualified, experienced, dynamic, and motivated. they are at your disposal to teach you french language.

Our courses are designed for you if you are interested in learning French or if you want to improve and deepen your knowledge of French linguistics and culture. We will help you to prepare and to successfully complete the TCF, DELF and DALF exams according to the Common European Framework of Reference (CEFR) of the Council of Europe. You will be able to :



**Établissement Privé d'Enseignement Supérieur agréé par le Rectorat de l'Académie de Strasbourg N° 523**

Institut STRALANG – 16 rue Jean-Henri Schnitzler 67000 Strasbourg

Tél. : 33 (0)3.88.31.38.38 / Fax : +33 (0)9.59.72.23.06 – Siret 514755999000017 – [www.stralang.com](http://www.stralang.com)

Our courses aim to :

- Learn to communicate in French spontaneously
- Interact with ease in both casual and professional situations
- Develop speaking skills for specific situations
- Improve your reading and writing skills
- Learn about French society, culture, and literature.

The groups are limited to 13 students in order to make easier the conversions and the communication in the class.

We have groups for all the levels of the Common European Framework of Reference for Languages (From A0 to C1).

Exams are weekly and monthly organized so that you can permanently have an idea of your current level.

### **The Stralang Institute team**

Our teachers are qualified to work with several levels. All teachers are native French speakers and they specialized in teaching French as a foreign language (FLE).

You will learn and develop your reading, writing, listening, and speaking skills in a safe and respectful environment where all students are encouraged to participate in the classroom.

Our teaching methods include original written articles, audiovisual, games, role-playing, and simulated life situations to help you develop and practice your skills in a fun and effective way.

### **The organization chart**

M. Ayhan TOK Director Marketing, Quality and Management Manager  
E-mail: [ayhantok@stralang.com](mailto:ayhantok@stralang.com)

Mme Meryem CETIN Deputy director Head of teaching FLE teacher  
E-mail : [meryem.cetin@stralang.com](mailto:meryem.cetin@stralang.com)

M. Kubilay TOK TOK Executive Assistant Reception and Registration Manager Group Manager  
E-mail: [contact@stralang.com](mailto:contact@stralang.com)

### **The pedagogical team**

Mme Bojana JOVANOVIC, FLE teacher, Responsible conversation

Mme Annie DEMBELE, FLE teacher, Responsible tutoring

Mme Valérie PHAN FLE teacher, Responsible cultural activities

Mme Sara AL-AHMAD, FLE teacher

Mme Diane ROUIRE, FLE teacher

### **Course calendar:**

The establishment is based on the academic calendar (from September to June) which is broken down into monthly, quarterly, semi-annual, and/or annual sessions. There are also summer courses organized in 2, 4, 6, or 8 weeks sessions (July and August).



**Établissement Privé d'Enseignement Supérieur agréé par le Rectorat de l'Académie de Strasbourg N° 523**

Institut STRALANG – 16 rue Jean-Henri Schnitzler 67000 Strasbourg

Tél. : 33 (0)3.88.31.38.38 / Fax : +33 (0)9.59.72.23.06 – Siret 514755999000017 – [www.stralang.com](http://www.stralang.com)

## Geographic location

We have two premises located 500 meters away.:

The main building is located at 16 rue Jean Henri Schnitzler 67000 Strasbourg just opposite the Place d'Islande terminus.



The annex is located at 21, rue d'Oslo in Strasbourg near the college de l'esplanade. The esplanade tram stop is approximately 300 meters away.



## Access map

Stralang Institute is 250 meters away from the Strasbourg University campus, right next to the residence halls and about 10 minutes away from the Council of Europe, the European Parliament and the European Court for Human Rights. A tramway line F (Tram station Place d'Islande) and a bus line n° 2 (Bus station Place d'Islande) are leading to the Institute.

To access the institute:

### - By car :

Adresse : 16 rue Jean-Henri Schnitzler 67000 STRASBOURG / France

Tél : +33 (0)3. 88. 31. 48. 38

### - From Entzheim Airport :

Take the shuttle train (TER) to Strasbourg Station.

### - From Strasbourg train Station

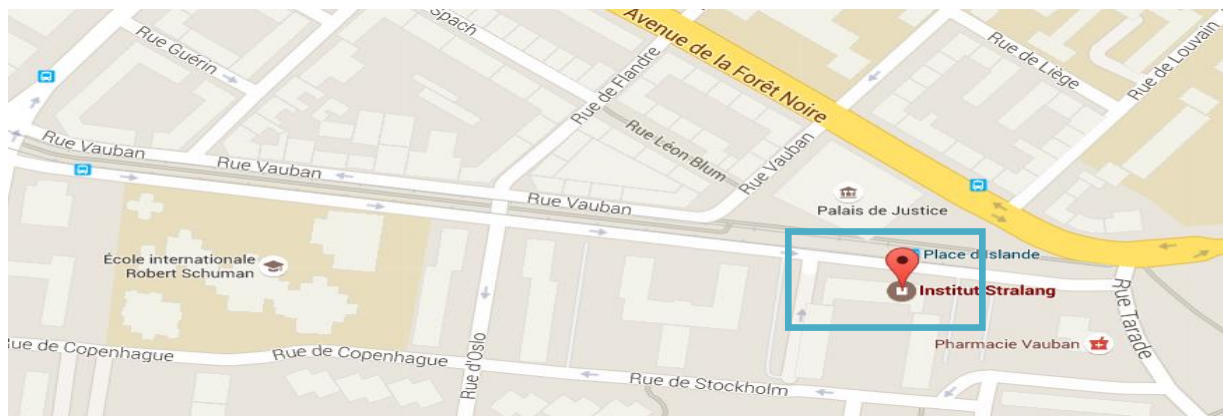
a) Take the bus n°2, direction Pont du Rhin and get off at bus stop Place d'Islande. Stralang institute is just on your right.

b) For a correspondence;

Take tram line C, direction Neuhof R. Reuss. Get off at Observatoire tram stop, or

Take tram line A, direction Illkirch Graffenstaden. Get off at Homme de Fer tram stop, or

Take tram line D, direction Port Du Rhin/Kehl Bahnhof. Get off at Homme de Fer tram stop, then take the tram line F direction Place d'Islande. Stralang is just in front of you.



Établissement Privé d'Enseignement Supérieur agréé par le Rectorat de l'Académie de Strasbourg N° 523

Institut STRALANG – 16 rue Jean-Henri Schnitzler 67000 Strasbourg

Tél. : 33 (0)3.88.31.38.38 / Fax : +33 (0)9.59.72.23.06 – Siret 514755999000017 – www.stralang.com

## Student reception process

Prospective students can learn more about the institute and how it works on the Stralang website. They can also make contact by phone or email:

- The administration is open from 8:30 am to 6 pm.
- She tries to answer emails the same day.
- Future students are informed about the courses, the operation of the institute, the programs and prices, the possibilities of accommodation, the practical life in Strasbourg and its amenities, the procedures for obtaining visas, etc.
- All the necessary documentation is sent to him or made available to him: calendar of sessions, price lists, lists of accommodation, list of cultural activities.
- If the student wishes to register, he will receive a pre-registration certificate within two working days after payment of the registration fee.

The administration undertakes to respond as quickly as possible with courtesy and efficiency.

On their arrival in Strasbourg, learners can ask to be taken care of by a member of the administrative team for all of their procedures (reception at the airport or at the station, accommodation, student social security, account opening banking, application for APL assistance to CAF, OFII formalities, etc.).

At the institute, the future student takes a written and oral placement test to determine his level in French. Depending on the result of the test, he joins the group of his level. The teachers are then notified of the arrival of the new learner, his level, his objectives as well as the length of his stay.

Mr. Kubilay TOK (in charge of reception) gives them the latest information on the progress of their course. He introduces them to the premises (if the visit has not already been made) and gives them a kit containing additional information. The latter then indicates their room and their teacher.

Before joining their class, the students receive the books their teacher is working on. If the student's course takes place in the annex of the institute, he is accompanied on the spot by the reception manager.

The learners are then received by the teacher who explains the procedures and internal rules to them. He also informs them of the existence and operation of tutoring courses and answers any questions they may have. From there, the student becomes an integral part of the institute.

The management is always available for any questions or requests for information for all students of the institute.

## The services of the Stralang Institute

### Welcome

- General information (registration, payment, accommodation, catering, complaint, administrative assistance for opening an account, OFII file).
- Delivery of certificates

Contacts : +33 (0)3.88.31.48.38 /

Hours: open Monday to Friday 8:30 a.m. to 6 p.m.



**Établissement Privé d'Enseignement Supérieur agréé par le Rectorat de l'Académie de Strasbourg N° 523**

Institut STRALANG – 16 rue Jean-Henri Schnitzler 67000 Strasbourg

Tél. : 33 (0)3.88.31.38.38 / Fax : +33 (0)9.59.72.23.06 – Siret 514755999000017 – [www.stralang.com](http://www.stralang.com)

## Head Teacher

The head teacher, Ms. Meryem Cetin, is at your disposal for any questions relating to courses or exams.

Contacts : meryem.cetin@stralang.com, open Monday to Friday 8:30 a.m. to 6 p.m.

The teachers are available to answer any questions relating to the courses, their content or learning the language.

## Relaxation area

Upstairs, a relaxation area is provided: books and board games are available to you. Distributors are also available at the headquarters reception and in the annex.

## Study room

The "Albert Camus" study room allows you to consult documentation, books, borrow books and / or DVDs. It also offers you a reading area and internet access. This room is located in the annex, on the ground floor.

Hours: Monday to Friday, 10 a.m. to 12 p.m. and 2 p.m. to 5 p.m.

## Internet access

As a student at Stralang you have free access to the internet. However, it remains essential to respect the rules of use (posted on the board at the entrance to the headquarters and the annex).

### Wifi codes / WiFi code at headquarters:

Network (Identifiers): Freebox\_Tok  
Password : abac762009

### Wifi codes / WiFi code at headquarters:

Network (Identifiers) : Stralang  
Password: stralang2014

## Catering partners

We have some useful places for you to eat near the Stralang Institute.

### 1-Restaurant Universitaire CROUS

Self, Cafétéria-brasserie, Pôle pizzas-pâtes, 32 boulevard de la Victoire, 67000 Strasbourg

\* Reduced rates for students (on presentation of the student card)

2-DANA, Boulangerie, Pâtisserie, 75 Avenue de la Forêt Noire, 67000 Strabourg

3-Domino's Pizza (Pizza : delivery or take away), 13 boulevard de la Marne, 67000 Strabourg

4-Irish Pub, 13 rue Vauban, 67000 Strabourg

5-La petite gourmandise, Restauration rapide, 11 rue Vauban, 67000 Strasbourg

6-Los Tacos, Spécialités tacos, 22 boulevard de l'esplanade, 67000 Strabourg

7-McDonalds Esplanade, Fast-food, 16 rue de Rome, 67000 Strabourg

8-Subway, 18 Rond-Point de l'Esplanade, 67000 Strabourg



**Établissement Privé d'Enseignement Supérieur agréé par le Rectorat de l'Académie de Strasbourg N° 523**

Institut STRALANG – 16 rue Jean-Henri Schnitzler 67000 Strasbourg

Tél. : 33 (0)3.88.31.38.38 / Fax : +33 (0)9.59.72.23.06 – Siret 514755999000017 – www.stralang.com



## List of hosting partners

1 - Nexity (Résidence étudiante)

Monsieur Christian KOTLENGA

Sector Manager - North East

Adresse : 25-27, rue de Londres Quartier de l'Esplanade 67000 Strasbourg

Tél. : 03 88 60 75 17 / Portable : 06 16 82 47 95

ckotlenga@nexity.fr ou amuckensturm@nexity.fr

2 - CROUS (Résidence universitaire)

Madame Audrey WIRRMANN

International Relations Manager

Adresse : 1 quai Maire Dietrich 67004 Strasbourg

Tél. : 03 88 21 28 38

E-mail : audrey.wirrmann@crous-strasbourg.fr

3 - Les Estudines Européennes et les Estudines Kleber (Résidence étudiante)

Madame Isabelle DA SILVA

Adresse : 29, rue déserte 67000 STRASBOURG

Tél: 03 88 22 03 79

E-mail : strasbourg.europeennes@estudines.com

4 - CIARUS (Centre d'hébergement pour les jeunes)

Mme Amélie Duroch

Adresse : 7 Rue Finkmatt, 67000 Strasbourg

Tél. 03 88 15 27 86 ou 03 88 15 27 90

amelie@ciarus.com

<http://www.ciarus.com/>

5 - Hostelling International (Auberge de jeunesse des deux rives)

Mr Loïc BREUILLAUD

Director

Adresse : Rue des Cavaliers 67000 Strasbourg

Tél. : 06.75.21.05.49

Tél. : 03.88.45.54.28

[direction.strasbourg@hifrance.org](mailto:direction.strasbourg@hifrance.org)

6 - Amitel (Centre d'hébergement pour les jeunes)

Mme Anne-Laure Blanc

Development officer

Adresse : 8 Rue de Soleure, 67000 Strasbourg

Tél. : 03 88 36 15 28

E-mail : [anne-laure.blanc@amitel.eu](mailto:anne-laure.blanc@amitel.eu)

Web: <http://www.amitel-fjt.com>



**Établissement Privé d'Enseignement Supérieur agréé par le Rectorat de l'Académie de Strasbourg N° 523**

Institut STRALANG – 16 rue Jean-Henri Schnitzler 67000 Strasbourg

Tél. : 33 (0)3.88.31.38.38 / Fax : +33 (0)9.59.72.23.06 – Siret 514755999000017 – [www.stralang.com](http://www.stralang.com)

7 - Résidence Cerises  
Mr Arnaud MALUCHET  
School manager  
Adresse : Cerise Strasbourg  
5 rue Job - 67100 Strasbourg  
Tél : 03 88 40 21 08 - Fax : 03 88 40 26 58  
amaluchet@exhore.fr  
Web: <http://www.cerise-hotels-resorts.com/fr/accueil.html>

8 - FEC Strasbourg  
contact@fec-strasbourg.org  
03 88 35 36 20  
Adresse : 17 Place Saint-Etienne, 67000 Strasbourg  
Web : <http://www.fec-strasbourg.org/>

9 - Résidence de la Roche (Association Parme)  
Nacira ZIADNI  
Sector Manager  
Adresse : 54 rue du Ban de la Roche 67000 Strasbourg  
Tél. : 06 28 61 12 58 - Fax: 01 55 26 17 79  
Nacira.ZIADNI@parmeubles.fr  
Web : [www.residencesparme.fr](http://www.residencesparme.fr)

#### 10- List of foster families

For the list of host families, we will give you the exact contact details (address, email and telephone number).

### **Practical information on the progress of your lessons**

Throughout the course, the hours are generally from 9 a.m. to 12 p.m. and from 12.20 p.m. to 1.20 p.m. and from 2 p.m. to 5 p.m. and 6 p.m. Small breaks are planned between each hour of class during the day. During school hours, mobile phones must be put on silent mode, unless expressly agreed by your teacher. Students have the option of eating there; various facilities are available (fridge, microwave, dishes, kettle, hot drinks).

### **Logistic means**

Wifi access, a computer and prints that you can make are possible on site. A hot and cold drinks machine is at your disposal. We have sufficient free parking spaces on rue Vauban, Jean-Henri Schnitzler, rue d'Oslo and rue de Londres. We also have a private car park that can accommodate three spaces simultaneously. Our establishment as well as our rooms are accessible to people with reduced mobility.



**Établissement Privé d'Enseignement Supérieur agréé par le Rectorat de l'Académie de Strasbourg N° 523**

Institut STRALANG – 16 rue Jean-Henri Schnitzler 67000 Strasbourg

Tél. : 33 (0)3.88.31.38.38 / Fax : +33 (0)9.59.72.23.06 – Siret 514755999000017 – [www.stralang.com](http://www.stralang.com)



## Educational resources made available to you

For the list of equipment available, please contact us by email or phone so that we can send it to you. Students can borrow a maximum of 3 books concerned for 15 calendar days. In addition to the books that students can borrow, fixed and portable computers connected by wifi are accessible to students during their course, always under the same conditions as the books. They can use them for the duration of their lessons. A reservation for the room in advance is required for organizational reasons.

Regarding the authorized prints or copies, we ask students to respect the rules imposed by the French Center for Copying Rights, i.e. 10% of a book or a musical score and 30% of a newspaper or a periodical.

You will find the necessary information via the following link:

<http://www.cfcopies.com/copie-pedagogique/formation-adultes/formation-professionnelle-continue-fpc>



**Établissement Privé d'Enseignement Supérieur agréé par le Rectorat de l'Académie de Strasbourg N° 523**

Institut STRALANG – 16 rue Jean-Henri Schnitzler 67000 Strasbourg

Tél. : 33 (0)3.88.31.38.38 / Fax : +33 (0)9.59.72.23.06 – Siret 514755999000017 – [www.stralang.com](http://www.stralang.com)



### The declaration of works copied by teachers is compulsory

It allows the works reproduced to be identified so that the CFC can return the sums it receives to the authors and publishers of the publications actually copied. This is why each teacher is asked to declare the photocopies of pages of books, press articles or magazines that they distribute to their trainees. This involves indicating on forms the bibliographical references of each publication copied, specifying the number of pages of copies made.

### Pedagogical approach

The teaching methods used by our teachers are referenced in the program sheets given to learners and can be adapted according to the constitution of the group, depending on the message to be transmitted or the target learner target.





### Rights and duties of the student:

The student must be aware of the internal rules and comply with them. Each student is required to respect professional discretion (inside and outside the establishment) and to respect security measures (social distancing), hygiene rules (due to the pandemic ) and civility. Since the student is an actor in his courses, its success will depend on his own dynamism and personal involvement.



## Security rules:

In the event of a fire, please notify the personnel on site immediately and follow the safety rules. We also remind you that vaping and smoking are prohibited throughout the establishment. We draw your attention to the fact that you do not throw your cigarette butts on the forecourt. A specific location is provided for this purpose.

Otherwise, the instructions are clearly visible on the display panels (fire extinguishers, safety rules, evacuation plan, etc.).

## Rules of procedure:

This will be given to you at the same time as your invitation and is visible on the establishment's notice boards.



**Établissement Privé d'Enseignement Supérieur agréé par le Rectorat de l'Académie de Strasbourg N° 523**

Institut STRALANG – 16 rue Jean-Henri Schnitzler 67000 Strasbourg

Tél. : 33 (0)3.88.31.38.38 / Fax : +33 (0)9.59.72.23.06 – Siret 514755999000017 – [www.stralang.com](http://www.stralang.com)