

Course Selection and Enrollment for Incoming Exchange Students

If you have questions regarding courses, please use the email address creditcourses@utt.fr

1. **General information:**

- **Course catalogue link:** <https://siep.utt.fr/faces/OffrePedagogique.xhtml?langue=en>
- Also accessible via the UTT website: [Home](#) → [International](#) → [Study at UTT](#) → [Courses in English](#) ;
- **PE tutorial:** the moodle link is available only when you are already a student at UTT :
- > If you need extra info before, please ask us the power points and related documents.

2. **Understanding and explaining course codes:**

- **Always click on “details” for each course** to view teaching characteristics ;
 - **Select the correct campus:** Troyes (TRO), not Reims (REI) ;
 - **Check the language of instruction:** FR: French, EN: English, FE: Course taught in French but materials and exams in English
 - **Choose courses in the correct semester** (Spring or Fall) ;
 - **Pay attention to teaching methods and comments:**
- Some courses are e-learning and fully autonomous, with no fixed schedule ;
- **Pay attention to categories P, MA, and TC:**
- P courses reserved for apprenticeship students,
- MA courses reserved for Master’s students,
- Courses labeled “Valorisation base: Tronc commun – TC” are not available for exchange students (because it’s a lower level).
- **Nevertheless**, teachers can make exceptions for master and TC courses but you need to ask them through email before and put creditcourses@utt.fr in copy. The name of the teacher is written on « details ». Moreover, every UTT email addresses are always like this: name.lastname@utt.fr and with a _ in between compound names/last names.

3. **Special case – language courses:**

- **These courses require a placement test and/or teacher approval:**
- Enrollment is managed by charlotte.di_napoli@utt.fr,
- The Horizon English placement test link is sent directly to students by email. You should only complete it if you wish to attend an English course, as you will be automatically enrolled in a class based on the level determined by your test,
- **For other languages, students must contact Ms. DI NAPOLI** to take the appropriate placement test. Note that the deadline is earlier than for other courses.

4. **Key considerations & advices:**

- **Select a maximum of 7 courses:** 3–4 scientific courses, 1 humanities course, 1 management course, 1 language course

- For scientific courses, check the category to identify the field;
- **The course catalogue may not be fully up to date:**
- QX01 and GE44 are taught in English (not FR/EN), SY02 is taught in French (not English) ;
- **Choose backup courses in case of timetable conflicts, full classes or course closure:**
- These must be pre-approved by the home university to save time during academic validation,
- **Check compatibility with the tool**, only available a month before the new semester ;
 - We encourage you to research courses information in advance **to avoid excessive withdrawals**, which take spots from other students.

5. Completing the Learning Agreement:

- **Fill in all required information without mistakes:** Course code (most important), Course title, right semester, Language of instruction and ECTS credits:
- **Common mistake:** confusion between SF (intersemester FLE course) and LF (semester FLE course), and the intersemester course “Project-social skills for a sustainable management” (code RI01 not listed in the catalogue) ;
- **Don't forget to tick the box for your French language level ;**
 - **Use official first name and last name as written on your ID** (no nicknames);
- The UTT mobility manager is the one **in charge of sending the Learning Agreement PDF to the responsible person at UTT (Alexandre VIAL) for signature**, upon request from students or coordinators. Otherwise, wait until after the course modification period;
- Verify the accuracy of all entered information.