

FACTSHEET

ACADEMIC YEAR 2018/2019

early
makersem
lyon
business
school

MSc in Management - Grande Ecole Programme

Academic Calendar 2018/2019

Fall Semester:

September to December 2018

Deadline for Nomination: June 1, 2018

Spring Semester:

January to April 2019

Deadline for Nomination: October 1, 2018

Summer Programme:

Module 1 (European Business Environment): June 5 to 15, 2018

Module 2 (Entrepreneurship: Global Issues & Local Opportunities):

June 19 to 29, 2018

Deadline for Application: February 16, 2018

Nominations procedures

Exchange coordinators from partner institutions must send the nominations to **Mrs. Rona Zhangrong Guo** (guo@em-lyon.com), contact person for **incoming students**, with the following documents and information:

- Curriculum vitae
- Recent transcript of records
- E-mail address
- Exchange period

After receiving these documents, emlyon business school will contact the student directly to provide the log-in for the student to enroll on-line.

Workload

A full semester workload is 27.5 up to 30 ECTS credits.
Summer Programme: 10 ECTS

Website and list of courses

Available at:

<http://graduate.em-lyon.com/en/Exchange-Students>

- Programme
- Courses & Content

Eligibility

To be eligible, students must be enrolled in a Master programme. English level required: B2 (Common European Framework of Reference for Languages (CEFR))
Please note that the command of the French language is not required, yet a basic knowledge is highly recommended.

Pedagogical rules and regulations for exchange students

- Exchange student must comply with the starting date of each semester, including the orientation days. It is compulsory to obtain an authorisation for any late arrivals.
- If the student plans to miss one week, he/she has to ask emlyon business school beforehand for its authorisation (which is not guaranteed).
- The student must attend the workgroups in which he/she is enrolled.
- Plagiarism or cheating will be sanctioned by the mark O or the grade F.
- Non-validated courses will appear on the transcript of records and will not be removed.

Final assesment

- Exchange students will take their exams in the same conditions as regular students,
- Exchange students are NOT authorized to organise their exams individually with their professors;
- All students are expected to take their exams during the official exams periods.

Estimated cost of living

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Around 1,000 € per month.

Health Insurance

Student French Social Security

The subscription to the "Sécurité Sociale Etudiante française" (French Public Health Insurance) is legally mandatory for each student under 28 years old. The subscription must be done through the school and its annual contribution amounts to 217€ in 2017/2018. It is valid for the whole academic year. Please note that students might be asked by the national organism to provide their official birth certificate, with its French translation, in order to get the insurance card delivered.

International students (coming from outside the European Union)

• Stay less than 3 months

Students will have to provide the Student Affairs Department with a copy of their private insurance. An official document with the detailed list of the following incurred risks: accident, medical care, hospitalization, repatriation, third-party liability. This document is accepted in French or in English. The registration cannot be validated without this document.

• Stay more than 3 months

Students under 28 years old must sign up for the "Sécurité Sociale Etudiante française". Contribution for 2017/2018 amounted to 217€. Specific cases: Andorra, Monaco, Québec.

Complementary health insurance

It is possible and recommended to sign up for a complementary health insurance. LMDE or SMERRA have special offers for students but they can take the company of their choice. This insurance will allow students to get a better refund of expensive medical cares: dental care, specialists...

Third-party liability

It concerns insurance in case students cause damage to a third-party. If the students are not insured against this risk in their own country, they could be insured upon arrival at emlyon business school.

Student card

In order to obtain the Student Card, students must be insured for the entire length of their stay in France. This student card cannot be delivered without the proof of the insurance coverage.

Visa

Passport

Citizens of European Union countries only require an identity card to enter France, but citizens from other countries require a passport issued in their country of origin.

The passport must not expire before the end of the planned stay.

Visa

For foreign students wishing to stay in France, the first step is to obtain a visa from the French consulate in their country of origin. There are two types of visas:

- **Short-stay visa (visa de court séjour) is issued for stays up to 3 months.**

- **Long-stay visas (visas de long séjour) are issued for stays over 3 months.**

- **Long-stay visa D "Dispense Temporaire de Titre de séjour" (Temporary Exemption of Residence Permit)**

It allows students to study in a public or private institution of higher education for maximum 6 months. It is not renewable and does not entitle the residence.

- **The student long-stay visa, called also Visa D-VLS-TS** is a one-year visa renewable as a student's residence permit. Specific documents will be required arriving at emlyon business school and formalities will be organized with the Student Affairs Department.

For this kind of visa (visa - residence permit), students have to pay attention to keep with them the official consular form. This document is mandatory to confirm the visa at the arrival in France and at emlyon business school.

The visa D VLS-TS of one-year has to be validated by the OFII (Office Français de l'Immigration et de l'Intégration), within 3 months of the arrival in France. It is a compulsory procedure.

Please note that students will have to provide the following documents during the administrative registration at emlyon business school:

- Valid passport + valid student visa
- Official consular form
- Medical certificates, lung X-ray included (vaccination statement, certificate of no contraindication for sports)

You can apply for your visa through Campus France <https://pastel.diplomatie.gouv.fr/etudesenfrance>

Please note 3 very important pieces of advice

- A tourist visa cannot be converted into a student visa in France or in any other country of the European Union and it does not allow the registration in a French school.
- A "1 Transit Schengen" visa does not allow to travel through Europe.
- A "D visa + 1 Transit Schengen" will permit to transit only once through a European Union country when coming to or leaving France.

International mobility contacts

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International Relations Manager

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Europe (except Germany and Italy) -
Latin America - Asean countries

Mrs. Sonia CAMPILLO GARCIA

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campillo@em-lyon.com



International Relations Manager

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Asia (except Asean countries) - North
America - South Africa - Italy - Germany

Mrs. Patrizia VIDONI-COUTIER

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Incoming Students Coordinator

- • Incoming exchange students
- Summer School students
- Double Degree students

Mrs. Rona Zhangrong GUO

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Outgoing Students Coordinator

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Mrs. Céline DARMAILLACQ

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We invite exchange students to visit our website <http://graduate.em-lyon.com/en/Exchange-Students> and carefully read the information regarding housing, insurance, administrative formalities, programme, etc

emlyon business school

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