



Factsheet

Academic year 2023/2024

Academic Calendar 2023/2024

Fall Semester (cycles 1 and 2):

From Late August to Late December

Deadline for Nomination: May 6, 2023

Spring Semester (cycles 3 and 4):

From Early January to June

Deadline for Nomination: October 2, 2023

Summer Programme:

• **Module 1 (Advanced Strategy):** from June 14 to 23, 2023

• **Module 2 (Wine Marketing & Wine Culture):** from June 26 to July 5, 2023

Deadline for Nomination: March 1, 2023

Whole Academic year:

From Late August to Late June

Deadline for Nomination: May 6, 2023

Nominations procedures

Nominations will be completed via a new application "Mobility Online". You will receive an automatic e-mail from **emlyon** business school providing a personal link for you to create your account. Then, you will be able to nominate the students directly on the platform.

For any question concerning the nominations, please do not hesitate to send a mail to: incoming.master@em-lyon.com

Workload

A full semester workload is 27.5 up to 30 ECTS credits.

Summer Programme: 10 ECTS

Course catalogue

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 a 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 an 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 0 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 authorised to organise their exams individually with their professors;
- All students are expected to take their exams during the official exams periods.

Accommodation and cost of living

Information available at: <https://masters.em-lyon.com/en/Exchange-Students/Life-emlyon-business-school/Accommodation>

Overall cost of Living: 1,000 euros per month

Health Insurance

French Student Social Security

The “Sécurité Sociale” is French national Health-care plan which provides basic medical coverage and a partial refund of your medical expenses. The French “Sécurité Sociale” is mandatory for all international students (European and non-European nationalities) staying more than 3 months in France.

International students

• Staying less than 3 months

- **Non-European Union citizens:** Students have no obligation to register with the French health insurance plan. However you have to subscribe to an international insurance policy back in your home country that will cover you during your stay in France.
- **European Union citizens:** Students must have their European Health Insurance Card (EHIC) covering them for at least the whole of their stay.

• Staying more than 3 months

- **European Students/ Swiss nationals** must have a **European Health Insurance Card (EHIC)**. Please make sure that your card covers you for at least the whole of your stay.
- **Non European nationals** have to register with the French Social Security through a dedicated website: <https://etudiant-etranger.ameli.fr/#/> (available in English)
- **For students from Québec, Monaco and Andorra:** there are bilateral agreements with France and students have to make sure they follow the appropriate procedure:
 - Québec : fill the form SE 401 Q106
 - Andorra: fill the form SE 130-04
 - Monaco: get the health coverage agreement issued by Monaco.

Complementary health insurance

Complementary insurance plan called “mutuelle” is an additional health insurance that you can subscribe to in order to receive a better reimbursement of your medical expenses. This is not free and will require annual or monthly payment. HEYME is emlyon’s partner and we have a 10% discount code for you: EMLYON-10

You are free to choose the company that suits you the best. SMERRA & LMDE are also dedicated to students.

Third-party liability

This insurance covers you when you cause damage to a third party. If you don’t already own such an insurance covering in France, you can subscribe to this insurance upon arrival at emlyon business school. It costs 10€ for one year.

Student card

In order to obtain the Student Card, students must complete their administrative file on the registration platform so that it can be validated by the Student Support team. Make sure your file is complete before your arrival. You will receive information concerning the administrative registration in due time.

Visa

Passport

Citizens of European Union countries only require their 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 check if you need to obtain a visa from the French consulate in your country of origin: https://france-visas.gouv.fr/en_US/web/france-visas/ai-je-besoin-d-un-visa

There are two types of visas:

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

Concerning the long-stay visas:

- **Long-stay visa D “Dispense Temporaire de Titre de séjour” (Temporary Exemption of Residence Permit)**
This visa allows students to study in a public or private institution of higher education for a maximum of 6 months. It is not renewable and does not entitle the beneficiary to claim residence.
- **The student long-stay visa, called also Visa D-VLS-TS** is a one-year visa to be converted into a student residence permit. Specific documents will be required when arriving at emlyon business school and the required formalities will be undertaken with the International Student Support Team.

The one-year visa D VLS-TS has to be validated online through the ANEF platform within 3 months of arrival in France. This is a compulsory procedure.

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

- Valid passport + valid student visa

Some nationalities will have to go through the pre-consular Etudes en France procedure from 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 you to register at a French school.
- A “1 Transit Schengen” visa does not allow you to travel through Europe.
- A “D visa + 1 Transit Schengen” will only allow you to transit once through a European Union country when coming to or leaving France.

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

Contacts

Incoming students – double degree students

Ms. Ayse IMREN
Tel: +33 (0) 4 78 33 79 43
incoming.master@em-lyon.com

Outgoing students

Ms. Céline DARMAILLACQ
Tel: +33 (0)4 78 33 77 10
Ms. Jessica DONATI
Tel: +33 (0)4 72 18 29 69
internationalmobility@em-lyon.com

Exchange Agreements and Partnerships

Eastern Europe (Austria, Belgium, Germany, Italy, Netherlands, Switzerland, Turkey)
Ms. Patrizia VIDONI-COUTIER
Tel: +33 (0)4 72 18 29 16
vidoni@em-lyon.com

Western Europe (except Austria, Belgium, Germany, UK, Ireland, Italy, Netherlands, Switzerland) – Latin America
Ms. Sonia CAMPILLO GARCIA
Tel: +33 (0)4 78 33 79 13
campillo@em-lyon.com

Asia
TBC
AsianAcademicPartnerships@emlyon.com

North America – Africa – Middle-East – Oceania – UK & Ireland
Mr. Jacques MARINO
Tel: +33 (0)4 72 18 79 73
marino@eml-executive.com

Global Bachelor in Business Administration Saint-Etienne Campus



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Academic Calendar 2023/2024

Fall Semester:

- 3rd and 4th year courses: Early September - December, 2023

Deadline for Nomination: May 6, 2023

Spring Semester:

- 3rd and 4th year courses: Early February - May, 2024

Deadline for Nomination: October 1, 2023

Nominations procedures

Nominations will be completed via "Mobility Online". You will receive an automatic e-mail from **emlyon** business school providing a personal link for you to create your account. Then, you will be able to nominate the students directly on the platform.

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Workload

A full semester workload for our students is 30 ECTS credits.

Course catalogue

<https://bit.ly/GBBACourseCatalogue>

Eligibility

To be eligible, students must be enrolled in a Bachelor programme.

English level required: B2 CEFR.

Accommodation and cost of living

emlyon business school does not provide any accommodation on campus.

Nevertheless, there are several accommodation options:

- **Student residences:** residences reserved for students and containing small studio apartments with a bathroom, a small cooking area and a sleeping area. These residences are a good solution as they usually offer all the required commodities (laundry, internet...) and can provide a contract in respect of your dates of arrival and departure. This solution is usually the most recommended for a short stay in Saint-Etienne.
- **Flat sharing:** if you prefer to rent a flat with other flat mates, usually students from one of the higher education schools, the city of Saint-Etienne offers many of these arrangements. These flats are fully furnished and equipped, and only await your arrival.

A list of our housing partners and presentations on accommodation in France will be offered to you once you are nominated for an exchange semester with us.

Cost of living

Accommodation: average 400€ per month

Food & others: average 100€ per week

Health Insurance

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Website

<http://bba.em-lyon.com/eng>

Videos

<https://bit.ly/2IgC2R5>

Contacts

Incoming students

Incoming.globalbba@em-lyon.com

Outgoing students

Outgoing.globalbba@em-lyon.com

International Mobility Coordinators (Incoming and Outgoing)

Non-European countries

Ms. Margaux COSTES

Tel : +33 (0)4 77 49 24 68

Europe and Russia

Ms. Kahina GELPE

Tel : +33 (0)4 77 49 24 68

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Latin America

Ms. Sonia CAMPILLO GARCIA

Tel: +33 (0)4 78 33 79 13

campillo@em-lyon.com

Asia

TBC

AsianAcademicPartnerships@emlyon.com

North America - Africa - Middle-East - Oceania - UK & Ireland

Mr. Jacques MARINO

Tel: +33 (0)4 72 18 79 73

marino@eml-executive.com