

WELCOME **GUIDE**

# INTERNATIONAL **STUDENTS**

ÉDITION 20**23-24**



# WELCOME

TO **JEAN MOULIN** UNIVERSITY

You have just arrived at Jean Moulin Lyon 3 University and you need advice on how to integrate successfully ? **This guide is for you !**

You will find all the information you need to help you with the various formalities throughout your stay.



Éric CARPANO

President of Jean Moulin  
Lyon 3 University

“

*Choosing Jean Moulin University first of all means joining a demanding and recognised training programme.*

*It also means joining a university community open to the world, united by values of solidarity and sharing, which welcomes and supports international students throughout their studies.*

”



Manuel JOBERT

Vice-President in  
charge of Europe,  
international relations and  
francophony



## CONTACT US

The **International Relations Team** is happy to welcome you and to provide help and support all year round.

You can find them on the ground floor of Wing F, in the Cour Sud of the Manufacture des Tabacs campus.

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Follow campus news on social networks::



@UnivJeanMoulinLyon3



@univlyon3



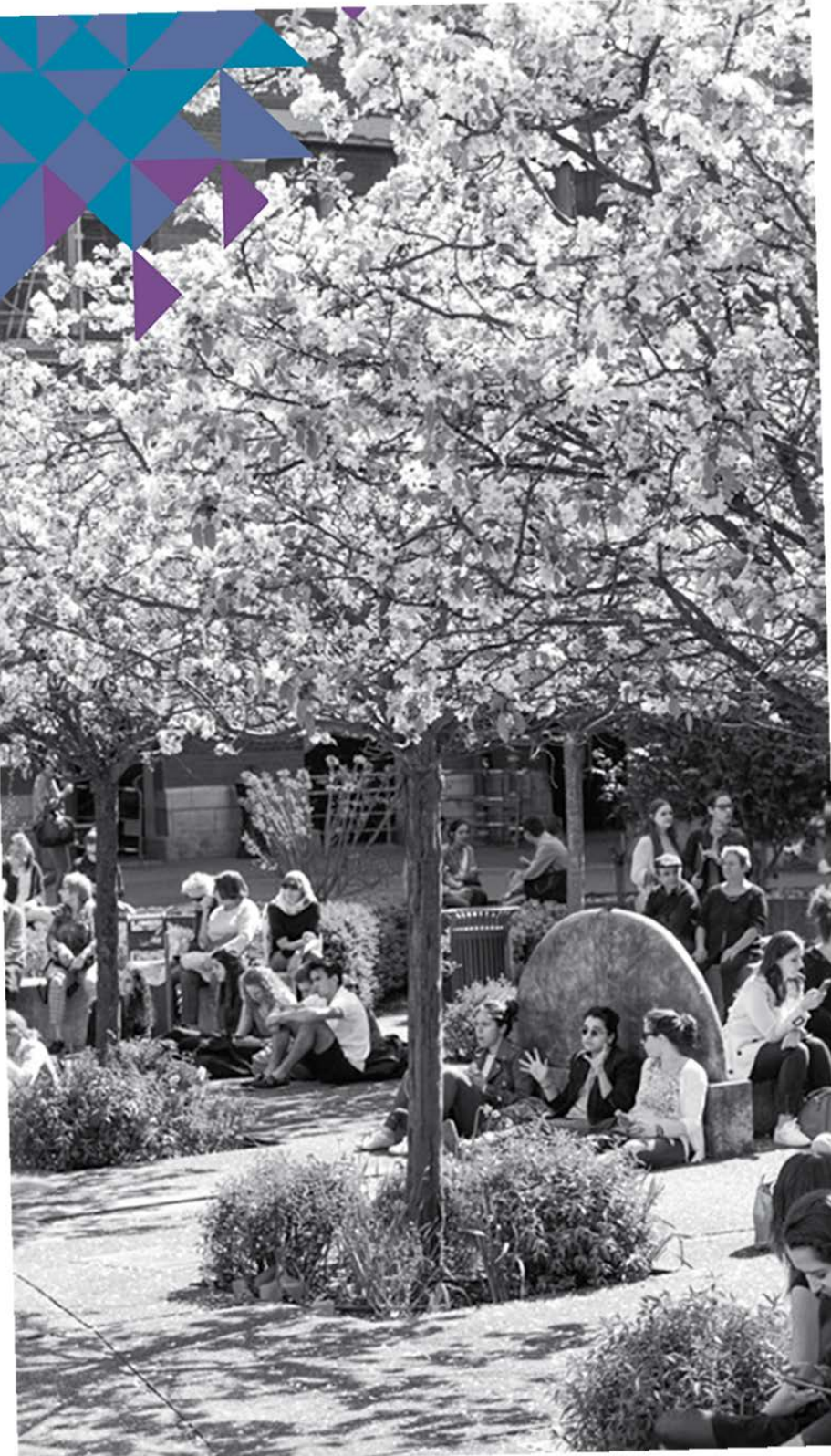
@UJML



Université Jean Moulin Lyon 3



Université Jean Moulin Lyon 3



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■ YOUR HOST  
UNIVERSITY

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# ONE UNIVERSITY: 3 CAMPUSES

## ■ Manufacture des Tabacs | Lyon

📍 6 rue Pr. Rollet | Lyon 8<sup>e</sup>

## ■ Quais Campus | Lyon

The Palais de l'Université

📍 15 quai Claude Bernard | Lyon 7<sup>e</sup>

IUT Jean Moulin Lyon 3

📍 88 rue Pasteur | Lyon 7<sup>e</sup>

MILC

Maison Internationale des  
Langues et des Cultures

📍 35 rue Raulin | Lyon 7<sup>e</sup>

The Bâtiment

Athéna - Dugas

📍 7 rue Chevreul | Lyon 7<sup>e</sup>

Eugène Chevreul

Research Centre

📍 18 rue Chevreul | Lyon 7<sup>e</sup>

## ■ Campus de Bourg-en-Bresse

📍 2 rue du 23<sup>e</sup> R.I. | 01000 Bourg-en-Bresse

📞 04 74 23 82 30 ✉ [bourgenbresse@univ-lyon3.fr](mailto:bourgenbresse@univ-lyon3.fr)

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### PLANS D'ACCÈS DES SITES

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 [www.univ-lyon3.fr](http://www.univ-lyon3.fr) > Université > Les campus

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### VIRTUAL TOURS

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Manufacture des Tabacs / Campus de Bourg-en-Bresse

 [www.univ-lyon3.fr](http://www.univ-lyon3.fr) > Campus > Nos campus > Manufacture des  
Tabacs / Campus de Bourg-en-Bresse

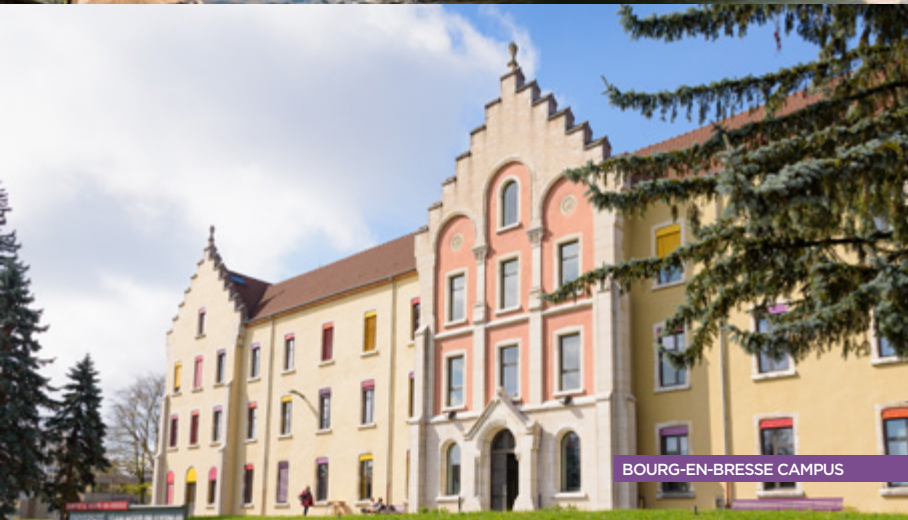




MANUFACTURE DES TABACS CAMPUS



QUAIS CAMPUS



BOURG-EN-BRESSE CAMPUS



# ENROLLING

## Procedure for individual students only

### When ?

- From 4 July to 20 July and from 21 August to 1 September **if you live in France.**
- From 21 August to 1 of September **if you live abroad.**
- From 21 August to 30 of September for the Master 1 and 2 in Humanities and at the iaelyon and for the Master 2 in Law and Philosophy.

### How much ?

You will first have to pay **100€ for the CVEC** (Student and Campus Life Contribution).

You will then have to pay the University enrolment fees.

Since the start of the 2019 academic year, non-European international students have been partially exempted from paying differentiated fees. You therefore pay national enrolment fees, i.e., **170€ to enrol in a Bachelor's degree and 243€ to enrol in a Master's degree** (2021-22 rates for illustrative purposes).

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### SPECIFIC CASE

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If you are a refugee student, the beneficiary of subsidiary/temporary protection or an asylum seeker, you are exempted from the CVEC fees each year. You will be exempted from the degree enrolment fee if this is your first enrolment in a French university.





## Wow ?

- **1<sup>st</sup> step:** By 21 July, at the latest, your login (future student number) will be sent to your personal email address.
- **2<sup>nd</sup> step:** Log on or create an account on [www.MesServices.Etudiant.gouv.fr](http://www.MesServices.Etudiant.gouv.fr) Once you have paid your CVEC, you will receive your CVEC certificate, which contains a code that you need to enter when you enrol and attach to your enrolment file.
- **3<sup>rd</sup> step:** From 4 July, log on to the University's enrolment portal. You will need your login details and password.  
[www.webinscription.univ-lyon3.fr](http://www.webinscription.univ-lyon3.fr)

To create your password, click on the following link:

[www.applications.univ-lyon3.fr/GestionCompteEtu/gestion\\_compte.aspx](http://www.applications.univ-lyon3.fr/GestionCompteEtu/gestion_compte.aspx)

- **4<sup>th</sup> step:** Upload your supporting documents to the Enrolment portal and pay your registration fees online. You will receive your student card when you arrive in Lyon in September.

For all questions about enrolments:

✉ [inscriptions@univ-lyon3.fr](mailto:inscriptions@univ-lyon3.fr)



# SETTLING INTO CAMPUS LIFE

## Arriving at Lyon 3

Upon arrival in Lyon, you should first of all go and visit the **International Relations Office**. The welcome desk will give you general information to help you settle in Lyon. Don't hesitate to visit your Coordinator (see your contact pages 42-43)!

### Support for students with a disability

The **Student Disability Service team** and the **International Relations Office** will assist you before and throughout your stay: suitable accommodation, assistance with daily life and pedagogical assistance.

✉ [handicap@univ-lyon3.fr](mailto:handicap@univ-lyon3.fr)

#### IMPORTANT !

Medical documents (health records and recognition of disability) have to be translated into French before your arrival.

### Student Welcome Desk: Bienvenue à TOUS les étudiants !

A multilingual team helps students settle into life in Lyon and provides information on residence permits, accommodation offers and financial help, student job offers, health, transport, culture and leisure.



→ Between September and the end of November

www [www.univ-lyon3.fr](http://www.univ-lyon3.fr) > International > Venir à Lyon 3 > Espaces d'accueil

### Lyon 3: mode d'emploi

The University will help you with your first steps as a student and will meet you in September for the “**Lyon 3: mode d'emploi**”, the highlight of your new academic year.

**A month to integrate, find the information you need, meet and share.**

- **Finding information:** online information area to find out everything about our new student environment
- **Meeting people:** presentation of the University, student services and student associations
- **Integrating and sharing:** campus visits, student welcome day (15/09), student association forum, sports festival (07/09), launch of the cultural season...

## Get involved in student associations



You want to be involved in a project or have an exchange of ideas and cultures?

Jean Moulin Lyon 3 University is home to more than 100 associations, combining many different hobbies and interests.

**Get more information at the Student Life Center and during the student associations forum !** Stay tuned:



**Atelier des Assos**



**Net<sup>3</sup> > Vie étudiante > Vie associative**

**Student Life Center | Marion GURDEBEKE**



**04 26 31 88 58**



**vie-associative@univ-lyon3.fr**

### Focus on... Lyon III International Association

Lyon III International association assists international students throughout their stay at Lyon 3 (airport pickup, accommodation, cultural visits, student sponsorship...) and offers a two-week orientation program called *séminaire d'immersion* to help students DEUF students prepare for their stay.

**Membership = 20 €**



**www.associnterlyon3.fr**

#### HELPFUL TIP!

Cultural activities, language exchanges and workshops... the following associations may also interest you: **ESN CosmoLyon & Nationsorg.**



## DO NOT MISS!



**Lyon 3: mode d'emploi**

One month to get informed, to integrate, meet and share September 2023



**Welcoming cocktail for international students**

18th of September 2023



**Student welcome day**

14th of September 2023



## Cultural activities

Interested in discovering French art and culture ? Then come along to the workshops and events organized through your academic year. Take a look at the complete programme of meetings on your Net<sup>3</sup> student intranet.

📞 04 78 78 78 00

✉ [pointculture@univ-lyon3.fr](mailto:pointculture@univ-lyon3.fr)

🌐 [Net<sup>3</sup> > Vie étudiante > Culture](#)

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### HELPFUL TIP!

The *Culture Pass* allows you to choose 5 cultural events throughout the year for just 18 €.

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### DO NOT MISS !

Become a jury member of the Prix Caméléon, student prize for a translated foreign novel.



### TIP

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Take part in numerous **free artistic workshops** (music, film, photography, theatre, etc.).

## Sport

Do you wish to do sports ?

Lyon 3 University offers a wide selection of sports throughout the academic year: team and individual sports, fitness, dance, relaxation etc.

Registration fee = 36 € (price for 2021-22)

📞 04 78 78 78 50

✉️ [sport@univ-lyon3.fr](mailto:sport@univ-lyon3.fr)

🌐 [Net<sup>3</sup>](#) > [Vie étudiante](#) > [Sport](#)

### HELPFUL TIP !

**Association Sportive Lyon 3** offers students a number of activities: ski trips, dance workshops, running events, sports tournaments, rock climbing trips... **Get involved!**

✉️ [asudllyon3@gmail.com](mailto:asudllyon3@gmail.com)

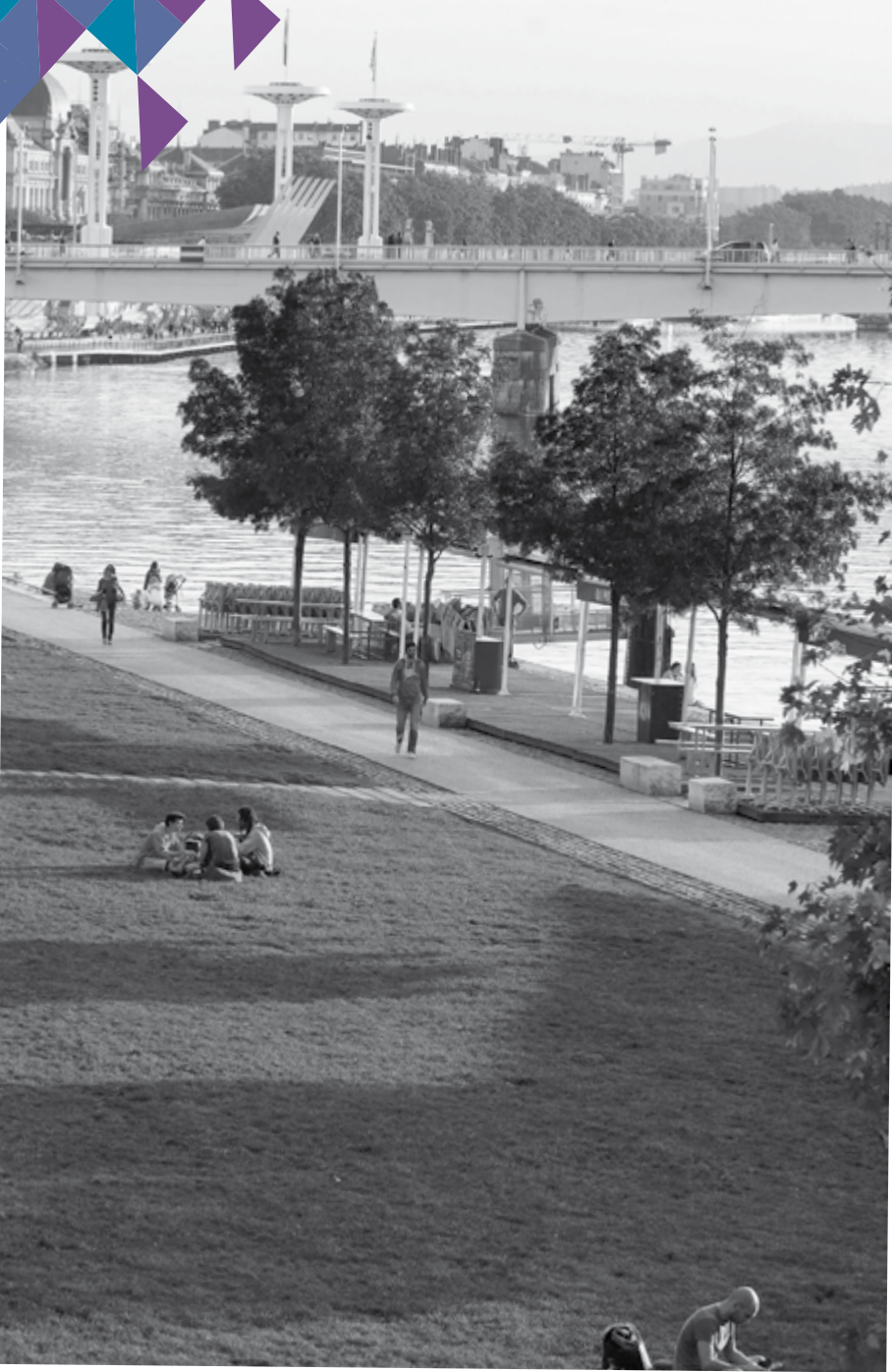


### TIP

If you are an athlete competing at a high level, you can benefit from specific arrangements







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■ YOUR STAY

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# RESIDENCE PERMIT & VISA

If your country of residence doesn't belong to the European Economic Area, you will have to apply for a **Student Visa before arriving in France**. The acceptance letter from Jean Moulin Lyon 3 University is to be submitted along with your visa application to the French Consulate in your country.

## ATTENTION !

Please note that several weeks may be needed for the visa issuance.

### After your arrival in France:

- ☑ **Long Stay Visa**, with the quote **étudiant/Ceseda R311-3 6°**: you will have to go through the OFII\* procedure within the first 3 months of your stay in France [www.univ-lyon3.fr](http://www.univ-lyon3.fr) > **International > Venir a Lyon 3 > Titre de séjour | Logement | Assurances >Titre de séjour**
- ☑ **Long Stay Visa**, with the quote **carte de séjour à solliciter dans les deux mois**: you will have to apply for a residence permit within the first two months of your stay in France (via the person in charge at the International Relations Office).
- ☑ **Long Stay Visa for minors**: you will have to apply for a residence permit once you have reached the age of majority
- ☑ **Long Stay Visa**, with the quote **dispense temporaire de titre de séjour**: no action necessary.
- ☑ You were already enrolled in a French university last year ; you need to renew your residence permit. <https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

## ATTENTION !

Please be aware that this visa will not allow you to get a job or to have any semester extension.



## TIP

Once you have entered France, you should announce your arrival at your consulate in Lyon.

[www.mfe.org](http://www.mfe.org) > **Annuaire > Ambassades et consulats français à l'étranger**

# BUDGET

## Budget = 600 to 900 € per month (rent, food, social activities...)

Rent	from 300 to 550 € / month (varies per residence)
Meals	from 200 to 250 € / month
Electricity, gas, water	around 30 € / month
Telephone, Internet	from 20 to 30 € / month
Transport*	25 € (student subscription / month)
CVEC**	100 €

### EXCHANGE STUDENTS

Registration fee and Health Care Services	No registration fee
Sport (optional)*	36 €

### NON-EXCHANGE STUDENTS

Registration fee***	BACHELOR: 170 € MASTER: 234 € PHD: 380 €
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\*Prices for 2021-22

\*\* Contribution de Vie Etudiante de Campus

\*\*\* Prices for 2021-22. Since the 2019 school year, international students (non-EU students) are partially exempt from registration fees. They now pay the national enrolment fees



## TIP

- When you arrive, expect to pay around **1 500 €** in the first month to cover initial costs (deposit, rent, electricity and water bills...).
- Open a French bank account to facilitate your daily life (pay by credit card or/and cheque book, make bank transfers, withdraw cash, pay bills...).
- Ask your current bank for your IBAN (International Bank Account Number). You will need it to transfer money into your French bank account.



# ACCOMMODATION

There are different types of accommodation:

- ✘ Crous university residences.
- ✘ Private university residences.
- ✘ Apartments (via real estate agents or private landlords).
- ✘ Shared houses.
- ✘ Homestays.

## DO YOU NEED HELP ?

Lyon III International Association

### Association Lyon III International

Benefit from the direct booking of rooms in residences and families (priority given to exchange students), contacts at the University or integration activities.

- ✘ **Membership fee = 20€**
- ✘ **Administration fee = 30€**
- ✘ **Deposit = 350€** (compulsory reservation deposit that will be reimbursed at the end of your stay)

✉ [logementri@associnterlyon3.fr](mailto:logementri@associnterlyon3.fr)  
www [www.associnterlyon3.fr](http://www.associnterlyon3.fr)

### LivinFrance platform

Benefit from contacts with landlords and organisations to help you settle in Lyon and get advice on preparing your stay.

www <https://university.livin-france.com/univ-lyon3/>



## TIP

- ✘ Start looking for a place to live before you arrive.
- ✘ Book temporary housing if necessary.
- ✘ Subscribe to housing insurance (mandatory).



## Housing Benefit

### CAF: Caisse d'Allocations Familiales

After having signed your rental contract, you can start your application for housing benefit.

 [www.caf.fr](http://www.caf.fr)

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#### ATTENTION !

If you have a visa with a temporary residence permit exemption, you are not eligible for housing benefit from CAF.



### MORE INFORMATION

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-  Useful housing organisations.
-  Housing benefit guide.
-  Accommodation glossary.

 [www.univ-lyon3.fr](http://www.univ-lyon3.fr) > International > Venir à Lyon 3





# MANDATORY INSURANCE

## Health insurance (social security)

The French health insurance *Sécurité Sociale* is compulsory but free for students.

- If you are a EU citizen, you can use your European health insurance card during your stay.
- If you come from Quebec, you need the attestation from the RAMQ.
- If you are a non-EU citizen, you can either keep your home insurance if it covers all your medical expenses or subscribe for free to the nearest Caisse Primaire d'Assurance Maladie (CPAM) center.

✉ [etudiant-etranger@ameli.fr](mailto:etudiant-etranger@ameli.fr)

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### ATTENTION !

You will be asked for your provisional social security number to apply for APL (personalised housing allowance) from the CAF (family allowance fund).

### MORE INFORMATION

Who is exempted from being affiliated the French *sécurité sociale* ?  
How to get reimbursed for a consultation ?

🌐 [www.univ-lyon3.fr](http://www.univ-lyon3.fr) > International > Venir à Lyon 3

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## Liability insurance (*assurance responsabilité civile*)

The **liability insurance** covers personal injuries or damage to property that you may cause.

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### ESSENTIAL INFORMATION

**All international students will need to provide a proof of liability insurance to get their student card and to practice sport.**

## Housing insurance (*assurance habitation*)

**Housing insurance** is required if you rent an apartment. It covers domestic incidents as well as accidents (fire, burglary and floods).

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### ESSENTIAL INFORMATION

The civil liability insurance is usually included in the housing insurance.

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### TIPS

- ❑ We strongly recommend you to take a repatriation insurance before your arrival.
- ❑ To prepare for the different stages of your stay in Lyon, check out the **LivingFrance platform**.

 <https://university.livin-france.com/univ-lyon3/>





# DAILY LIFE

## Health care

### Booking a medical appointment

Price for public medical clinics = 25 €

(You can be reimbursed by up to 70% through social security).

#### TIPS

- ❑ Freelance (*non conventionné*) doctors are entitled to establish their own consultation rates. When making the appointment, try to check whether the doctor is freelance (*non conventionné*) or under contract from the state (*conventionné*) and choose the latter.
- ❑ If you need to see an English-speaking specialist or a general practitioner, ask the International Relations team.

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## Health care at Lyon 3

The Service de Médecine Préventive et de Promotion de la Santé offers students a range of **free services**.

In case of an emergency, no appointment is needed

### Secretary

📞 04 78 78 79 83

### Nursing-Emergency

📞 04 78 78 78 80

📍 Manufacture des Tabacs | 18 rue Rollet | RDC – Bâtiment B4

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## Psychological support

Do you feel that you need to be supported by a psychologist? Psychological counselling is possible within the medical service (SM PPS). Contact the service to make an appointment with a psychologist. Many other free services are available.

Find all the information you need on the:

🌐 [Net3 > Vie étudiante > Santé / Social > Soutien psychologique](#)



ELECTRONE BRILLIE

DREYON





## Food and drink on campus

Eating on campus at Lyon 3 is cheap and easy: a number of cafés offer a variety of food!

### MANUFACTURE DES TABACS

- 📍 **The Manu Resto' (Crous)**  
📍 Level-1 - Building EG  
Monday to Friday from  
🕒 11:15am to 2:15pm
- 📍 **The Manu Bistrot' (Crous)**  
📍 North courtyard | Level-1 - Building C  
Monday to Thursday from  
🕒 7:30am to 6pm | Friday from 7:30am to 5pm
- 📍 **Coeur de Blé Cafeteria**  
📍 Manufacture des Tabacs | Building B  
Monday to Friday from  
🕒 8:30am to 3pm

### BOURG-EN-BRESSE CAMPUS

- 📍 **Claude Bachet Resto'(Crous)**  
📍 10 rue des Chrysanthèmes | 01000 Bourg-en-Bresse  
Monday to Friday from  
🕒 11:30am to 2pm

### QUAIS CAMPUS

- 📍 **The Quais Resto' (Crous)**  
📍 94 rue Pasteur | Lyon 7<sup>e</sup>  
Monday to Friday from  
🕒 11:15am to 1:45pm
- 📍 **The Quais Cafet' (Crous)**  
📍 16 quai Claude Bernard | Lyon 7<sup>e</sup>  
Monday to Friday from  
🕒 7:45am to 4:15pm
- 📍 **The Corner (Crous)**  
📍 1 rue du Professeur Charles Appleton | Lyon 7<sup>e</sup>  
Monday to Friday from  
🕒 7:45am to 4pm
- 📍 **Cœur de Blé Cafeteria**  
📍 15 quai Claude Bernard | Sous-sol | Lyon 7<sup>e</sup>  
Monday to Friday from  
🕒 8:30am to 3pm

**TIP****Price of a meal at the Crous (2023-24 rate):**

- ☑ Non-scholarship students = 3.30€
- ☑ Scholarship students = 1€

Load money online on your izly multiservices card to pay at the Crous restaurants.

**MORE INFORMATION** [www.crous-lyon.fr](http://www.crous-lyon.fr)

**HELPFUL TIP !**

Take part in cooking workshops and themed workshops on food organised by the University dietician.

**Information and registration**

Service de Médecine Préventive

📞 **04 78 78 79 83**

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## Student life in Lyon

Throughout the year in Lyon, there are many events that are simply not to be missed !

Nuits des étudiants du monde, Fête des lumières, Nuits sonores, Biennale de la danse and Nuits de Fourvière... Also to be discovered: Parc de la Tête d'Or, Vieux Lyon (the Old City), museums, banks of the Rhône, cinemas, theatres and the Opera.

🌐 [www.lyoncampus.com](http://www.lyoncampus.com)

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## Getting around

**Public transport (tram, metro or bus)**

Solution for young people and students under 28 years old = 25€/ month in 2023-2024

🌐 [www.tcl.fr](http://www.tcl.fr)

**Bikes**

A great way to travel throughout Lyon is the Vélo'v! (under 26) = 16,50€/ year

🌐 [www.velov.grandlyon.com](http://www.velov.grandlyon.com)

**Trains**

You can easily visit the Auvergne-Rhône-Alpes region and France by train

🌐 [www.oui.sncf](http://www.oui.sncf)



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■ YOUR  
ACADEMIC LIFE

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# FRENCH UNIVERSITY SYSTEM

The courses that are offered at Jean Moulin Lyon 3 University are based upon the European education system and follow the Bachelor-Master-PhD format.

## Bachelor

Undergraduate degree obtained after 3 years of successfully completed studies, accessible with a *baccalauréat* or equivalent.

**Bachelor = 3 years = 6 semesters (S1 to S6)**

## Masters

Postgraduate degree obtained after 5 years of successfully completed studies, accessible with a Bachelor degree or equivalent.

**Masters = 2 years = 4 semesters (S1 to S4)**

## PHD

Postgraduate degree obtained after 8 years of successfully completed studies, accessible after a Master degree.

**PhD= 3 years**

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## Semesters

All degrees are broken up into semesters.

One semester = 30 ECTS (European Credits Transfer System) credits.

	<b>SEPTEMBER TO JANUARY</b> Fall Semester	<b>JANUARY TO JUNE</b> Spring Semester
Bachelor 1 <sup>st</sup> year	Semester 1 = 30 ECTS credits	Semester 2 = 30 ECTS credits
Bachelor 2 <sup>nd</sup> year	Semester 3 = 30 ECTS credits	Semester 4 = 30 ECTS credits
Bachelor 3 <sup>rd</sup> year	Semester 5 = 30 ECTS credits	Semester 6 = 30 ECTS credits
Masters 1 <sup>st</sup> year	Semester 1 = 30 ECTS credits	Semester 2 = 30 ECTS credits
Masters 2 <sup>nd</sup> year	Semester 3 = 30 ECTS credits	Semester 4 = 30 ECTS credits

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## Course structure

Classes are broken up into lectures or *Cours Magistraux (CM)* which usually take place in amphitheatres, and tutorials or *Travaux Dirigés (TD)*, which are carried out in smaller groups involving practical work exercises.



## Course unit

Semesters are composed of different course units or *Unités d'Enseignement* (UE), from which you can choose:

- ☑ **UEF** | *Unité d'Enseignements Fondamentales* = core subjects.
- ☑ **UEC** | *Unité d'Enseignements Complémentaires* = additional course units, complementary to UEF units.
- ☑ **UEO** | *Unité d'Enseignements d'Ouverture* = advanced course units (initiation and consolidation subjects).

## Second session

If you happen to fail an exam, you have the possibility to retake it. **Second exam sessions** usually take place around the beginning of July.

### TIP

If you are coming to Lyon for a full academic year, please plan your departure after the second exam session.

### ATTENTION !

**No second exam sessions for the iaelyon, School of Management.**

## Student Card

If all of your enrolment details have been finalized before your arrival, you will be able to get your student **card upon arrival**.

This (Izly) multi-service card allows you to:

- ☑ Be identified as a Lyon 3 student.
- ☑ Load money onto your card for use at the Crous university.
- ☑ Borrow books and documents from the university libraries.
- ☑ Vote at university elections.
- ☑ You can use it to pay for photocopies and printing in the ULs.

 **Net<sup>3</sup> > Vie étudiante > Vie pratique**

### HELPFUL TIP !

If you have lost your student card, please visit the lost property office located at 6 Rue Rollet on the Manufacture des Tabac campus, the logistics department on the Quais campus or the welcome desk in Bourg-en-Bresse.



# EXCHANGE STUDENTS

## You study in the Diplôme d'Études Universitaires Françaises (DEUF)

The following subjects are then compulsory:

- ☑ *Français Langue Étrangère* (FLE): French as a Foreign Language.
- ☑ *Initiation à la Culture Française*: Introduction to French Culture (except for semester law students).
- ☑ *Méthodologie et Introduction au Droit*: Methodology and Introduction to Law (for semester law and political science students only).

### Information Session

Is Compulsory and takes place at the beginning of semester: university presentation, course selection, tutor guidance...

### Courses Selection

Net<sup>3</sup>:

- Beginning of October at the latest for fall semester.
- Beginning of February at the latest for spring semester.

Check the course catalogue

[www.univ-lyon3.fr](http://www.univ-lyon3.fr) > **International** > **Venir à Lyon 3** > **Etudiant en échange** > **Choix de cours**

**Chantal ORTILLETZ**

📞 04 78 78 70 08 ✉ [chantal.ortilletz@univ-lyon3.fr](mailto:chantal.ortilletz@univ-lyon3.fr)

### Erasmus + students

If you are an Erasmus+ student and need to change your learning agreement upon arrival: you will have to fill in the part called “changes during mobility” of your Learning Agreement.

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## You study in the SELF program

### General Information meeting & pedagogical meeting (Compulsory)

They are organized at the beginning of the semester: university information, SELF timetable and information about course selection.

### Orientation Period

The orientation period consists of a French test *Français Langue Étrangère* (FLE), an Introduction to Life in Lyon and in France, FLE classes, Campus Tour and Library Tour.

**Sophie VÉRON**

📞 04 26 31 86 37 ✉ [sophie.veron@univ-lyon3.fr](mailto:sophie.veron@univ-lyon3.fr)

# FREE MOVERS

## You have been admitted to enroll in a national or university diploma ?

- ☑ You will need to complete your enrolment on the Registration Portal accessible from the University home page.
- ☑ After having completed your online registration, send your dossier to the Enrolment Centre at your earliest convenience. The mail address will be available online.

### INFORMATION SESSIONS

Information sessions organized by the International Relations Office are **designed for new students enrolled at Lyon 3**. These sessions are compulsory and provide students with important information about the university and the year ahead.

#### Orientation Sessions

Each faculty or school has their own compulsory information session at the beginning of each semester to inform students on class organization and timetables. Students will be notified of the date of these sessions upon their arrival at Lyon 3.

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## You have been admitted to enroll in a specific program\*?

If you need assistance regarding your enrollment, please ask the International office. You will be sent an email with more information before you arrive.

\*DEUF - Diplôme d'Études Universitaires Françaises ; SELF - *Study in English in Lyon, France*





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# ■ RESOURCES

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# DIGITAL WORK ENVIRONMENT

## Net<sup>3</sup>: l'intranet étudiant

Follow the Lyon 3 news, monitor your academic studies or get information !

 [www.Net3.univ-lyon3.fr](http://www.Net3.univ-lyon3.fr)

**User:** student number (7 digits).





**Password:** the one given by Lyon 3 or selected upon enrollment.

## Your e-mail address

Once enrolled at Lyon 3, you will be given a personal email address that will appear on your student card : **firstname.lastname@univ-lyon3.fr**

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# WORKSPACES

-  Computer rooms and co-working spaces in free access
  -  Group workspaces (Reservations via the « Affluences » app) and individual workspaces at the University Libraries
  -  Learning Lab  Salle 129 - Manufacture des Tabacs  
Online reservations on **Net<sup>3</sup>**
- .....

# STUDENT SUCCESS CENTRE

The Student Success Centre offers a range of **free training courses for students** at the University. The aim is to help young people succeed in their higher education studies.

Around 30 dates are offered throughout the year, so don't forget to enquire about signing up for the various modules: "Communicating orally", "Gaining self-confidence", "Working on your memory", "Working in groups", etc.

## Student success centre

 Manufacture des Tabacs | **Room 124a** - 1<sup>er</sup> floor or Office 4506

 **04 26 31 88 70**

 [pole-reussite@univ-lyon3.fr](mailto:pole-reussite@univ-lyon3.fr)

# UNIVERSITY LIBRARIES

## 5 university libraries located on Lyon and Bourg-en-Bresse campuses.

- Access to numerous and various collections (law, management, literature, humanities and Social Sciences).
- Taking out books and documents.
- Areas for individual study and group work
- Cultural events.

### Opening hours and access

 [bu.univ-lyon3.fr](http://bu.univ-lyon3.fr) > **Horaires et accès**

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# LANGUAGE CENTRE

A space for language self-study, multimedia resources and preparation for language tests, the language skills centre has reopened at the start of the 2022 academic year. It is accessible to all students free of charge.

 **04 78 78 73 87**  Salle 219 - Manufacture des Tabacs

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# THE UNIVLYON3 APP

Designed to facilitate your daily life at the University, the “UnivLyon 3” mobile application allows you, among other things, to access your timetable, to keep up to date with last-minute changes, and to consult the latest news and campus maps.

**Available on Google Play and Apple Store.**







# THE U3<sup>E</sup> PLATFORM

Find internships, jobs, work-study programmes and employment offers on U3e, the University's job site. Submit your CV online to be raise your profile with recruiters.

 [u3e.univ-lyon3.fr](http://u3e.univ-lyon3.fr)

Make your professional project a reality and optimise your research, applications and interviews. Ask for an individual interview with the vocational counsellors for personalised advice and/or a review of your applications in English.

## BAIP opening hours

Monday to Friday ☀ 9:00am to 12:30am | 1:30pm to 5:00pm

 **04 78 78 72 83**

 [baip@univ-lyon3.fr](mailto:baip@univ-lyon3.fr)

 **Net<sup>3</sup> > Études > Orientation & Insertion professionnelle**



## HELPFUL TIP !

The « **Affluences** » app gives you live attendance at the University Libraries.

 [www.affluences.com](http://www.affluences.com) | **Free Android or iPhone app**

If you want to learn or improve a language, please connect to the **Assimil** digital platform

 **Net<sup>3</sup> > Bibliothèque > Bibliothèque numérique**

Wi-Fi is available on the different campuses.





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■ USEFUL  
INFORMATION

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# GETTING TO THE UNIVERSITY

## Saint Exupéry Airport → Lyon

The Rhônexpress tram serves as a link between Lyon-Saint Exupéry Airport and the centre of Lyon. One-way ticket: 10€ (under 26).

 [www.rhonexpress.fr](http://www.rhonexpress.fr)

Other possibility: Taxi (between 50€ and 75€).

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## Train station → Manufacture des Tabacs

### From Part-Dieu train station (Single trip ticket: 1,90€)

- ☑ T4 Tram direction *Hôpital Feyzin Venissieux*:  
*Manufacture Montluc* stop
- ☑ Metro line B direction *Gare d'Oullins*:  
*Saxe-Gambetta* stop and then take line D direction  
*Gare de Vénissieux*: **Sans Souci** stop
- ☑ C25 bus direction *Saint-Priest Plaine de Saythe*:  
*Manufacture Montluc* stop

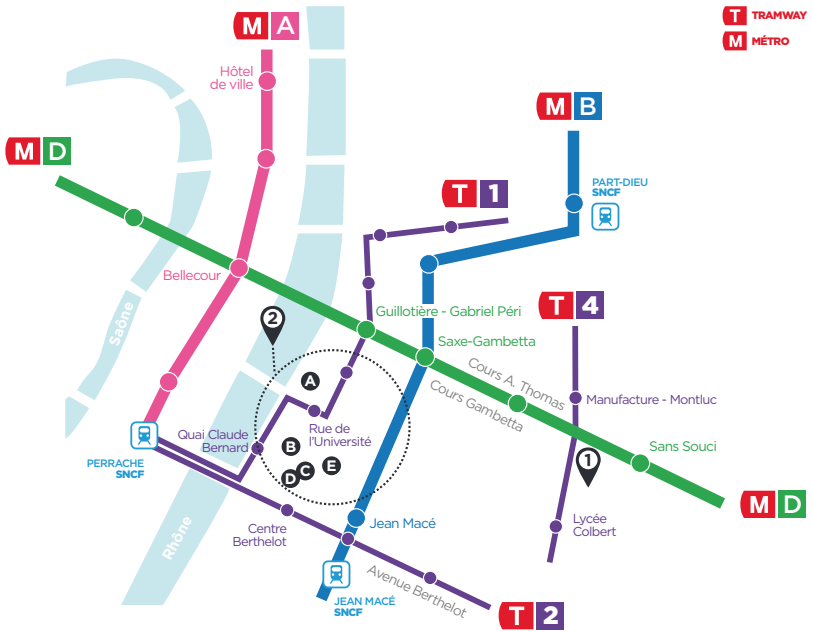
### From Perrache train station

- ☑ Metro line A direction *Vaux-en Velin La Soie*: **Bellecour** and then take line D direction *Gare de Vénissieux*: **Sans Souci** stop
-  [www.tcl.fr](http://www.tcl.fr)



## HELPFUL TIP !

You can leave your bags at our luggage service for one day. You have to enter the Manufacture des Tabacs campus via 6 Rue Rollet.



### 1 CAMPUS DE LA MANUFACTURE DES TABACS | Lyon 8<sup>e</sup>

- 📍 6 cours Albert Thomas
- 📍 6 rue Pr. Rollet
- 📍 1 avenue des Frères Lumière

### 2 CAMPUS DES QUAIS | Lyon 7<sup>e</sup>

- A** PALAIS DE L'UNIVERSITÉ 📍 15 quai Claude Bernard
- B** ATHÉNA DUGAS 📍 7 rue Chevreul
- C** IUT JEAN MOULIN 📍 88 rue Pasteur
- D** MILC 📍 35 rue Raulin
- E** CENTRE DE LA RECHERCHE EUGÈNE CHEVREUL 📍 18 rue Chevreul



## HELPFUL TIP !

Access Map

[www.univ-lyon3.fr](http://www.univ-lyon3.fr) > Plan d'accès





# YOUR KEY CONTACTS

## International relations office contact details

### Welcome contacts

General coordinator for the Reception Centre

**Chantal ORTILLEZ**

📞 04 78 78 70 08 ✉️ [chantal.ortillez@univ-lyon3.fr](mailto:chantal.ortillez@univ-lyon3.fr)

International Students

📞 04 78 78 73 93 ✉️ [etudiantsetrangers@univ-lyon3.fr](mailto:etudiantsetrangers@univ-lyon3.fr)

Welcome and renewal of residence permits

**Xueyang CAO**

📞 04 78 78 71 04 ✉️ [xueyang.cao@univ-lyon3.fr](mailto:xueyang.cao@univ-lyon3.fr)

Welcome and Young Ambassadors Programme

**Fannie DIETERLEN**

📞 04 26 31 86 29 ✉️ [fannie.dieterlen@univ-lyon3.fr](mailto:fannie.dieterlen@univ-lyon3.fr)

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### Program

DEUF Program

**Chantal ORTILLEZ**

📞 04 78 78 70 08 ✉️ [chantal.ortillez@univ-lyon3.fr](mailto:chantal.ortillez@univ-lyon3.fr)

SELF Program

**Sophie VERON**

📞 04 26 31 86 37 ✉️ [sophie.veron@univ-lyon3.fr](mailto:sophie.veron@univ-lyon3.fr)

Training courses for students in exile

**Fabienne FERRERONS**

📞 04 26 31 89 14 ✉️ [fabienne.ferrerons1@univ-lyon3.fr](mailto:fabienne.ferrerons1@univ-lyon3.fr)



## European Exchanges

Administrative coordinator of exchanges for the areas of **Cyprus, Spain, Greece, Italy, Malta, Portugal, French-Speaking Switzerland**

Contact coming soon

📞 coming soon ✉️ [pole-europe@univ-lyon3.fr](mailto:pole-europe@univ-lyon3.fr)

Administrative coordinator of exchanges for the areas of **the British Isles, Ireland, Kazakhstan, Russia & Ukraine**

**Doroteya OBRESHKOVA**

📞 04 78 78 73 72 ✉️ [doroteya.obreshkova@univ-lyon3.fr](mailto:doroteya.obreshkova@univ-lyon3.fr)

Administrative coordinator of exchanges for the areas of **German-speaking countries, Central & Eastern Europe, Northern countries**

Contact coming soon

📞 coming soon ✉️ [pole-europe@univ-lyon3.fr](mailto:pole-europe@univ-lyon3.fr)

## Non European Exchanges

Administrative coordinator of exchanges for the areas of **North America, South Africa, Oceania**

**Laetitia BELOT**

📞 04 26 31 85 72 ✉️ [laetitia.belot@univ-lyon3.fr](mailto:laetitia.belot@univ-lyon3.fr)

Administrative coordinator of exchanges for the areas of **Central and Latin America**

Contact coming soon

📞 coming soon ✉️ [pole-monde@univ-lyon3.fr](mailto:pole-monde@univ-lyon3.fr)

Administrative coordinator of exchanges for Asia **Asia**  
**Lucien YANG**

📞 04 78 78 75 28 ✉️ [lucien.yang@univ-lyon3.fr](mailto:lucien.yang@univ-lyon3.fr)

Administrative coordinator of exchanges for the areas of **the Middle East, North, French-speaking Africa and Turkey**

**Alida SAHLI**

📞 04 26 31 88 59 ✉️ [alida.sahli@univ-lyon3.fr](mailto:alida.sahli@univ-lyon3.fr)



## Useful Contacts at Lyon 3

### Student vice-presidents

✉ [vpe.contact@univ-lyon3.fr](mailto:vpe.contact@univ-lyon3.fr)

### Main reception (*Point Central d'Accueil*)

✉ [accueil@univ-lyon3.fr](mailto:accueil@univ-lyon3.fr)

### Lyon 3 emergency

In the event of fire, theft, tragic events, technical problems, etc.

📞 04 78 78 78 18

### Medical services

📞 04 78 78 78 80

### Enrollment hotline

📞 04 26 31 86 86

✉ [inscriptions@univ-lyon3.fr](mailto:inscriptions@univ-lyon3.fr)

## Useful contacts in Lyon

### Lyon tourism office

✉ [www.lyon-france.com](http://www.lyon-france.com)

### City of Lyon

✉ [www.lyon.fr](http://www.lyon.fr)

### Lyon Campus

✉ [www.lyoncampus.com](http://www.lyoncampus.com)

### Only Lyon

✉ [www.onlylyon.org](http://www.onlylyon.org)

### Lyon CROUS

✉ [www.crous-lyon.fr](http://www.crous-lyon.fr)



## EMERGENCY TELEPHONE NUMBERS

24-hour emergency service

- ☑ General Emergency 📞 112
- ☑ Ambulance 📞 15
- ☑ Fire 📞 18
- ☑ Police 📞 17

# CHECK-LIST

## Before your arrival

European students: get the European Health Insurance Card (EHIC) which must be valid for your whole stay.

Get a residence permit for the duration of your studies at Lyon 3.

Ask your current bank for your IBAN (International Bank Account Number).

Find accommodation for the first nights if necessary.

Subscribe to repatriation insurance.

Make sure you have enough cash and/or a debit card to cover initial costs.

Students with a disability: Before arriving in France, please contact your geographical coordinator and have any medical documents (health records and recognition of disability) translated into French.

Bring your learning agreement already signed by your home university with you.

Check that your mobile phone works in France.

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## Once you are in Lyon (Tips for integrating successfully)

Contact the International Office Team.

Connect to your Digital Work Environment (ENT).

Enroll to cultural and sports events.

Subscribe to the 3 types of compulsory insurance.

Participate to the welcoming cocktail for international student and to the student Welcome day.

Become a member of a student association.





# GLOSSARY

- ▣ **BAIP:** Bureau d'Aide à l'Insertion Professionnelle
- ▣ **BU:** Bibliothèque Universitaire
- ▣ **NET<sup>5</sup>:** Intranet étudiant de l'Université Jean Moulin
- ▣ **CIDO:** Centre d'Information, de Documentation et d'Orientation
- ▣ **OFIP:** Observatoire des Formations et de l'Insertion Professionnelle
- ▣ **PCA:** Point Central d'Accueil
- ▣ **PVE:** Pôle Vie Étudiante
- ▣ **SCUIO-IP:** Service Commun Universitaire d'Information, d'Orientation et d'Insertion Professionnelle
- ▣ **SGRI:** Service Général des Relations Internationales
- ▣ **SMPPS:** Service de Médecine Préventive et de Promotion de la Santé



- ▣ **CM:** Cours Magistral
- ▣ **TD:** Travaux Dirigés
- ▣ **UE:** Unité d'Enseignement
- ▣ **UEC:** Unité d'Enseignement Complémentaire
- ▣ **UEF:** Unité d'Enseignement Fondamental
- ▣ **UEO:** Unité d'Enseignement d'Ouverture













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SERVICE DES RELATIONS  
INTERNATIONALES

**Création - Conception - Mise en page**

Frédéric GERLAND

Photos: David VENIER

DOCUMENT NON CONTRACTUEL



WELCOME **GUIDE**

**INTERNATIONAL**  
STUDENTS



📍 **Manufacture** des Tabacs  
📍 Campus des **Quais**  
📍 Campus de **Bourg-en-Bresse**

[WWW.UNIV-LYON3.FR](http://WWW.UNIV-LYON3.FR)