Nominations procedures
- Exchange coordinators from partner institutions are asked to nominate exchange students using our online nomination tool: http://bit.do/nomination-global-BBA-EMLYON

After the nomination, 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.

Course catalogue

Eligibility
- To be eligible, students must be enrolled in a Bachelor programme. English level required: B2 (Common European Framework of Reference for Languages (CEFR))

Accommodation and cost of living
- Off-campus accommodation
Cost of Living: 800 euros 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.
- 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.

http://bba.em-lyon.com/eng
http://bbainternational-students.em-lyon.com

Contacts for agreements
- International Relations Manager
  Europe (except Germany and Italy) - Latin America - Asean countries
  Mrs. Sonia CAMPILLO GARCIA
  Tel: +33 (0) 4 78 33 79 13
campillo@em-lyon.com

- International Relations Manager
  Asia (except Asean countries) - North America - South Africa - Italy - Germany
  Mrs. Patrizia VIDONI-COUTIER
  Tel: +33 (0)4 72 18 29 16
  vidoni@em-lyon.com

23 avenue Guy de Collongue 69130 Ecully - France

Contact for incoming/outgoing students
- Nominations, etc.
  Mrs. Marie-Adeline BRUNON
  Tel: +33 (0)4 77 49 24 59
  brunon@em-lyon.com
  Incoming.globalbba@em-lyon.com
  Outgoing.globalbba@em-lyon.com

51 cours Fauriel 42100 Saint-Etienne - France

emlyon business school
- LYON • SHANGHAI • SAINT-ETIENNE • CASABLANCA • PARIS
23 avenue Guy de Collongue - CS40203 69134 Ecully cedex • FRANCE
em-lyon.com

51 cours Fauriel 42009 Saint-Etienne cedex 2 • FRANCE
bba.em-lyon.com
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 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 authorized to organise their exams individually with their professors;
- All students are expected to take their exams during the official exams periods.
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- 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

International Relations Manager

Europe (except Germany and Italy) - Latin America - Asean countries
Mrs. Sonia CAMPILLO GARCIA
Tel: +33 (0) 4 78 33 79 13
campillo@em-lyon.com

Asia (except Asean countries) - North America - South Africa - Italy - Germany
Mrs. Patrizia VIDONI-COUTIER
Tel: +33 (0) 4 72 18 29 16
vidoni@em-lyon.com

Incoming Students Coordinator

Mrs. Rona Zhangrong GUO
Tel: +33 (0)4 78 33 79 78
guo@em-lyon.com

Outgoing Students Coordinator

Mrs. Céline DARMAILLACQ
Tel: +33 (0)4 78 33 77 10
darmaillacq@em-lyon.com

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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