

## Frequent Asked Questions

### **Your contact:**

Incoming Master in Management Programme:

[incoming.master@em-lyon.com](mailto:incoming.master@em-lyon.com)

### **I would like to apply to emlyon business school as an exchange student: what should I do?**

You have first to contact the International Office or the International Department Coordinator in your home university. If there is an exchange agreement with **emlyon business school**, they will be able to give you the relevant information as well as application deadlines. Please note that your application as an exchange student must be sent to **emlyon business school** by your home university or department and not by yourself.

### **What are the pre-requisites?**

You have to be enrolled in a Master programme in your home institution or to have at least 180 ECTS credits (or equivalent) at your arrival to **emlyon business school**. You must have a level in English equivalent to: TOEFL : 600/ TOEIC : 900/ IELTS : 7.0/ B2 Common European Framework of Reference for Languages (CEFR)/a school certificate.

### **How do I enroll?**

You will receive a temporary login & password enabling you to fill in your Mobility on-line application. Incomplete files won't be processed. Please note that you cannot have access to our course outlines with this password.

### **How many courses shall I take?**

It depends on the requirements you have from your home university but you cannot enroll in more than 6 courses per semester (see the ECTS guide). On average a course is usually 24 face-to-face contact hours, i.e. 8 sessions (5 ECTS credits).

**Do you have any French Language classes?**

French language classes (levels A1, A2, B1) are given to students in exchange. Exchange students are required to have an on-line placement test in order to identify the above appropriate levels. The Language Unit will e-mail the instructions directly to the students concerned.

**How long does a course session last?**

One session lasts 3 hours on average with a 15 minutes break.

**What will be my budget at emlyon business school?**

Plan 1000 € per month, including rent.

**I am looking forward an accommodation. Can you help me?**

Please contact directly my colleagues in [internationaloffice@em-lyon.com](mailto:internationaloffice@em-lyon.com).

**I have a problem for my visa/study permit/EEF code.**

Please contact directly my colleagues in [internationaloffice@em-lyon.com](mailto:internationaloffice@em-lyon.com).

**I have a problem with my IAEL application.**

Please contact: Registraire inscriptions administratives [iael@em-lyon.com](mailto:iael@em-lyon.com).

**Are you using EWP system?**

Yes, we can digitally sign your learning agreement.

### **How can I get to the campus?**

> By plane if you arrive in Paris at the Paris- Charles de Gaulle/Roissy airport, take the TGV directly from the Charles de Gaulle airport to Lyon, or take the 'Roissy Rail' to the Lyon train station (Gare de Lyon) in Paris. Changing trains at 'Châtelet'. Then take the TGV to Lyon Part-Dieu.

If you arrive at the Saint Exupéry airport, take the shuttle tramway, Rhônexpress, to Lyon Part Dieu, train station. The shuttle bus leaves every 30 minutes and costs 15,20 € (if under 25 yearsage) for the trip, which is 30 minutes long. Then, take a taxi or the subway + bus to Ecully (see below).

From train station Lyon Part-Dieu to campus:

Subway B, direction Stade de Gerland, stop at Saxe Gambettam, then change to Subway D, direction Gare de Vaise, stop at Gorge de Loup, then change to

Bus n° 3, direction Dardilly Le Jubin, stop at Grandes

Ecoles Duration : 54"

> By train get off at Perrache railway station if it is possible (otherwise, get off at Part Dieu railway station). In all situations, once at Perrache you can take the bus n° 55 which will take you straight to Le Galion student residence for 2 € (get off at Ecole Centrale), or else take a taxi to Ecully which will cost you around 30 €. Expect a trip of 30 minutes.

### **What events are planned during the "Orientation Week"?**

> The first day: Mandatory Introduction meeting, IT presentation, Student Affairs Office presentation, and campus visit guided by the student association BDI, followed by a light cocktail. In the afternoon a seminar "introduction to French culture".

> In the first week: courses start, administrative registration needs to be completed (you will see personnel of Student Affairs Office in person)

### **When will I get my final login and password to emlyon business school?**

It will be send to you by email in due time. This password enables you to connect to **emlyon** business school intranet system and to our "virtual campus" **Makers' Board** which provides information relating to the program content and other activities. It also offers a variety of communication tools such as e-mail facilities, forums, and discussion groups.

### **Exams or assessments: What is the procedure?**

They usually take place at the end of each semester but it can depend on

classes & teachers. Please refer to the syllabus. There will be no re-sit exam in case of failure. Exchange students will take their exams in the same conditions as regular students. Exchange students are not authorized to organize their exams individually with the professors. All students are expected to take their exams during the official exams period.

**When will I receive my grades (transcript of records)?**

The transcript of records is usually sent directly to the partner institutions within 1-2 months after the exams.