

## FACTSHEET ACADEMIC YEAR 2020/2021

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makersem  
lyon  
business  
school

# Global Bachelor in Business Administration Saint-Etienne Campus

### Academic Calendar 2020/2021

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#### Fall Semester:

Early September to late December 2020

Deadline for Nomination: June 1, 2020

#### Spring Semester:

Late January to mid-May 2020

Deadline for Nomination: October 1, 2020

### Nominations procedures

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

### Workload

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A full semester workload is from 27.5 to 30 ECTS credits. Students enrolling for an exchange programme at the BBA level must choose to follow EITHER 3<sup>rd</sup>-year courses OR 4<sup>th</sup>-year courses (not possible to mix courses from both years). For students taking courses in the 4<sup>th</sup> year, it is possible to prolong your stay beyond the end of December, that is, until the end of January and thus obtain 10 extra ECTS credits.

### Course catalogue

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<http://bit.do/BBA-COURSES>

3<sup>rd</sup>-year courses are presently being substantially redesigned. A final list should be provided during the first quarter of 2020.

### Eligibility

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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

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Two main types of off-campus accommodation are generally available and applied for:

- **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. We usually advise choosing the following residence which is 10 minutes walking distance from the campus: <https://www.estudines.com/residence-logement-etudiant-saintetienne-17-13.html>
- **Room in a private home:** accommodation within a host family in town. This solution is highly appreciated by our students as they immerse themselves in French culture, while the terms of contract (dates, payments, deposit...) are more flexible depending on the landlord. The International Mobility Office has a few contacts, so if you are interested please contact them at the following email address: [incoming.globalbba@em-lyon.com](mailto:incoming.globalbba@em-lyon.com).

It is also possible to look for private rentals in town.

Overall cost of Living: 800 euros per month

### Health Insurance

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#### 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 (coming from outside the European Union)

### • Stay less than 3 months

You have no obligation to register with the French health insurance plan. However we strongly invite you to take out an international insurance policy back in your home country that will cover you during your stay in France. European Union students must have their European Health Insurance Card (EHIC) covering them for at least the whole of their stay.

### • Stay 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. You will also have to register with the French social security through a dedicated website: <https://etudiant-etranger.ameli.fr/#/> (available in English)
- **Non European nationals** have to register with the French Social Security through a dedicated website: <https://etudiant-etranger.ameli.fr/#/> (available in English)
- **Particular cases for students from the following countries have to provide the Student Affairs Office with the document indicated:**
  - Québec : form SE 401 Q106
  - Andorra: certificate SE 130-04
  - Monaco: the health coverage agreement issued by Monaco.

## Complementary health insurance

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

## Third-party liability

This insurance covers you when you cause damage to a third party. If you are not insured against this risk in your own country, you take out 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 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](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 visas (*visas de long séjour*)** are 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 Student Affairs Office.

As regards the latter kind of visa (visa - residence permit), students should take care to keep the official consular form with them at all times. This document is mandatory to confirm the visa upon arrival in France and at **emlyon business school**.

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

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

<http://bba.international-students.em-lyon.com>

## Contacts

### Incoming students

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### Outgoing students

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### Exchange Agreements and Partnerships

**Western Europe (except Austria, Germany, Italy) - Latin America**  
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## emlyon business school

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