Welcome guide for students and participants with a disability
Who is this welcome guide intended for?

If you have a temporary or permanent disability this booklet provides you information about the services available throughout your attendance at emlyon from admission to job-seeking or return to the job market.

The French Act of February 11 2005 on the equal rights and opportunities, the participation and citizenship of the people with a disability gives the following definition of disability:

“According to the present law, a disability is considered to be any limitation to activity or restriction to participation in the social environment suffered by a person due to a substantial, enduring or definitive impairment of one or more physical, sensory, mental, cognitive or psychological functions, multiple disabilities or a disabling health condition.”

Our approach to disability at emlyon

The disability and accessibility scheme

The scheme is open to the entire emlyon community: students attending the school or on an exchange program, participants, members of staff and the teaching faculty and includes:

- A special team,
- Awareness raising sessions,
- The creation and operation of a network of special advisors representing all the school’s departments and associations,
- The integration of a dedicated network of partners.
A special unit in the CSR team

The team is based in Ecully but works for and makes regular trips to the three French campuses.

Virginie Garcias - Special Advisor for disability
📧 handicap@em-lyon.com
📞 +33 (0)4 72 18 29 34
📍 CSR Department – Ecully Campus - Building B - 1st floor
⏰ Available Mondays, Tuesdays and Fridays from 10 am to 4 pm

Anouk Chaumentin - Nurse
📧 infirmerie@em-lyon.com
📞 +33 (0)4 72 18 46 38
📍 The healthcare center is located on the Ecully Campus in the Wellness Center, next to Building A near the “Pontet Crases” bus stop
⏰ Open Mondays to Thursdays from 8:30 am to 5 pm and Fridays from 8 am to 4 pm.

Individual support

The Disability Unit treats all matters confidentially. It is there to:

- Identify your needs and make sure everything goes smoothly regarding your course and your inclusion in school life,
- Suggest specific accommodations and solve any accessibility issues thanks to individual learning support,
- Liaise with external partners in order to find solutions to compensate for your disability,
- Liaise with the various departments at the school,
- Help you complete administrative and academic formalities.
Your admission

Before starting the process, contact the Disability Unit to seek help or support.

For undergraduates: Once you have been admitted, please complete the health form and the information about your disability on our IAEL on-line platform. This will simplify the start of the academic year and ensure you receive appropriate support.

For executive students, we suggest you contact the Disability Unit or your course disability advisor.

All information is kept strictly confidential.

Your time at the school

Obtaining accommodations

Once you have enrolled, please contact the school Disability Unit to arrange your arrival, if you have not already done so: handicap@em-lyon.com

You will be able to make an appointment with the nurse and the disability advisor to evaluate your initial needs.

Please provide the following, if they are available:

- Any recent medical records describing your medical condition: health certificates, medical reports quoting the diagnosis and repercussions, health check results and/or speech therapist’s reports, recognition of status as a disabled worker (RQTH) etc.

- Any educational support plans in place during your secondary or previous higher education such as the PAI, PPS or PAE in France.

- Your registration number or file from the Departmental Center for People with a Disability (MDPH) if you have one.

Depending on your situation, you may qualify for certain specific accommodations to
tuition methods, your timetable or exams. The team is also there to proffer advice, help you access course content and join in student life and provide career and job guidance.

Your tuition/curriculum

Possible accommodations

- Adapted exam conditions: extra time (an additional 1/3 or 1/2), separate exam room, use of your PC with special software etc.
- Modified curriculum: adapted timetable, support for your international project etc.
- Tools to simplify access to campus facilities: elevator access card, key fobs for the parking lot etc.
- Personal aid: note-taking, help with everyday life etc.
- Help with completing administrative formalities with organizations such as the MDPH disability center, the Agefiph disabled workers agency or Crous student services center.

Useful resources

The Wellness center by APICIL

The Wellness Center is a student welfare center (on the Ecully campus) which offers prevention, support and healthcare services for all three campuses to care for your health and wellbeing during your time at the school.

The Wellness Center offers the services of a nurse and psychologist and also organizes talks and workshops on particular topics (mindfulness, nutrition, addiction, healthy lifestyle etc.) in partnership with the student associations and healthcare professionals. A social worker has recently joined the staff.

The Wellness team is there to help you, raise awareness, provide information and make you think about the effect of your behavior on your health and wellbeing.

Contact: wellness@em-lyon.com
The Career Center

You can take advantage of the services and resources offered by the Career Center throughout your academic journey to help you find a rewarding long-term career which is just right for you!

The Career Center team is there to help you prepare for your future and find a job. They organize numerous workshops and meetups.

Contact: careercenter@em-lyon.com

The Learning Hub

The Learning Hub opening hours are as follows:

- **Ecully campus**: Mondays to Fridays 7:30 am to 10 pm and Saturdays 7:30 am to 2 pm accessible via an elevator with a code which can be obtained from the Disability Unit.
- **Saint-Etienne campus**: Mondays to Fridays 7:30 am to 10 pm and Saturdays 9 am - 1 pm
- **Paris Campus**: Mondays to Fridays 7:30 am to 10 pm and Saturdays 7:30 am - 6 pm

Contact: lh@em-lyon.com

Learning Hub Click & Collect

Check out the Learning Hub Click & Collect service. Order the documents you need online and simply come and pick them up from the Creativity & Learning Hub.

The document portal and some databases offer a host of functions to make life easier for people with disabilities.

Interlibrary lending

The PEB (interlibrary lending) service helps you get hold of various types of documents (books, theses, magazine articles etc.) which you might need and which are unavailable
from the Learning Hub by requesting them from external sources. It is open to everyone and free of charge.

Everyday life – Useful information at emlyon business school

Map - Getting around

- **Ecully Campus**: 23 avenue Guy de Collongue, 69130 ECULLY

From the Pontet Crases bus stop:

To reach building A, take the stairs from avenue Guy de Collongue.

Building A can also be reached via an elevator and footbridge from Building B
**Saint-Etienne campus:** Disabled access via the entrance located 51 cours Fauriel – 42009 Saint-Etienne.

* now equipped with automatic doors

**Paris Campus:** Disabled access via the entrance located 15 boulevard Diderot – 75012 Paris.

**Getting out and about**

- **In Lyon:** The Lyon mass transit operator TCL offers an individual transport service via its Optibus system. You can contact them on 00 33 4 37 25 24 24 or optibus.fr. It is also a good idea to contact the Departmental Council and the Lyon Metropolitan Area Disability center (MDMPH): handicap@grandlyon.com

- **In Paris:** [https://www.ratp.fr/accessibilite](https://www.ratp.fr/accessibilite)

- **In Saint-Etienne:** [https://www.reseau-stas.fr/fr/handistas/71](https://www.reseau-stas.fr/fr/handistas/71)
Housing

These are the most popular websites with our students:

**emlyon business school housing platform**

Thousands of accommodation offers in the vicinity of our campuses (private landlords, student residences, real estate agents etc.) can be consulted at [http://housing.em-lyon.com](http://housing.em-lyon.com)

**Information about housing on our dedicated web page**


Housing is available for people with reduced mobility:

**Le drakkar (Ecully campus)**
Manager: Virginie Kasperek
Tel: 00 33 7 77 28 26 97
Email: lyonecully@cardinalcampus.fr
Website: [https://www.cardinalcampus.fr/residence/le-drakkar](https://www.cardinalcampus.fr/residence/le-drakkar)

The residence has five rooms with wheelchair access. The Drakkar common room on the first floor of building C can be reached by an elevator. The residence is near shops and mass transit facilities making it easy to go downtown.

**Lyon and Saint-Etienne Crous (regional center for student services)**
Website: [https://www.crous-lyon.fr/](https://www.crous-lyon.fr/)

**Paris Crous**
Site web: [https://www.crous-paris.fr/](https://www.crous-paris.fr/)

**Grants and financial support**

- Financial difficulties: Students facing financial hardship should directly contact the financial assistance unit: canbel@em-lyon.com

- The Departmental Center for People with a Disability (MDPH)
You may be entitled to additional support on top of the usual grants (Crous bursaries, state social benefits etc.). Our team can help you apply to the MDPH. You may then qualify for living allowances (subsidies for purchasing technical aids, employment of a carer, transport between home and university).

**Sport**

- **Ecully campus:**

  The gymnasium and dance studio are accessible. Please note the floor in the entrance area is not flat. The weights room and dojo are on the first floor and there is no step-free access.

- **Saint-Etienne campus:**

  The fitness center, weights room and dance studio were refurbished last September and are now accessible for the disabled. The sports hall is accessible for people with reduced mobility. Facilities include reserved showers and changing rooms. However, wheelchair users may encounter difficulties using the toilets.

- **Paris Campus:**

  There are no internal sports facilities on the Paris campus.

  We use a number of private and public amenities most of which meet accessibility standards.

  As part of our sports offer, we provide special instructor-led sessions for students with a disability. You should directly contact the organizers of these activities to discuss your special needs.

**Student associations**

The Disability Unit works with students to make student life more inclusive. The student associations have published a booklet entitled “making events inclusive” and are working on a disability awareness campaign for all students.
CONTACT

handicap@em-lyon.com

emlyon business school
www.em-lyon.com