

Welcome guide for students and participants with a disability

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Who is the intended audience of this guide?

This booklet is written for anyone with a temporary or permanent disability, to inform them of the services available to them at each stage of their time at **emlyon** business school, from admission through to the search for an internship or a job.

The French Law of February 11, 2005 on the equal rights and opportunity, participation and citizenship of people with a disability defines disability as follows:

“Within the meaning of this law, a disability is deemed to be any limitation of a person’s activity or restriction of their participation in life in society in their environment because of a substantial, long-term or permanent deterioration in one or more of their physical, sensory, mental, cognitive or intellectual functions, a poly-disability or a debilitating health condition”.

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Our approach to disability at emlyon business school

The disability and accessibility provisions

The provisions are **open to the entire emlyon community**: students enrolled at the School or on an exchange program on our campuses, participants, members of staff and faculty.

They provide for:

- A dedicated team
- Awareness-raising sessions
- The coordination and training of a network of advisors among all the School's professional departments and associations.
- Membership of a dedicated network of partners

Personalized support:

The **Disability Unit's** work is totally confidential. Its **role** is to:

- Identify the needs of people with a disability and make sure their studies progress as smoothly as possible and that they settle into campus life at **emlyon** business school
- Suggest specific accommodations and address any accessibility issues by setting up individualized learning support
- Liaise with external partners in order to find solutions to compensate for the student's disability
- Liaise with the various departments at the School
- Help the student complete the administrative and academic formalities.



A dedicated unit within the Social and Environmental Commitment (SEC) team

The Disability Unit, whose staff is based in Écully, works for all of the French campuses (Paris, Saint-Etienne and Écully) and is regularly present on all three sites.



Maxence ROGUE - Disability and Inclusion Advisor

✉ handicap@em-lyon.com
<https://calendly.com/rogue-maxence>

☎ +33 (0)4 72 18 46 37

📍 Social and Environmental Commitment (SEC) Department – Ecully Campus – Modular areas (Building B parking lot)

🕒 Open on Monday to Thursday, 9:00 AM - 05:00 PM. Friday: 09:00 AM - 04:00 PM



Anouk CHAUMENTIN Nurse on the Ecully campus in partnership with Dr. BUSSIÈRE – Doctor certified by the CDAPH (Commission for the rights and autonomy of people with disabilities)

✉ infirmerie@em-lyon.com
<https://calendly.com/chaumentin>

☎ +33 (0)4 72 18 46 38

📍 The healthcare center is located on the Ecully campus in the Health & Wellbeing center (next to Building A, near the “Pontet Crases” bus stop).

🕒 Open on Monday, Tuesday, Thursday, 9:00 AM - 05:30 PM. Friday: 09:00 AM - 04:30 PM



Alicia MILLA – Nurse on the Saint-Etienne campus in partnership with Dr. BUSSIÈRE – Doctor certified by the CDAPH (Commission for the rights and autonomy of people with disabilities)

✉ infirmerie@em-lyon.com
<https://calendly.com/milla-alicia>

☎ +33 (0)4 77 49 24 63

📍 The healthcare center is located on the Saint-Etienne campus in the Health & Wellbeing center – Room 2311

🕒 Open on Monday and Thursday, 8:30 AM - 05:30 PM

Your admission

Please contact the Disability unit, as soon as possible, to send your assistance or support request while applying for eligibility (competitive entrance exam, file registration...) : handicap@em-lyon.com

- **If you are a student undertaking your initial training:** once you have been admitted, please complete the health form and the information about your disability on our IAEL online platform so that you can receive appropriate guidance and support.
- **If you are taking part in a continuing education program:** please contact the Disability Unit and your program coordinator.

Any information you provide will remain strictly confidential.

Your studies at the School

Obtaining accommodations

Once you are enrolled, prepare your arrival in advance by contacting the School's Disability Unit at: handicap@em-lyon.com.

You will be able to make an appointment with the Disability advisor for an initial needs assessment. If your situation requires medical supervision, the nurse or the doctor in the Disability Unit will also attend this interview. Any subsequent request for accommodation will be approved and certified by Dr. Bussière.

You will be asked to provide the following documents:

- Any recent medical records testifying to your medical condition:** doctor's certificates, medical reports mentioning the accommodations, medical check-up results and/or speech therapist's reports, official recognition of disabled worker status, etc.
- Any educational support plans in place during your secondary education** or previous higher education, such as the PAI, PPS or PAE in France.
- Your MDPH registration number** or a statement certifying that you have registered with the MDPH (the Departmental Center for People with a Disability), if applicable.

Depending on your situation, you may qualify for certain specific accommodations to tuition methods, your timetable or exams.

The team is also there to offer advice, help you access course content and join in student life, and provide guidance and support with finding a job.

The possible accommodations:

- Adapted exam conditions: extra time (an additional one-third or one-half of the allotted time), separate exam room, use of your PC with your 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, the Crous student services center, etc.

Useful resources

The Health & Wellbeing center

The **Health & Wellbeing center by APICIL** is a multi-campus space where students can find information, preventive healthcare, guidance and advice.

It is open:

- On the Ecully campus: every day except Wednesdays
- On the Paris and Saint-Étienne campuses: on Mondays and Thursdays

The Health & Wellbeing center:

- Offers the help of a **nurse** or a **psychologist**
- Runs **talks** and **workshops** on specific topics (mindfulness, nutrition, addictions, lifestyle factors, etc.)

The Health & Wellbeing team is there to help you, raise awareness of certain issues, inform you and question you about your behavior with regard to health and wellbeing.

✉ Contact: polesante@em-lyon.com

The library

The library opening times are as follows:

- **Ecully campus:** Monday to Friday, 07:30 AM - 10:00 PM and Saturday 07:30 AM - 02:00 PM.

Accessible by elevator with a special code available on request from the Disability Unit.

- **Saint-Étienne campus:** Monday to Friday, 07:30 AM - 10:00 PM and Saturday, 09:00 AM - 1:00 PM.

- **Paris campus:** Monday to Friday, 07:30 AM - 10:00 PM and Saturday 07:30 AM - 06:00 PM.

✉ Contact: library@em-lyon.com

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

Interlibrary lending

The interlibrary lending service endeavors to supply any type of documents you may need (books, dissertations, journal articles, etc.), and which are not in the **emlyon** libraries' catalog, as quickly as possible.

Take advantage of this on-request service on the library website:

🌐 library.em-lyon.com

The Career Center

The **Career Center's** range of services and resources is available throughout your course to support you and guide you to an employability that is just right for you.

The Career Center team can prepare you, guide you and ease your transition into the workforce. It runs a wide variety of workshops and gatherings.

✉ Contact: careercenter@em-lyon.com

Useful information for everyday life at emlyon business school

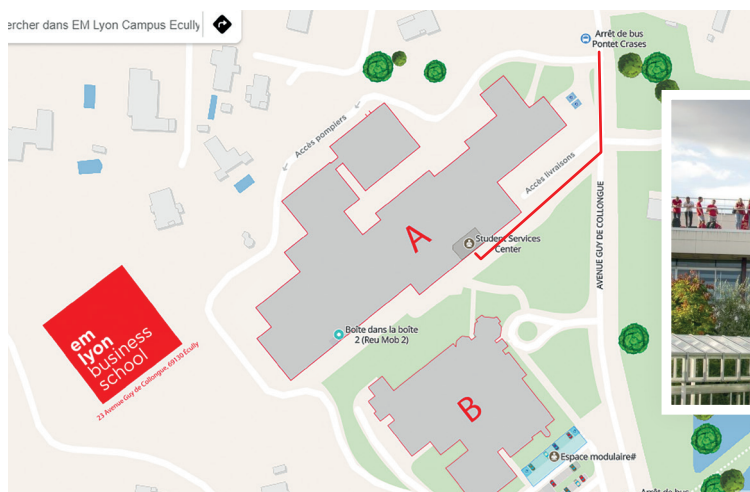
Campus accessibility

Parking	Guy de Collongue	Building E	The delivery dock	Health & Wellbeing center	Saint-Louis <i>All public</i>	Saint-Louis <i>Staff</i>
Nb of places	4	2	1	1	2	2

Ecullly campus:

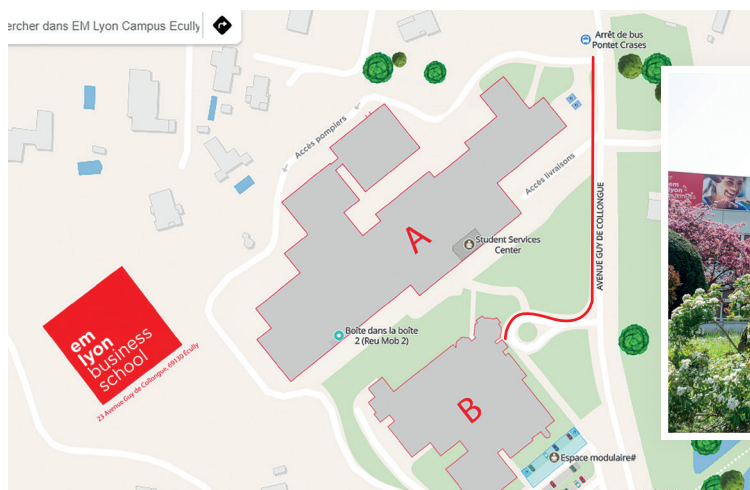
📍 23 avenue Guy de Collongue, 69130 Écully

→ From the “Pontet Crases” bus stop: from Avenue Guy de Collongue, the closest access is by the stairs. The disabled accessible entrance is located at building B.



Parking spaces for people with disabilities

→ There is an elevator in Building B. You can then reach Building A by a walkway.



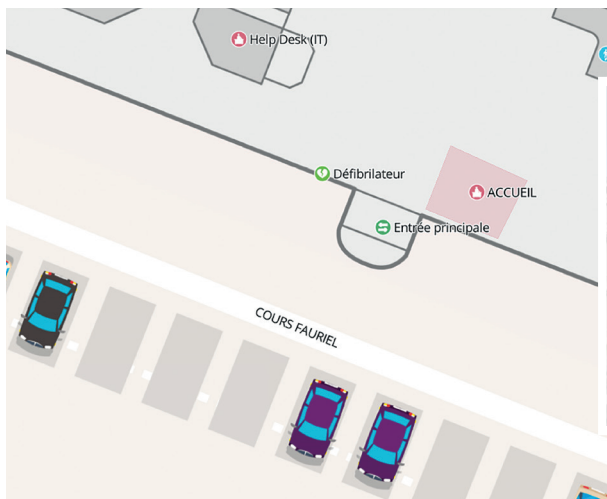
Elevators for people with disabilities

Building A	Building B	Building C	Building E
2 elevators to access all levels			
1 hydraulic platform to access the rooftop from the cafeteria	1 elevator to access all levels	1 elevator to access all levels	No elevator but disabled-office area on ground floor
1 elevator in the Julie-Victoire Daubié amphitheater			

Saint-Etienne campus:

→ The entrance to the building is located and is disabled-accessible. (The access doors are now automatic.)

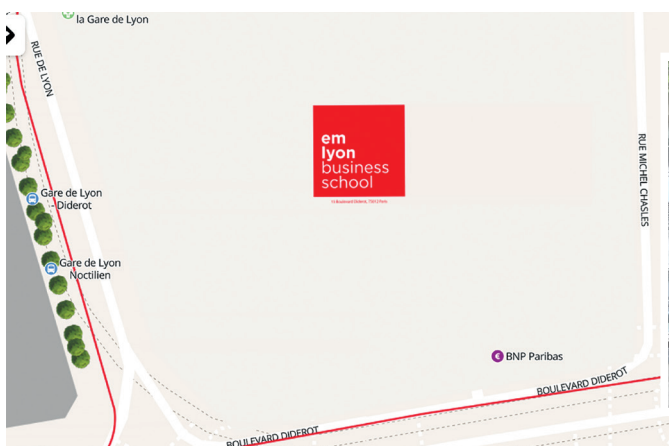
📍 51 cours Fauriel, 42009 Saint-Étienne.



Paris campus:

→ The entrance to the building is located and is disabled-accessible.

📍 15 boulevard Diderot, 75012 Paris.



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Getting out and about

In Lyon:

To request individual transportation, contact the Optibus service run by Transports en Commun Lyonnais (TCL): call 04 37 25 24 24 or email 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:

Find information about the accessibility of public transportation in Paris from the RATP:

🌐 <https://www.ratp.fr/accessibilite>

In Saint-Etienne:

Find information about the accessibility of the public transportation services run by STAS:

🌐 <https://www.reseau-stas.fr/fr/handistas/71>

Housing

Find information about student housing on our dedicated web page

<https://masters.em-lyon.com/fr/le-logement>

emlyon business school's student housing service runs a platform to put potential tenants in touch with owners. Browse housing offers in the vicinity of the School's campuses (private landlords, student residences, real estate agents etc.) at:

🌐 <https://em-lyon.studapart.com/fr/>

A range of housing suitable for people with reduced mobility is available:

- **Écully campus:**

- **Le Drakkar student residence (Écully)**

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

- **Virginie Kasperek - Manager:**

- ☎ 07 77 28 26 97

- ✉ lyonecully@cardinalcampus.fr

- 🌐 <https://www.cardinalcampus.fr/residence/le-drakkar>

- **Lyon and Saint-Etienne Campus:**

- **Lyon and Saint-Etienne Crous** (regional centers for student services)

- 🌐 <https://www.crous-lyon.fr/>

- **Paris Campus:**

- **Paris Crous** (regional center for student services)

- 🌐 <https://www.crous-paris.fr/>

Grants and financial support

- **Students experiencing financial hardship** can contact the social worker directly to examine possible solutions: emetud@interface-es.fr
- The Disability Unit can help you **apply to the MDPH** (the Departmental Center for People with a Disability). 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 the dance studio are disabled-accessible. However, please note that the floor covering 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 have been refurbished and are now disabled accessible. Facilities include reserved showers and changing rooms. However, the openings to the toilets are difficult to grasp for wheelchair users.

Paris Campus:

The campus does not have indoor sporting facilities.

The majority of the outdoor facilities we use, whether public or private, meet accessibility standards.

emlyon business school's sports offering includes special instructor-led sessions for students and learners with a disability. To take part in sporting activities suited to your situation, contact the sport center: sportcenter@em-lyon.com

Student associations

The Disability Unit works with the students to make the events organized by the student associations **more inclusive**. It is also working with the students on a **disability awareness campaign**.

To anticipate potential impediments to involvement in association activities or to submit suggestions for improving accessibility, don't hesitate to contact the Disability Unit.

If you need information, guidance or support with your formalities and procedures, contact us at handicap@em-lyon.com

We are also open to any suggestions you may have for additions or improvements to this welcome guide.



Contact

handicap@em-lyon.com

emlyon business school

www.em-lyon.com

emlyon business school Campuses

LYON-ECULLY

23 avenue Guy de Collongue
CS 40203
69134 Ecully cedex - France
em-lyon.com

SHANGHAI

Asia Europe Business School
155 Tan Jia Tang Road
Minhang District
Shanghai 201199 - People's Republic of China
www.em-lyon.com.cn

SAINT-ETIENNE

51 cours Fauriel
CS 80029
42009 Saint-Etienne cedex 2 - France
bba.em-lyon.com

PARIS

15 boulevard Diderot
75012 Paris - France
em-lyon.com

BHUBANESWAR

Xavier City Campus
Plot No:12(A) - Nijigada - Kurki - Harirajpur
Pin: 752050 - Dist.-Puri - Odisha - India
xibs.edu.in

MUMBAI

emlyon Campus
St Xavier College
5 Mahapalika Marg
Mumbai 400-001 - Maharashtra - India
xibs.edu.in



Visit our campuses on Google Street View



@emlyon



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