

FREQUENTLY ASKED QUESTIONS

Incoming Master in Management (MiM) exchange students 2025–2026

em
lyon
business
school



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FAQ – BEFORE YOUR ARRIVAL

Who is my contact?

Incoming Master in Management, PGE:

Eléa Junker-Régis (she/her), International Mobility Coordinator;

incoming.master@em-lyon.com

Application to emlyon business school

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

You first need to contact the International Office or International Department Coordinator of your home university. If there is an exchange agreement between your home institution and **emlyon business school**, they will be able to give you the relevant information as well as the application deadlines.

- **Do I need to be nominated by my home institution before applying to an exchange period?**

Yes, your home university needs to nominate you before you're able to give us an application.

Important: please note that being nominated does not mean that you will be automatically accepted, you still have to apply and give us the necessary documents. This nomination must be sent to **emlyon business school** by your university's International Mobility Coordinator, not by yourself.

- **What are the prerequisites to be eligible for an exchange program at emlyon business school?**

You must be enrolled in a Master program in your home institution or to have at least 180 ECTS credits (or equivalent) at your arrival at **emlyon business school**.

You must have an English-proficiency equivalent to: TOEFL: 600/ TOEIC: 785/ IELTS: 6.0/ B2 Common European Framework of Reference for Languages (CEFR)/an institutional letter to confirm your English level.

➤ **Is there an academic minimum required level for acceptance?**

No, the only criteria for acceptance are cited just above.

➤ **What are the deadlines for an application as an exchange student for a semester at emlyon business school?**

The applications deadlines are as follows:

Fall semester 25/26: May 15th, 2025

Spring semester 25/26: October 10th, 2025

➤ **What documents do I need to provide for an application?**

The application documents are as follows:

- A cover letter in English
- Your CV in English
- A copy of your passport or your ID
if you're European (please note that your document must be valid for the entire duration of your mobility)
- Your latest transcript of records (an English version is better)
- A proof of English proficiency

➤ **Can I apply for an exchange semester if my university doesn't have an agreement with emlyon business school?**

You might be eligible to apply on your own as a free mover student as part of the Study Abroad fee-paying program. For more information, please contact freemovers@em-lyon.com.

➤ **Is there a limited number of places for exchange students?**

Yes, there is, but your home university is aware of this and nominates students within the agreed number of places between our institutions.

➤ **When will I know if I'm officially accepted and receive my acceptance letter?**

For the Fall semester, you should receive an answer with your letter of acceptance a few weeks after the end of the application deadline on May 15th, 2025.

For the Spring semester, you should receive an answer with your acceptance letter a few weeks after the end of the application deadline on October 10th, 2025.

➤ **What should I do if I have to cancel or postpone my exchange?**

You should let your International Mobility Coordinator know firsthand, from your home institution, and at **emlyon business school** through the address incoming.master@em-lyon.com. Depending on your situation, you will be advised and guided throughout the process.

Academic calendar

➤ **When does the exchange semester begin and end?**

At **emlyon business school**, semesters are divided into Cycles.

The Fall semester of 25/26 takes place between September 1st, 2025, and December 20th, 2025, divided into:

- Cycle 1: September 1st, 2025, to October 25th, 2025
- Cycle 2: October 27th, 2025, to December 20th, 2025

The Spring semester of 25/26 takes place between January 6th, 2025, and April 25th, 2025, divided into:

- Cycle 3: January 6th, 2025, to February 28th, 2025
- Cycle 4: March 4th, 2025, to April 27th, 2025

➤ **Is there an orientation session before classes start?**

Yes, you will have a Welcome Event before the semester begins on campus, where you'll be able to meet the staff and your peers with a presentation of the program and an overall visit. More details will be sent to you by your mobility coordinator after the application period.

➤ **When do I register to courses?**

If your application is accepted, you will be able to register to courses in July for the Fall semester and in October for the Spring semester.

The appropriate information about this process will be sent to you by your mobility coordinator after the application period.

➤ **When are the vacations and public holidays?**

The campus will close for approximately 10 days in December for the Christmas break, official dates will be communicated on the Makersboard in due time.

National public holidays for 2025–2026:

- Toussaint: November 1st
- Armistice: November 11th
- Christmas day: December 25th
- New Year's Day: January 1st
- Easter Monday: April 6th

➤ **When are the exam periods?**

Exams for elective courses usually take place during the last days of each Cycle, therefore you must stay available during the whole Cycle.

Please note that sometimes exams can take place a few days after the Cycle ends.

Teachers of each course will let you know when classes start when and how their exams should take place.

➤ **Is there a make-up session for exams?**

No, there is no make-up sessions for elective courses.

➤ **Is there an add/drop period after the start of the semester?**

No, once the semester has begun, you will not be able to add, drop or switch courses anymore.

➤ **When do I receive my final timetable?**

The final timetable should be available on your Makersboard after your course registration period.

➤ **When will I receive my transcript of records?**

Your official transcript should be sent to you and your home institution 2 months after your last Cycle ends.

Administrative registration at emlyon business school

➤ **How and when do I officially register at the school?**

After your official acceptance from the international mobility team, you will be contacted by our internal services to do your IAEL (i.e.: online administrative registration) through your **emlyon business school's** student address.

You need to go through this process as soon as possible to complete your file so we can make sure that we edit your student card by the time you arrive to France.

For any issues with this process, you can contact them at iael@em-lyon.com.

➤ **Are there any registration fees for exchange students?**

No, exchange students are exempted from paying any fee.

➤ **Where and when can I pick up my student card?**

If you completed your IAEL in due time, your student card should be ready for the Welcome Day orientation session, where it will be given to you. Otherwise, you will be told when it is ready via mail and will be able to pick it up at the Welcome Desk on campus.

➤ **What is my student card for?**

You must have it in your possession all the time on campus. It is required to confirm your student status, to sit your examinations as well as to be able to get student discount in places that offer it.

On Lyon campus with your card, you can:

- Gain access to the campus
- Make photocopies/Print documents (top-up on internet)
- Eat at the CROUS restaurant (top-up via the IZLY application)

Course choice and registration

➤ **Where can I find the list of courses available to exchange students?**

The list can be sent on demand by the international mobility coordinator of the PGE program for incoming exchange students by mail before the acceptance of the application.

After the application is officially accepted, you will have access to emlyon **business school's** syllabi database, "Simple Syllabus", via your Makersboard.

➤ **Are there any restrictions on the courses I can choose as an exchange student?**

For the Master in Management (MiM) from the Grande Ecole Program (PGE) exchange students, only master's level elective courses can be chosen. You cannot choose courses from other programs.

Within the elective course catalog, you can choose freely courses from any department.

Please note that you cannot choose the same course from one Cycle in another Cycle. For exchange students, you can choose courses without pre-requisites.

➤ **Are courses mainly face-to-face or are there online options?**

Most of the courses are held face-to-face, but some are offered entirely online or are hybrid.

Although please note that exchange students do not have the priority for online courses.

➤ **How and when can I register for courses?**

You will be able to register to courses online through our course registration platform (ALEAUR) during two periods in the year according to your exchange semester:

- Fall semester – course registration in June/July
- Spring semester – course registration in October/November

Your international mobility coordinator at em**lyon business school** will contact you and guide you through this process, and webinars will be done for accepted students to help them as well.

➤ **Is there a specific period for adding or deleting courses?**

You will be able to delete courses near the end of the course selection process, although please note that you won't be able to add more courses.

➤ **Can I change my course selection after I arrive?**

No, after the semester starts you will not be able to add, drop or switch courses anymore.

➤ **Are there any language courses for international students?**

Yes, we offer French courses for foreign students. You can be enrolled in French language classes for levels: A1, A2, B1.

Exchange students are required to take an online placement test to determine the appropriate group they will be placed in.

The Language Department will email the instructions directly to the students to let them know about the procedure.

For your information, enrolling to languages courses happens after the official course registration process.

Also note that French language courses are not mandatory and do not bear credits, although it will appear in your transcript of records.

➤ **How many credits do I need to take during my exchange semester?**

You need to be enrolled in at least two courses during your exchange, worth 10 ECTS overall. You can take up to six courses during your exchange, worth 30 ECTS overall.

You should check with your home institution how many credits you need to validate during your stay.

➤ **What grading system is used and how does it work?**

Grades in France are awarded on a scale of 0 to 20. 20 being the highest and 0 being the lowest.

Grades from 10 to 20 are considered as « pass ». The passing grade that allows students to obtain credits for each subject is 10/20.

French grade	French appreciation term	English translation
16-20	Très bien	Very good
14-15.9	Bien	Good
12-13.9	Assez bien	Ample sufficient
10-11.9	Passable	Almost sufficient
0-9.9	Ajourné	Insufficient

Accommodation

➤ **Does the school offer on-campus housing?**

No, emlyon business school does not offer on-campus housing. However, we have a list of private partners that are specialized in student housing and that will be available to help you in your search for accommodation.

➤ **What types of housing are available for exchange students (dormitory, shared apartment, private accommodation, host family)?**

Here is a list of housing options that are available to exchange students in Lyon: halls of residence, private accommodations, flat share, intergenerational housing, mutual exchange or property swap, short-term rental.

All these options are presented and explained in our Student Accommodation Guide.

➤ **Is there a cost difference between the different housing options?**

Among the options cited above, those that rely on sharing an apartment are obviously cheaper (flat share, intergenerational housing, etc.)

Halls of residence are also cheaper, but there are fewer rooms available. For private housing, please note that the average monthly rent for a studio is around 600 euros.

➤ **When should I apply for housing?**

You should look for an accommodation as soon as possible after receiving your official letter of acceptance. Tips on when and how to look for housing is given in our Student Accommodation Guide.

➤ **Is there a waiting list for accommodation?**

There might be, usually our partners let us know whenever they have rooms or flats available and we let our students know.

➤ **How much does housing cost on average per month?**

As mentioned above, private housing costs around 600 euros per month. For a flat share, the average price is set around 500 euros per month. For a hall of residence room, the average price is set around 400 euros per month. For short-term rentals, the average price for an Airbnb night in Lyon is around 80 euros.

➤ **Who do I contact if I have a problem with my accommodation?**

For any issues regarding accommodation, you can contact this address: housing@em-lyon.com

Visa

➤ **Do I need a visa for my exchange semester?**

It all depends on your nationality: if you are a citizen of a member country of the EU, the EEA or from Switzerland; you don't need a visa.

You can also check [here](#) whether you need a visa or not.

You can also check on this [website](#) if you are entitled to the pre-consular process "Etudes en France".

If you are not subject to the « Etudes en France » pre-consular procedure, you will have to apply directly with the French consulate. Check on [France-visas](#) website to find out how and where you can apply depending on your country of residence.

➤ What type of visa should I apply for?

You will usually need to ask for a student visa, depending on the length of your stay:

- For a training course not exceeding three months, you will be issued a [short-stay visa](#);
- For a training course exceeding three months or six months, you will be issued a temporary [long-stay visa](#), which will require no further formalities on your arrival in France;
- For training or a course exceeding six months, you will be issued a [long-stay visa](#), equivalent to a residence permit, which will be subject to further [formalities on your arrival in France](#).

➤ How do I get my visa and how long does it take?

The [France VISAS](#) website has set up a [simulator](#) accessible by everyone so that you can know the complete list of documents that will be asked of you.

You will also find on our partner [livinfrance's website](#) a course that will explain the procedure step by step, you just have to let yourself be guided.

Please note that you will first have **to be accepted** to **emlyon** business school and have **completed your administrative integration** (see IAEL section) to apply for your visa. This application **must be filled at least 3 months before arrival in France**.

➤ What documents do I need to apply for my visa?

To apply for your visa, you will need at least the following items:

- A recent passport photo that meets the standards

- Passport issued less than 10 years ago, with at least 3 months of validity left after the visa expires
- Application fee (non-refundable)
- Countries with the EEF-Etudes en France procedure: Campus France pre-registration certificate
- Countries outside the EEF-Etudes en France procedure: Certificate of pre-registration in a higher education institution
- Proof of accommodation:
 - If the accommodation has been rented: copy of the lease
 - If free accommodation is provided: certificate from the host on plain paper and a copy of his/her French identity card, 3 rent receipts, rental contract or a copy of the property tax for those who own their accommodation,
 - For accommodation in university halls of residence: certificate from the CROUS

[livinfrance help you to get your VISA easily with our accommodation certificate, you can get it instantly, click here](#)

- Proof of sufficient means of living for the duration of your stay:
 - French or foreign government scholarship holders: certificate of scholarship
 - For other applicants: a monthly minimum of €615 is required, i.e. €7380 for one year of study.

The following proofs must be provided (one of them)

- Bank certificate of deposit in a French bank account ;
- Proof of sufficient, reliable and regular resources;
- Support from a sponsor who must justify sufficient and reliable resources/

Depending on the country of deposit, additional documents may be required.

Health/travel insurance may be required by the embassy for your visa application

➤ **Does my visa allow me to work during my stay?**

You will be allowed to work only if you have a long-stay visa (up to 964 hours per year).

A short-stay visa will not allow you to work during your time in France.

➤ **Do I have to register my arrival with the local authorities once I'm there?**

If you have a long-stay visa type D, you have to validate it on the [ANEF](#) platform. Log in and follow the instructions.

The validation is mandatory and must be done **in the three months following your arrival** in France.

➤ **Can my visa be extended if I want to stay longer?**

You will not be able to extend a short-stay visa.

If you have a long-stay visa the situation is different.

First, you will need to validate your visa. It then becomes a “residence permit”. Therefore, it won't be a “visa renewal” but a “residence permit renewal”.

Please note that you will have to renew your residence permit **from 4 months until MAX 60 days before the expiration of your current permit/visa**. You can do it online! Try to do it 4 months before even if you don't have all the documents, you can upload a document later. Otherwise, you will have to pay a delay tax of €180 (in addition to the usual residence permit card tax). After this deadline, the school will not be able to contact the prefecture to request information about your application.

If you plan to apply for or renew your residence permit via the ANEF (Administration Numérique pour les Etrangers en France) portal, you must sign and date the contract attached and enclose it with your proof of address. The version must be attached in French with your proof of address.

Insurances

➤ Do I have to take out health insurance for my stay?

- Students **staying < 120 days** must come to France with an **international Insurance** covering them in France. This insurance is **mandatory** and is also requested to get a Visa.
- Students **staying > 120 days that have a pre-existing illness**: if you need medical follow-up in France, you must come with an **international insurance** covering you in France for this medical issue and other emergencies **for your entire stay!**
- General case for students staying > 120 days: you must **come with a travel insurance** covering you in France **for the first 120 days**. This is also requested to get a Visa.

➤ Is my home country's health insurance sufficient, or do I need to take out local insurance?

Citizens of the European Union, Iceland, Liechtenstein, Norway and Switzerland:

- You can be holders of an EHIC. You must use this card when going to the doctor, pharmacy, hospital...
- Request your EHIC asap from your health insurance system in your country before coming to France!

More info: https://www.cleiss.fr/particuliers/ceam_en.html

If you do not have the EHIC and cannot have it before coming to France, you will still be able to register to the French "sécurité sociale" once you arrive in France via <https://etudiant-etranger.ameli.fr/#/> but the process is long, so we do recommend that you come with your EHIC to ease your stay in France.

➤ Does the school offer insurance for exchange students?

You don't have an international/travel insurance?

You can take one with our partner: **HEYME** and get **10% discount** with code "**EMLYON-10**". They can offer a Schengen insurance called: "**World Pass**"

➤ **Does my insurance cover local medical and hospital expenses?**

It is indeed possible but check with your insurer for details about your coverage.

➤ **Is there specific insurance for student accommodation?**

No, but our partner LivinFrance can recommend different insurance covers.

Documentation needed

➤ **What documents do I need to have with me when I arrive?**

Please find below a list of documents we recommend you take with you during your exchange:

- Passport (or ID card for EU - Iceland - Liechtenstein - Norway - Switzerland citizens only) + a scanned copy
- Original birth certificate (in the original language) + a scanned copy
- European Health Insurance Card (for EU - Iceland - Liechtenstein - Norway - Switzerland citizens only) valid for at least the full academic year (September 1st to August 31st)
- International insurance certificate AND repatriation insurance certificate valid for all your stay in France + a copy
- Important medical record: your vaccination records and your prescriptions for current treatments

➤ **Do I need to translate any documents before I arrive?**

It's generally a good idea to translate important documents before you arrive. This can help things go more smoothly, especially for administrative processes or in case of emergencies.

- **Do I need to bring physical or digital copies of important documents?**

Yes, it's also recommended to bring both physical and digital copies of important documents. This way, you're prepared for any situation that might come up.

FAQ – AFTER YOUR ARRIVAL

Welcome Day

- **When and where does the Welcome Day take place?**

The Welcome Day usually takes place a few days before the courses officially start on campus in Lyon.

All information about this event will be sent ahead of time to you by your international mobility coordinator by mail.

- **Is participation mandatory?**

Yes, you must be present during the Welcome Day, as very important information for your exchange period will be given to you during this event.

- **Will there be a tour of the campus and facilities?**

Yes, after the program presentation we will visit the campus and show you around with your peers. You will also have the opportunity to meet with several members of the staff that will be able to help you out on different issues.

- **How can I stay informed about events and activities for students after the Welcome Day?**

You will be able to see upcoming events and activities on your Makersboard's agenda and home page.

After your arrival, you will also be invited to join students' groups to be made aware of events for international students.

Learning agreement

➤ What is a Learning Agreement?

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the exchange to make sure that students receive recognition for the activities successfully completed abroad.

The Learning Agreement sets out the program of the studies that will be followed abroad.

➤ Do I necessarily need one for my exchange?

Not necessarily, it really depends on your home institution, and you should check with your international mobility coordinator.

➤ Who needs to sign my Learning Agreement?

It must be approved by the student, the representative of the sending institution, and the representative of the receiving institution.

On emlyon business school's side, you can address it via mail to Ms. Junker-Régis (International Mobility Coordinator) at incoming.master@em-lyon.com. It will be verified and if approved, signed digitally and returned via mail.

➤ Do you use the EWP system?

Yes, we can digitally sign your learning agreement. Your contact is Eléa JUNKER-REGIS. You will find her information below:

Eléa JUNKER-REGIS

International Mobility Coordinator

144 avenue Jean Jaurès

69007 Lyon

Erasmus code: F-LYON23

➤ What is your Erasmus code?

Erasmus code: F-LYON23

- **Does my home university have to approve my course selection before I arrive?**

It also depends on your home institution, please contact your international mobility coordinator.

- **What is the procedure for modifying my Learning Agreement?**

If you need to modify your learning agreement, you should first get in touch with your home institution to make sure the modifications needed can be accepted.

Then depending on the format:

- Digital Learning Agreement through EWP: you can modify your DLA online and send it for approval afterwards. It should then be verified and approved by your home institution and then your international mobility coordinator at **emlyon business school**.
- Paper format: you can send the modified version for approval directly to your home institution, then your international mobility coordinator at **emlyon business school**. It will be verified and signed digitally, then sent back to you via mail directly.

Certificates (arrival, departure, attendance)

- **Where and when do I get my arrival or departure certificate signed?**

Please note that we can only sign certificates with dates that fit within the official cycles academic dates as shown on your acceptance letter, not before or after.

You can send your certificate of arrival to incoming.master@em-lyon as soon as you have arrived on campus. It's important that you met your international mobility coordinator beforehand.

You can send your certificate of departure to incoming.master@em-lyon a few days before your last day on campus.

- **Can I send a digital version, or do I need to provide the original?**

You can send a digital version, as we sign certificates digitally and send them back via email.

➤ **How can I obtain a certificate of attendance?**

You can ask for one on your Makersboard under the tab “My certificates”.

FAQ – DAY TO DAY LIFE

Student life

➤ **Are there any student associations I can join?**

Yes, there are 25+ student associations in the school that you can learn about and join during your exchange. There are many associations centered around different themes and activities, such as debating or diplomacy clubs, sports clubs, gastronomic or artistic associations, media or charity associations.

They will be presented to you during the Welcome Day.

➤ **Is there an association dedicated to international students?**

Yes there is, the Bureau des Etudiants Internationaux (BDI) is an association dedicated only to international students, their integration and their stay at **emlyon business school**. They will be present during the Welcome Day and will guide you through their programs and offers.

➤ **Is there a sponsorship program or buddy system?**

Yes, there is one organized by the BDI, they will tell you about it after your arrival at **emlyon business school**.

Sports

➤ Does the school offer sports facilities?

We do not have sport facilities directly on campus, but we have partnerships with different sport installations around the campus.

➤ What sports can I play on campus?

Directly on campus you can participate in improvisation theater, theater, chess and singing.

Around the campus you have 50+ sports available, including basketball, volleyball, badminton, boxing, yoga but also cheerleading, e-sport, pilates, etc.

The list of available sport courses will be given to you after your arrival, as enrollment for sports occur later than regular courses.

➤ Are there any sports clubs or teams I can join?

Yes, you will be able to join clubs and teams, and if you have the necessary level, you will even be able to compete for the school. More information will be given by the sport service.

➤ Is there a registration fee for sports activities?

No, every sport or activity is free for students.

➤ When and how do I register for sports activities?

You will be able to apply for sport courses after your arrival on campus, as sport and language courses can be selected later than regular courses. The sport department will contact you in due time to give you the course catalog, available spots and enrollment procedure.

Campus

➤ What services are available on campus (library, restaurants, health care, etc.)?

You have access to every service and facility available for students on campus including but not limited to:

- The campus library
- The Makers Lab
- The campus diverse restaurants including *Les Comptoirs* restaurant, which offers a variety of cuisines, as well as our brasserie in partnership with *Institut Lyfe*, a renowned culinary school, and their bakery.
- The campus' grocery store
- The associations' village where all the students' associations gather in the school
- Our health and wellness center, where you'll be able to book appointments with nurses, doctors or psychologists.

Attendance policies

➤ How many absences are allowed before my grades are affected?

Attendance to all courses is **mandatory**.

According to the program, there is a tolerance policy of two absences per course. However, some courses can have different and more strict attendance policies, which apply if mentioned by the teacher in class and/or in the course's syllabus.

Failure to comply to those policies can affect your grade and result in a failed course.

➤ Do I have to sign an attendance sheet or use another recording system?

Yes, you will need to sign in for every course through our attendance application called Edusign, which will be available through your Makersboard.

You will also be able to send your absences' certificates through this app.

➤ **Who do I report an absence to?**

You should let your teacher know firsthand and send a justification if you have any on Edusign. You can also let your international mobility coordinator know at incoming.master@em-lyon.com.

➤ **Are there any special arrangements for students with specific obligations (e.g. disability, sports competition, etc.)?**

If you have a disability and need specific arrangements, then you should get in touch with our handicap department and contact Ms. Maisonhaute to go over the options available for you: handicap@em-lyon.com.

For any other situation, please contact your international mobility coordinator at incoming.master@em-lyon.com explaining the situation, and we will see what can be done.

Exams and transcripts of records

➤ **What is the examination format (written, oral, assignments, continuous assessment)?**

For each course, the teacher chooses the method of examination. This information can usually be found in the course's syllabus, you can also ask directly your professor.

➤ **Where can I find the dates and times of my exams?**

Teachers will let the students know exactly when and how exams will happen in the first sessions of the courses.

Please note that exams can take place anytime during the whole Cycle, therefore students should remain present and available during the whole duration of their Cycles.

➤ **Is there a make-up session if I fail an exam?**

No, there is no possibility for students to have a make-up session for elective courses.

➤ **Where and when can I consult my exam results?**

Results should be available for students to see two-months after the official end of their last Cycle.

You will be able to consult your grades through your Makersboard.

➤ **How can I get my official transcript at the end of the semester?**

Two months after the official end of the semester, your international mobility coordinator will send your transcript of records to you, putting your home institution in CC of the mail.

Students will also have the possibility to generate a transcript on their own through their Makersboard, under the tab "My certificates".