

WELCOME GUIDE

INTERNATIONAL

STUDENT

2015-16



2015
2016

Three thick, purple, curved lines are positioned between the years 2015 and 2016. Each line starts at the bottom of a digit in 2015 and curves upwards and to the right to connect to a digit in 2016. The first line connects the '0' of 2015 to the '0' of 2016. The second line connects the '1' of 2015 to the '1' of 2016. The third line connects the '5' of 2015 to the '6' of 2016.

WELCOME TO LYON 3



Jacques COMBY
President of Jean Moulin
Lyon 3 University

Choosing Jean Moulin Lyon 3 University means access to high quality education and research in the heart of the city of Lyon.

Jean Moulin University is a member of the University of Lyon Association (UdL), which brings together universities and institutions from the COMUE: Community of Universities and Institutions (Communauté d'Universités et d'Établissements).

With 27,000 students enrolled, Jean Moulin University offers a wide range of degrees (Bachelor's and Master's degrees and PhD programs) in the fields of the humanities and social sciences. Students can choose from disciplines within our six faculties and schools. Subject areas include law, political science, francophone studies, philosophy, management, economics, business administration, languages, literature, information & communication, history and town and country planning.

The University is developing a high-level international research profile. This involves participation in international and European projects, the creation of chairs, the development of a welcoming policy for visiting professors and post-doctorate students, and a proactive policy to facilitate the mobility of researchers.

Jean Moulin University is open to student throughout Europe and the world, and has resolutely intercultural perspectives. It has numerous partnership agreements, including Saõ Paulo University, Shanghai University, University of Turin, Tongji University, Monash University and University of California. Lyon 3 welcomes 4165 international students every year.



Robert SHERRATT
Head of the International
Relations Office

Students who select Jean Moulin University have the opportunity to take short or long-term customized courses taught in French (EUF program - Programme d'Études Universitaires Françaises) or English (SELF program, Study in English in Lyon, France).

To help non-French speakers adapt to life at Lyon 3 and in the UNESCO World Heritage City of Lyon, we propose courses in French as a foreign language and an Introduction to French culture and civilisation.

Welcome to Jean Moulin Lyon 3 University!





GUIDE CONTENTS

This welcome guide is designed **for all international students coming to Jean Moulin Lyon 3 University**, whether you are an exchange student or a non-exchange student.





EXCHANGE STUDENTS

Students coming to study at Jean Moulin Lyon 3 University through a partnership agreement with their home university (see p.35)

NON-EXCHANGE STUDENTS

Students coming to study at Jean Moulin Lyon 3 University that do not fall under a university partnership or students partaking in a specific program (Comparative Cultural Studies...) (see p.38)

THIS WELCOME GUIDE IS **DESIGNED TO:**

-  Help you prepare for your stay in Lyon
-  Give you some helpful tips for when you arrive
-  Assist you with settling into university life at Lyon 3
-  Provide you with useful information for your stay in France

The International Relations team is always available to lend a helping hand. Throughout your stay, feel free to contact the International Relations Office at any time (see p.64)

Welcome and happy reading!

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DISCOVERING LYON 3

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KEY STATISTICS

AN EDUCATION OF YOUR CHOICE

A university specialising in
Humanities and Social Sciences

Programs in Law | Political Science |
Francophone Studies | Economy |
Business Administration |
Management | Languages | Literature |
History | Geography |
Planning & Development | Philosophy |
Information & Communication

9 Bachelor Degrees
10 Vocational Degrees
3 DUT-Technological University Degree
24 Masters Degrees
70 University Diplomas and
Certificates

6 FACULTIES & SCHOOLS

Law School | Faculty of Languages |
Faculty of Literature and Civilisations |
Faculty of Philosophy | IAE Lyon
School of Management | IUT Jean
Moulin Lyon 3 (University Institute of
Technology)

AN EDUCATION WITHOUT BORDERS

26,260 students
4,165 international students
of **115** nationalities
667 teachers
2,000 professionals
Over **200** Erasmus partner
universities and **200** partner
universities outside Europe
16 languages taught
700 PhD candidates
47 study abroad programs
(Jean Moulin Lyon 3 University courses set up in
partner institutions abroad)
650 students from Lyon 3 studying
abroad
18 research teams



AN EDUCATION YOU'LL ENJOY

3 university campuses in the centre of Lyon and Bourg-en-Bresse | **4** university libraries |
40 sporting activities | **74** student associations | **1** language centre | **1** student disability
service | **1** university restaurant | **4** cafeterias ...

ONE UNIVERSITY: 3 CAMPUSES

Jean Moulin Lyon 3 University offers a range of high quality courses across three sites located in the centre of Lyon and Bourg-en-Bresse. If you are studying in Lyon, your classes will take place at one of two campuses depending on your chosen course.

MANUFACTURE DES TABACS CAMPUS

6 cours Albert Thomas | Lyon 8th

Opening hours: Monday to Friday from 7:30am to 9:00pm and Saturday from 7:30am to 5:00pm

Main reception (*Point Central d'Accueil*) is open Monday to Friday from 7:30am to 7:00pm

Tel. 04 78 78 77 86 | accueil@univ-lyon3.fr

Request a campus map or download a copy from our website

www.univ-lyon3.fr > International > Venir à Lyon 3

At the *Manu* you will find:

- ☑ **International Relations Office**
- ☑ Enrolment Centre
- ☑ Law School: Bachelor Degrees
- ☑ Faculty of Languages: Bachelor and Masters Degrees
- ☑ Faculty of Literature and Civilisations: 1st and 2nd year of Bachelor Degrees and Infocom Studies
- ☑ IAE Lyon School of Management: Bachelor, Masters, PhD Degrees and Magellan Research Centre
- ☑ President's Office and Central Services: Student services office, accounting agency, etc.
- ☑ *SCUIO-IP*: Career Information, Orientation and Integration Services
- ☑ *Pôle Universitaire de Proximité*: Offers training modules (speaking in public, stress management, organization ...)
- ☑ Language Centre
- ☑ Student Disability Service
- ☑ Student Services Office
- ☑ *Pôle Entrepreneuriat*: Personalized welcome and support for project holders, help and advice in setting up your project
- ☑ Innovation and Development Center (*Direction de l'Innovation et du Développement*)
- ☑ University library

Access via public transport

- ☑ Metro line D | *Sans Souci* metro station (follow the boulevard in the same direction as traffic until you reach the *Manufacture des Tabacs*)
- ☑ Tramway T4 | *Manufacture-Montluc* stop
- ☑ Bus lines C23, C25, 69 and 296 | *Manufacture-Montluc* stop

MORE INFORMATION | www.tcl.fr

MANUFACTURE DES TABACS CAMPUS



QUAIS CAMPUS

Opening hours: Monday to Friday from 7:30am to 9:00pm
and Saturday from 7:30am to 5:00pm

Tel. 04 78 78 74 02

At the *Quais* you will find:

The *Palais de l'Université* | 15 quai Claude Bernard | Lyon 7th

- ☑ Law School: Masters, PhD Degrees and Research Centre
- ☑ Faculty of Philosophy: Bachelor, Masters and PhD Degrees
- ☑ Advanced Applied Training (*Formation Appliquée Continue*)
- ☑ Law & Philosophy University Library

The *Bâtiment Athéna Dugas* | 7 rue Chevreul | Lyon 7th

- ☑ Faculty of Literature and Civilisations:
3rd year of Bachelor Degrees, Masters and PhD Degrees

The *Eugène Chevreul* Research Centre | 18 rue Chevreul | Lyon 7th

- ☑ Research Department
- ☑ Research centres
- ☑ Institute for Notary Careers (*Institut des Métiers du Notariat de Lyon*)

IUT Jean Moulin Lyon 3 | 88 rue Pasteur | Lyon 7th

Access via public transport

- ☑ Metro line D | *Guillotière-Gabriel Péri* metro station
- ☑ Tram T1 | *Rue de l'Université* stop (for 15 Quai Claude Bernard)
- ☑ Tram T1 | *Quai Claude Bernard* stop (for Rue Chevreul and IUT Jean Moulin Lyon 3)

MORE INFORMATION | www.tcl.fr

QUAIS CAMPUS



BOURG-EN-BRESSE CAMPUS

2 rue du 23^e Régiment d'Infanterie | 01000 Bourg-en-Bresse

Opening hours: Monday to Friday from 7:30am to 9:00pm
and Saturday from 7:30am to 12:00pm

Access via public transport

🚏 Bus ligne 2 | *CEUBA* - *Charité* stop

MORE INFORMATION | www.tub-bourg.fr

HELPFUL TIP!

Find useful information about living in Bourg-en-Bresse (accommodation, jobs, daily life, eating, etc.) on the student website **www.jeunes01.fr**



PREPARING FOR YOUR ARRIVAL

- Financing your Trip
- How to get a Residence Permit
- Insurance
- Accommodation

In order to help you settle into university life in Lyon, here are some useful tips on how to prepare your stay in Lyon.

FINANCING YOUR TRIP

PREPARING YOUR BUDGET

To live comfortably in Lyon, you should aim to have a budget of around **600€** to **800€** a month to spend on rent, food, social activities, etc. When you arrive, expect to pay

around **1.500€** in the first month to cover initial costs such as your deposit, rent, electricity and water bills.

OPENING A FRENCH BANK ACCOUNT

It is a good idea to open a French bank account when you arrive in France as it will allow you to:

- ❑ Have a credit card and/or cheque book (both useful means of payment in France)
- ❑ Receive automatic payment to your account for work, rent assistance and medical reimbursements
- ❑ Have a bank account number known as a *Relevé d'Identité Bancaire* (RIB), which is necessary for any refunds
- ❑ Pay for rent, electricity, gas and other day-to-day expenses
- ❑ Withdraw cash

To open a bank account, you will need:

- ❑ A photocopy of your ID
- ❑ Proof of accommodation in Lyon (e.g. a copy of your lease)

The team at the International Relations Office will be able to advise you further on any financial matters.

EXAMPLES OF STUDENT LIVING EXPENSES

(PRICES GIVEN AS A ROUGH GUIDE)

RENT	From 300 to 550€ / month (varies per residence)
MEALS	From 200 to 250€ / month
ELECTRICITY, GAS, WATER	Around 30€ / month
TELEPHONE, INTERNET	From 20 to 30€ / month
TRANSPORT	28.80€ (student subscription) / month The monthly Campus transportation pass will cost 30.20€ from 1 st September 2015 on

EXCHANGE STUDENTS

REGISTRATION FEE	No registration fee
SOCIAL SECURITY*	213€, only for non-European students or European students living outside of Europe
SPORT (OPTIONAL)*	36€

NON-EXCHANGE STUDENTS

REGISTRATION FEE*	BACHELOR: 184€ MASTERS: 256€ PhD: 391€
SOCIAL SECURITY*	213€
SPORT (OPTIONAL)*	36€
HEALTH CARE SERVICES*	5,10€

HELPFUL TIP!

Ask your current bank for their IBAN (International Bank Account Number). You will need it to transfer money into your French bank account.

HOW TO GET A RESIDENCE PERMIT

If you are not a European Economic Area citizen, you will have to apply for a Student Visa before arriving in France and submit Lyon 3 acceptance letter to the French Consulate in your country. (Please note that obtaining a visa can take several weeks).

After your arrival in France

☑ **Long Stay Visa**, with the quote ***étudiant/Ceseda R311-3 6°***: you will have to go through the OFII* procedure within the first three months of your stay in France (via the person in charge at the International Relations Office).

☑ **Long Stay Visa**, with the quote ***carte de séjour à solliciter dans les deux mois***: you will have to complete an application file for a residence card within the first two months of your stay in France (via the person in charge at the International Relations Office).

☑ **Long Stay Visa for minors**: you will have to complete an application file for a residence card once you have reached the age of majority.

☑ **Long Stay Visa**, with the quote ***dispense temporaire de carte de séjour***: you have no requirements to fulfil upon your arrival in France. Please be aware that this visa will not allow you any semester extension.

CONTACT

Michael FAURE

Prefecture and OFII* Procedure Correspondent

Tel. 04 78 78 71 04 | michael.faure@univ-lyon3.fr

*OFII : Office Français de l'Immigration et de l'Intégration

HELPFUL TIP!

From September to October, the *Espace Multiservices Étudiants* (EME) can help you apply for your residence permit

IMPORTANT : once you have entered France, you should inform your consulate in Lyon of your arrival | www.consulats-lyon.fr

INSURANCE

SOCIAL SECURITY

☑ European students

Students already covered by their country's social security should obtain the **European Health Insurance Card (EHIC)** from their social security service provider before coming to France. The EHIC **must be valid for the duration of your stay in Lyon**. This card ensures that students have health insurance in Europe, and also includes health cover for trips within the European Economic Area and Switzerland.

☑ Non-European students or European students living outside of Europe

Students must be registered under the social security scheme as soon as they are enrolled in a tertiary education program.

There are two bodies that govern student social security (compulsory) and mutual insurance (optional): LMDE (www.lmde.com) and SMERRA (www.smerra.fr). Students are required to pay 213€ (price for 2014-2015) when they enrol or upon their arrival at Jean Moulin Lyon 3 University.

(Please note: American Express cards are not accepted).

As soon as you are enrolled, you will receive a certificate from social security. Keep it in a safe place as you may need it throughout your stay.

Nota bene : *students over 28 years of age do not fall under the same social security scheme. For more information, please visit the International Relations Office.*

Students from Quebec who are registered with *Régie de l'Assurance Maladie du Québec* (RAMQ) do not need to sign up for social security. They have to produce a certificate.

HELPFUL TIP!

Health Insurance : social security does not completely reimburse medical expenses, however you can choose to pay for additional health insurance that will do so.

LIABILITY INSURANCE (ASSURANCE RESPONSABILITÉ CIVILE)

This insurance covers personal injuries or damage to property that may have been caused by you and is primarily aimed towards students who participate in sports. This insurance is compulsory for students who practice a sport.

All international students will need to provide a proof of liability insurance to get their student card **(see house insurance on p.26)**.

LYON | BANKS OF THE RHÔNE





ACCOMMODATION

Lyon is a large city and finding the right accommodation can sometimes be difficult. It is a good idea to start looking for a place to live before you arrive and, if necessary, book some temporary accommodation until you find something permanent.

There is a variety of accommodation options for you to choose from:

- ☑ CROUS university residences
- ☑ Private university residences
- ☑ Apartments (via real estate agents or privately)
- ☑ Share houses
- ☑ Homestays

Exchange students have access to the **Lyon III International Association** (see p.47) that provides students with assistance in finding accommodation in the CROUS university residences, private residences or with a host family.

It serves as a useful link between students and the residences.

There is a basic service fee of 20€. Added costs include: 30€ application fee and 350€ deposit (compulsory reservation deposit that will be reimbursed at the end of your stay).

Lyon III International Association
logementri@associnterlyon3.fr

MORE INFORMATION
www.associnterlyon3.fr

There are a number of useful housing organisations that may also help you in your search:

📌 **CROUS**

www.crous-lyon.fr

Public service that is available to answer any questions relating to student life, in particular applications for university residences.

University residence applications can be submitted online each year between 15 January and 30 April.

📌 **Share houses**

[Net³ > Vie étudiante > Logement](#)

The University's Student Services Office provides a list of available shared housing, available via the student intranet Net³ from July to the end of September.

📌 **Lokaviz**

www.lokaviz.fr

Student housing service that offers various types of accommodation.

📌 **Lyon Campus**

www.lyoncampus.info

Lyon organisation that helps students every step of the way, from organising accommodation, to residence permits and general daily needs.

📌 **CRIJ**

www.crijrhonealpes.fr

A Rhône-Alpes youth information website that provides useful information and various offers.

📌 **CLLAJ**

www.uncllaj.org

Website that can provide a number of useful tips whilst you are looking for a place to live.

Legal information concerning your accommodation rights is available from the Regional Agency for Information on Housing

ADIL | www.adil69.org

HOUSING TAX (*TAXE D'HABITATION*)

In France, residences are subject to a housing tax that is calculated according to the amount of rent paid by the student. As a general rule, this amount is around the equivalent of one month's rent (this can vary depending on the suburb you live in). This tax is due on the 1 January, the year following the beginning of your tenancy. As a result, you may receive a tax assessment notice once you have already returned to your home country.

HOUSING INSURANCE (*ASSURANCE HABITATION*)

Housing insurance is compulsory in France, therefore, in order to find a place to live, students are required to take out housing insurance as soon as they arrive in the country. It covers public liability required by students to validate their enrolment at Jean Moulin Lyon 3 University.

RENT ASSISTANCE (*AIDE AU LOGEMENT*)

As a student in France you can benefit from receiving rent assistance*. This payment will appear in your account each month, but note that it will take approximately two months before you start receiving payments.

send it off along with any other documents required. If you are not a European citizen, you will also need to send a photocopy of both sides of your valid residence permit.

After having signed your rental contract, you can start your rent assistance application online. You will need to fill out a form, print and

For any enquiries, visit the *Caisse d'Allocation Familiale* (CAF)

CAF | www.caf.fr

ACCOMMODATION EXPENSES

Fees and charges (*frais de dossier*)

You may be charged a reservation fee for certain residences and apartments. These fees vary between residences and agencies and cover costs related to the management of the property, the state of the property upon your arrival and departure, repair work to communal areas, etc.

* If you have a visa with a temporary residence card exemption you are not eligible to receive rent assistance payments from CAF.

Deposit (*caution*)

You will be required to pay a deposit for your rental property, which will cover any potential costs relating to damage to the property or unpaid rent. This sum usually amounts to one or two month's worth of rent and should be paid when the contract is signed and before moving into the residence. Your deposit will be reimbursed within the two months following your departure (if the state of the property has been deemed satisfactory).

MOVING IN & MOVING OUT

Landlord (*bailleur*)

Owner of the property.

Rental contract and lease**(*contrat de location, bail*)**

A binding document that outlines the rights and responsibilities of tenants and landlords.

Property Inspection (*états des lieux*)

When you move into your residence, the owner or real estate agent will conduct an inspection of the property. This will serve as an inventory of the state of the residence and any property such as dishwashers, furniture, etc. The inventory should be as precise as possible to avoid any

litigation occurring at the end of the tenancy and must be drawn up upon the arrival and before the departure of the tenant.

Departure notice (*préavis*)

When it comes time for you to move out, you will need to hand in your departure notice to your landlord so that he/she can arrange to end your lease. This letter can be sent by registered post and should specify when you intend to leave the residence. Departure notices must be given in advance and their timeframe is subject to the conditions of the rental contract.

Download the practical guide for housing assistance

www.univ-lyon3.fr > International > Préparez son séjour à Lyon 3 > Se loger à Lyon

HELPFUL TIP!

Electrical connection:

Voltage: 220-230 volts; Frequency: 50 hertz

THE STUDENT MULTI-SERVICE CENTRE (*ESPACE MULTISERVICES ÉTUDIANT*)

The *Espace Multiservices Étudiant* (EME) welcomes students to Lyon every year. Between September and October, a multilingual team helps students settle into life in Lyon and provides information on:

- ☑ Residence permit renewal
- ☑ Organising accommodation
- ☑ Rent assistance (organisation of application forms)
- ☑ Student job offers
- ☑ Culture and leisure
- ☑ Health
- ☑ Transport

CONTACT

The Student Multi-Service Centre (*Espace Multiservices Étudiant*)
92 rue Pasteur | Lyon 7th



STUDYING AT LYON 3

- Arriving at Lyon 3
- Organisation and Structure of Studies
- Exchange Students
- Non-exchange Students

ARRIVING AT LYON 3

After arriving in Lyon, one of the first things you should do is go and visit the International Relations Office at Jean Moulin Lyon 3 University (**see p.61 for how to get there**). The welcome desk will give you general information to help you settle in and adjust to life in Lyon. You will also meet your zone coordinator (**see contacts on p.64**) who will guide you through the administrative process, including your enrolment, classes, etc.

IMPORTANT | Arrival dates in France

You must arrive in France no later than (unless otherwise stated):

- 📅 31 August for the 1st semester (autumn: September to January)
- 📅 4 January for the 2nd semester (spring: January to June)

STUDENTS WITH A DISABILITY

The Student Disability Service helps students with a disability better ease into university life. Suitable building access and a number of materials have been put in place for students, including: a welcome area with a room for both work and rest, assistance with daily living, reception desk, assistants, special arrangements for exams, documents adapted to specific needs, the loan of laptops for exams, disability access to the premises, etc.

Before arriving in France, it is important that any medical documents (health records, recognition of disability) are translated into French. Once in Lyon, a doctor from Health Care Services (*Service de Médecine Préventive et de Promotion de la Santé*) will advise you on any necessary arrangements. The Student Disability Service team and the International Relations Office will also be on hand to assist you throughout your stay.

CONTACT

Student Disability Services | Magali LASTRICANI-JOLIVET

Manufacture des Tabacs | South Yard

Tel. 04 78 78 78 01 | magali.lastricani@univ-lyon3.fr

STUDENTS WELCOME DAYS

Every year in September, Jean Moulin Lyon 3 University organizes the students welcome days. The numerous fun activities are a great way to meet both international and French students alike.

The Welcome Days will take place on the 15th and the 16th of September at the Manufacture des Tabacs and on the 17th September at the Quais Campus. We will let you know the detailed programme at your arrival.

Join us on Facebook to get all the information first-hand



**Welcome
days**

ORGANISATION AND STRUCTURE OF STUDIES

The courses that are offered at Jean Moulin Lyon 3 University are based upon the European education system and follow the Bachelor-Masters-PhD format.

BACHELOR

3 years or 6 semesters, following secondary school (S1 to S6)

MASTERS

2 years or 4 semesters, following a Bachelor's degree (S1 to S4)

PHD

3 years, following a Masters degree

SEMESTERS

All degrees are broken up into semesters (2 semesters: autumn and spring).
One semester is equivalent to **30 ECTS* credits**.

	SEPTEMBER TO JANUARY Autumn Semester	JANUARY TO JUNE Spring Semester
Bachelor 1 st year	Semester 1 = 30 ECTS credits	Semester 2 = 30 ECTS credits
Bachelor 2 nd year	Semester 3 = 30 ECTS credits	Semester 4 = 30 ECTS credits
Bachelor 3 rd year	Semester 5 = 30 ECTS credits	Semester 6 = 30 ECTS credits
Masters 1 st year	Semester 1 = 30 ECTS credits	Semester 2 = 30 ECTS credits
Masters 2 nd year	Semester 3 = 30 ECTS credits	Semester 4 = 30 ECTS credits

* ECTS (European Credits Transfer System)

COURSE UNITS

Semesters are composed of course units or *Unités d'Enseignement* (UE), from which you can choose the following options:

- ☑ *Unité d'Enseignement Fondamentale* (UEF): Core subjects
- ☑ *Unité d'Enseignement Complémentaire* (UEC): Additional course units, complementary to UEF units
- ☑ *Unité d'Enseignement d'Ouverture* (UEO): Advanced course units (initiation and consolidation subjects)

COURSE STRUCTURE

Classes are broken up into lectures or **Cours Magistraux (CM)**, which usually take place in the amphitheatres, and tutorials or **Travaux Dirigés (TD)**, which are carried out in smaller groups involving practical work exercises.

RESITTING AN EXAM

If you happen to fail an exam, you have the possibility of resitting it. **Repeat sessions** usually take place around the beginning of July. Therefore if you are coming to Lyon for a full university

year it is a good idea to plan your departure for after this period (please note: no second exam period for IAE Lyon School of Management and the SELF program).

STUDENT CARD

You can collect your student cards from the International Relations Office if all of your enrolment details have been finalised before your arrival. If your enrolment has not yet been finalised, the staff at the International Relations Office will assist you with the process.

This *multi-service* card allows you to:

- ☑ Be identified as a Lyon 3 student
- ☑ Load money onto your card for use at the CROUS university restaurants (see p.56)
- ☑ Borrow books and documents from the university libraries

HELPFUL TIP!

If you lose your student card, please visit the lost property office (*objets trouvés*) located at Manufacture des Tabacs, 6 Rue Rollet; at the logistics department on the Quais campus or at the welcome desk in Bourg-en-Bresse. A replacement card costs 13€.

EXCHANGE STUDENTS

EU F PROGRAM STUDENTS

EU F: *Programme d'Études Universitaires Françaises*:

- 📌 ***Certificat d'Études Universitaires Françaises (CEUF) for one semester***
- 📌 ***Diplôme d'Études Universitaires Françaises (DEUF) for a full year***

This program is offered to Bachelor and Masters students coming to study at Lyon 3 for a semester or year and is run entirely in French. You can choose from classes belonging to a number

of different faculties and schools including: business administration, philosophy, languages, law, political science, literature, information & communication, history and geography.

The following subjects are compulsory:

- 📌 ***Français Langue Étrangère (FLE)***: French as a Foreign Language
- 📌 ***Initiation à la Culture Française***: Introduction to French Culture (excl. law students)
- 📌 ***Méthodologie et Introduction au Droit***: Methodology and Introduction to Law (for law and political science students only)

Information Session

Information sessions are compulsory and take place at the beginning of semester. At these sessions you will receive a list of tutors who will assist you in choosing classes, registering online and organising your timetable. You will be informed of a session date upon your arrival at the university.

Course selection

After meeting with your academic advisor, you can select your classes online via the student Intranet Net³ (see p.41). Online registration must be completed by the beginning of October for 1st semester and the beginning of February for 2nd semester.

To find out more, you can refer to the course catalogue on the university website. www.univ-lyon3.fr > International > Choisir son parcours à Lyon 3 > Cours enseignés en français

You will need to validate your classes with your zone coordinator to be enrolled for exams. This needs to be finalised in November for the 1st semester and in March for the 2nd semester.

Erasmus Students

Erasmus students will also need to fill out a learning agreement.

CONTACT

Chantal ORTILLEZ

Tel. 04 78 78 70 08 | chantal.ortillez@univ-lyon3.fr

SELF PROGRAM STUDENTS

SELF: Study in English in Lyon, France

This program, taught in English, is designed for undergraduate students who are not specialising in French. The program runs for one semester and allows students to develop skills in law, business administration and social sciences.

Information Session

You will be notified by email (in July or December) of the dates for the information session and orientation week program. Information sessions are compulsory and will include a presentation on the SELF program

and the university as a whole. The orientation week agenda will be given to students at the information session.

A second session will also be organised to help you choose your classes and finalise your course enrolment.

Orientation Week

Orientation week consists of French test *Français Langue Étrangères* (FLE), Introduction to French culture classes, Intensive FLE classes, session on Digital Work Environment, Campus Tour and Library Tour.

CONTACT

Sophie VÉRON

Tel. 04 26 31 86 37 | sophie.veron@univ-lyon3.fr

MORE INFORMATION

www.univ-lyon3.fr > International > Choisir son parcours à Lyon 3 > Cours enseignés en anglais

NON-EXCHANGE STUDENTS

Once you have been accepted into Lyon 3, you will need to complete your enrolment from July 7 by connecting to the Registration Portal accessible from the university home page.

After completing your online registration, send your dossier to the enrolment centre at the earliest opportunity. The address is supplied on your completed documents. Your student card will be sent to your residence in France.

Information Session

Information sessions are organised by the International Relations Office and are for the benefit of new students enrolled at Lyon 3. These sessions are compulsory and provide students with important information about the university and the year ahead.

Orientation Session

Each faculty and school has their own compulsory information session at the beginning of each semester to inform students on class organisation and timetables. Students will be notified of the date of these sessions upon their arrival at Lyon 3.

MORE INFORMATION

www.univ-lyon3.fr > International > Venir à Lyon 3 > Hors programme d'échange

SPECIFIC PROGRAMS*

If you require any assistance regarding your enrolment, the International Relations Office is here to answer any questions or queries you may have. You will be sent an email with more information before you arrive.

Information sessions are held for each specific program.

*Programme d'Études Universitaires Françaises, Study in English in Lyon, France, Comparative Cultural Studies, Certificat d'Initiation à la Langue Française (Introduction to French Language Certificate)



INTERNATIONAL RELATIONS WEEK
MANUFACTURE DES TABACS

FACILITIES

- Digital Work Environment
- University Libraries
- Language Centre

DIGITAL WORK ENVIRONMENT

Upon arrival, you will attend a meeting on the Digital Work Environment.

STUDENT INTRANET NET³

As a student at Lyon 3, you have access to the student Intranet. Once enrolled, you can access the Intranet via <http://net3.univ-lyon3.fr> or from the university webpage.

Password = to be selected upon registration. It will be provided by Lyon 3 and you will have to change it upon registration.

YOUR LYON 3 E-MAIL ADDRESS

Once enrolled at Lyon 3, you will be given a personal email address that will appear on your student card: **firstname.lastname@etu.univ-lyon3.fr**

It is a good idea to check your emails regularly as the university will use this as the main point of contact to send you important information throughout the year.

Connect to Net³ and click on the heading *Ma messagerie* or select the Webmail tool

WI-FI NETWORK

Wi-Fi is available throughout the *Manufactures des Tabacs* campus, the campuses at 15 Quai Claude Bernard and Rue Chevreul, and the

Bourg-en-Bresse campus. Connect to the university network with your username and password.

EDUCATION PORTAL

The Education Portal contains all information linked to students' enrolment. By accessing the portal, students can change their password, change their address,

print out university certificates and view their classes. Students can also sign up for sport by clicking on *ajout du sport* (add a sport). Payment can be made online by credit card.

Connect to Net³ and click on *Portail Scolarité* to logon

THE PEDAGOGICAL PLATFORM

On the pedagogical platform, you have access to pedagogical contents (courses, exercises, etc.), you can work collaboratively (wiki, videos, etc.) and stay in touch with your teacher.

Connect to Net³ and click on *Moodle-Lyon 3* to logon

COMPUTER ROOMS

Computer rooms are available at the following university campuses:

- **The *Manufacture des Tabacs* campus** | Room 266
- **The *Bourg-en-Bresse* campus** | Room 301

Please enquire at the International Relations Office for computer room opening hours.

UNIVERSITY LIBRARIES

Once enrolled at Jean Moulin Lyon 3 University, you will automatically have access to the university libraries.

Located at the Lyon and Bourg-en-Bresse campuses, the university libraries are great spaces for work and research. Students can also consult and borrow books by simply using their student cards.

ACCESS TO NUMEROUS AND VARIOUS COLLECTIONS

- ☑ Law, business, philosophy, humanities, history, geography, languages, information science, etc.
- ☑ Books, magazines, handbooks, codes, theses, language methods, cards, novels, cartoons, DVDs (up to 10 documents may be **borrowed** for a period of 14 days and extended to 14 more days). Resources which are also available in **electronic** format are accessible any time and anywhere on <http://scd.univ-lyon3.fr/bibliotheque-numerique/> via Net³

ADVANTAGES

- ☑ Find what you are looking for in the online catalogue:
<https://catalogue.univ-lyon3.fr/>
- ☑ Have a personal reader account
- ☑ Ask through the inter-library loan for a document available in another university library (paying service)

INDIVIDUAL AND WORKING SPACES

- ☑ Hundreds of seats in the 3 university libraries
- ☑ Computers accessible to all
- ☑ Carrels for groups
- ☑ A television and a DVD player
- ☑ Map collection
- ☑ Printing and copy station

DOCUMENTARY MEDIATION

- Assistance to find what you need (on the spot, at the welcome spots and desks)
- A FAQ (*Questions Réponses*) service <http://questionrep.univ-lyon3.fr/>
- A training offer for documentary resources and research

CULTURAL EVENTS

- Annual exhibition linked to research and cultural news
- Participation in the *Caméléon* price (student price for the French translation of a novel written in a foreign language).

OPENING HOURS

Manufacture des Tabacs Library

6 cours Albert Thomas | Lyon 8th

Monday to Friday from 8:30am to 9:00pm | Saturday from 9:30am to 5:00pm. Open in the evening from October to May

spmanu@univ-lyon3.fr

Law and Philosophy Library

15 quai Claude Bernard | Lyon 7th

Monday to Friday from 8:30am to 9:00pm | Saturday from 9:30am to 5:00pm. Open in the evening from October to May

spquai@univ-lyon3.fr

Diderot de Lyon Library | 5 parvis René Descartes | Lyon 7th

www.bibliotheque-diderot.fr

BU MILC

Salle de lecture Alexandra David-Néel

35 rue Raulin | Lyon 7th

Monday to Friday from 8:30am to 8:30pm | Saturday from 9:30am to 4:30pm. Open in the evening from October to May

spquai@univ-lyon3.fr

Bourg-en-Bresse Library

2 rue du 23^e R.I. | 01000 Bourg-en-Bresse

Monday to Friday

from 8:00am to 6:30pm

Saturday from 9:00am to 12:00pm

bibliotheque.ceuba@univ-lyon3.fr

LANGUAGE CENTRE

If you wish to improve your French or any other foreign language, come along to our Language Centre! Here, students can enhance their language skills by using a number of resources, including: computers, audio headsets, DVDs, software and language-learning kits.

More than 36 available languages:

German, English, Arabic, Armenian, Bulgarian, Chinese, Korean, Croatian, Danish, Spanish, Farsi, Finnish, French, Greek, Classical Greek, Hebrew, Hindi, Hungarian, Indonesian, Italian, Japanese, Khmer, Latin, Dutch, Norwegian, Polish, Portuguese, Romanian, Russian, Sanskrit, Swedish, Tamil, Czech, Turkish, Vietnamese.

If you wish to meet French and/or international students during your stay at Lyon 3 in order to improve your language skills, please come along to the *Maison des Langues* who can put you in contact with French of international students.

Connect to Net³ and select the tool ***Échanges linguistiques***

CONTACT

Language Centre (*Maison des Langues*)

Manufacture des Tabacs | Room 219 - 2nd floor | Building B

Tel. 04 78 78 73 87 | maison-des-langues@univ-lyon3.fr

OPENING HOURS

Monday to Thursday from 8:00am to 7:00pm

Friday 8:00am to 6:00pm from the beginning of September until mid-June
(closed over university holiday periods)

LIFE IN LYON

➤ Settling into Campus Life

➤ Daily Life

SETTLING INTO CAMPUS LIFE

STUDENT ASSOCIATIONS

The university is not just a place for study ... It is also a place for sharing cultures, making exchanges and engaging with others. If you are looking for an enriching experience and want to be involved in a project or club, Lyon 3 offers a number of possibilities such as; cultural associations, sporting groups, shared-interest groups, cooking clubs, etc.

The University is home to many associations, combining many different areas of hobbies and interests. Don't miss out!

To get into contact with a group or club, You can attend the Student Association Forum on the 16th of September at the Manu Campus, on the 17th at the Quais Campus and on the 24th of September at the Bourgen-Bresse Campus.

MORE INFORMATION

www.univ-lyon3.fr > Vie du campus > Vie associative

LYON III INTERNATIONAL ASSOCIATION

The Lyon III International Association is available to assist international students throughout their stay at Lyon 3. Along with helping students settle into Lyon, they also organise special events, cultural visits, student sponsorship, etc. (membership fee: 20€). There is also a two-week orientation program, the *Séminaire d'Immersion* (cost 250€) to help prepare students enrolled in the *Études Universitaires Françaises* program for their studies in France.

MORE INFORMATION

www.associnterlyon3.fr

LYON 3 CULTURE

Are you interested in discovering French art and culture? Then come along to some of the workshops and events organised by the University's Cultural Affairs Centre.

There are a number of free workshops on offer covering a variety of themes:

orchestra, theatre, visual arts, cinema and writing. You should also make sure not to miss out on the events on show throughout the year such as concerts, theatre productions, exhibitions, conferences, heritage & cultural events, live shows and museum visits.

CONTACTS

Cultural Affairs Centre | Véronique HAZAN-DUBOURGET

Manufacture des Tabacs | Ground floor – Building E
Tel. 04 78 78 77 85 | veronique.hazan@univ-lyon3.fr

Culture Office

Information, Enrolment & Enquiries
Manufacture des Tabacs | 18 rue Rollet | Espace rue sud
Tel. 04 78 78 78 00 | pointculture@univ-lyon3.fr

OPENING HOURS

Monday from 2:00pm to 5:00pm
Tuesday to Thursday from 9:30am to 4:30pm
Friday from 9:30am to 12:00pm (occasionally)

MORE INFORMATION

[Net³ > Culture](#)

HELPFUL TIP!

Check out the *Programme Culturel*, a program of cultural events at Lyon 3, available from Cultural Services, the International Relations Office and elsewhere around campus.

SPORTS

There are a large number of sports available to students at Lyon 3. You can sign up for sport when enrolling online or upon arrival at the university, the cost is 36€ (for one year). You will

be given a sports card, which you will need to present at the beginning of each sport session. The schedule is available on the student Intranet Net³.

AVAILABLE SPORTS*

Team sports (male and female): basketball, volleyball, futsal, handball, football, rugby

Fitness: zumba, step, gymnastics, legs-bums-tums, weight training

Dance: jazz, groove jazz, modern jazz, ballet, fitness dance (rock, salsa, tango...) Hip-Hop

Combat sports: aikido, French boxing, fencing, karate, taekwondo, judo, wrestling, self-defence

Racket sports: tennis, table tennis, badminton

Individual sports: athletics, triathlon, swimming, synchronised swimming, rock climbing, shooting

Relaxation: yoga, tai chi, qigong, shiatsu

Inter-university sports in partnership with Lyon 1 and Lyon 2: horse riding, golf and diving (with additional fees); water polo, and indoor hockey

CONTACT

Sports Centre Office

Manufacture des Tabacs | Level-1 – Building 5

Monday to Friday from 9:30am to 4:00pm

Tel. 04 78 78 78 50 | sport@univ-lyon3.fr

HELPFUL TIP!

Throughout the year, the sports association offers students a number of activities: ski trips, Lyon 3 sports contests, dance workshops, running events, sports tournaments, rock climbing trips, etc.
Get involved!

*These sports are offered on the Manufacture Campus. You will be able to do step, pilates, modern jazz, badminton on the campus of Bourg as well as other activities with Lyon 1.

A close-up, low-angle shot of a rock climbing wall. The wall is composed of large, irregular rock blocks in shades of orange, tan, and grey. A thick, dark rope runs vertically along the right side of the frame. In the upper right corner, a small section of green foliage and a blue sky with white clouds is visible. The text "ROCK CLIMBING" and "MINI-RAID 2014" is overlaid in the upper left quadrant.

ROCK CLIMBING
MINI-RAID 2014



DAILY LIFE

HEALTH CARE

BOOKING A MEDICAL APPOINTMENT

If you need to make a medical appointment, the International Relations Office can help you find the right service.

Public medical clinics

A consultation will cost you 23€. However, you can be reimbursed by up to 70% through social security.

Private medical clinics

Private clinics set their own consultation fees, which cannot be reimbursed through social security.

If you need to see a doctor, you should first ask whether the clinic is public.

HOW DO I GET REIMBURSED FOR A CONSULTATION?

☑ European exchange students

To receive your first reimbursement, you will need to go to the *Caisse Primaire d'Assurance Maladie* (CPAM) with your medical claim form*, your French bank account number *Relevé d'Identité Bancaire* (RIB) and a copy of your European health insurance card.

CONTACT

CPAM | International Relations Division

12 rue d'Aubigny | 69003 Lyon

OPENING HOURS

Monday to Friday from 8:30am to 4:30pm

The following reimbursement requests have to be sent to the following address:

CPAM | 69907 Lyon Cedex 20

*A medical claim form or *feuille de soins* is a document provided by your doctor that will enable you to be reimbursed for your medical expenses.

❑ Non-European exchange students, European students living outside of Europe or students on individual exchange

After each consultation you will receive a medical claim form* that you will need to fill out, sign and send to your social security service (SMERRA or LMDE). For your first claim, you will need to attach your French bank account number (RIB), which will allow you to receive reimbursement directly into your account.

CONTACT

SMERRA Lyon

5 bis cours Albert Thomas | 69008 Lyon

SMERRA Bourg-en-Bresse

1 rue Gabriel Vicaire | 01 000 Bourg-en-Bresse

LMDE Lyon and Bourg-en-Bresse

6 rue Abondance | 69 003 Lyon

HOSPITALS

In France, there are public and private hospitals as well as private medical clinics. All three services are available to you. If you want to be reimbursed for your medical expenses, make sure that you visit a public hospital.

EMERGENCY

All medical institutions, public or private, can treat patients in emergency situations irrespective of their level of insurance cover. However, it is up to medical practitioners to decide on the severity of the situation and whether it should be treated as an emergency or not.

It is free to call the following emergency telephone numbers:

- ❑ General emergency: **112**
- ❑ Ambulance (SAMU**): **15**
- ❑ Fire: **18**
- ❑ Police: **17**

PHARMACY

For any minor illnesses, you can visit your local pharmacy. The pharmacists can give you free medical advice and if necessary, can suggest consulting a doctor.

****SAMU** : *Service d'Aide Médicale Urgente*, provides urgent medical assistance.

LYON 3 HEALTH CARE SERVICES

Jean Moulin Lyon 3 University's Health Care and Health Promotion facilities offer students a range of free services:

- ☑ Medical appointments
- ☑ Exam accommodation
- ☑ Medical advice, certificates allowing the practice of sports, certificates for CROUS, health certificates (for a job, a stay abroad...)
- ☑ Specialist consultations for dietary, psychiatric, psychological, gynaecological and nicotine addiction problems
- ☑ Medical Services (no appointment required) that provide first aid

CONTACTS

Health Care Services| By appointment

Manufacture des Tabacs | Ground floor - Building EG

OPENING HOURS

Monday to Thursday from 9:00am to 12:30pm and from 1:30pm to 5:30pm

Friday from 9:00am to 12:30pm

Tel. 04 78 78 79 83

Medical Services | No appointment required

Manufacture des Tabacs | 18 rue Rollet | Ground floor – Building B4

OPENING HOURS

Monday to Thursday from 8:00am to 12:30pm and from 1:30pm to 5:00pm

Friday from 8:00am to 12:30pm

Emergency Tel: 04 78 78 78 80

FOOD

The French usually have three meals a day: breakfast in the morning, lunch between 12:00pm and 2:00pm and dinner between 7:00pm and 9:00pm.

France, and Lyon in particular, is renowned for its gastronomy. There are many traditional restaurants, referred to as *Bouchons*, where you can discover typical Lyonnais cuisine.

There are a number of places you can go in Lyon for food shopping:

- 📍 Local bakeries, butchers, etc.
- 📍 Small inner-city convenience stores (prices often higher)
- 📍 Discount supermarkets located in the city centre and suburbs (affordable prices for students)
- 📍 Hypermarkets, also known as *grandes surfaces*, usually located within large shopping centres found on the outskirts of Lyon (affordable prices and a large selection of products)
- 📍 Markets: There are many food markets in Lyon selling various local produce

Example of the costs of some food items: baguette 0.80€ to 1.50€; 1 litre of milk 0.70€; sandwich from 2.50€; coffee 0.70€ to 1.70€; meal at university restaurant 3.20€ (prices for 2014/2015).

Eating on campus at Lyon 3 is cheap and easy. There are a number of university cafés that offer a variety of food options, including full meals, salads, sandwiches, snacks, pizzas, coffee and pastries.

Bon appétit!

Manufacture des Tabacs Campus

The Manu's RESTO'U (CROUS)

Level-1 – Building EG

OPENING HOURS: Monday to Friday from 11:15am to 2:15pm

The Manu's BISTROT'U (CROUS)

North courtyard | Level-1 – Building C

OPENING HOURS: Monday to Thursday from 7:30am to 6:00pm

Friday from 7:30am to 5:00pm

Cœur de Blé

Manufacture des Tabacs | Building B

OPENING HOURS: Monday to Friday from 7:30am to 6:00pm

Campus des Quais

Cœur de Blé

15 quai Claude Bernard | Basement

OPENING HOURS: Monday to Friday from 7:30am to 5:00pm

The Quais RESTO'U (CROUS)

94 rue Pasteur | Lyon 7th

OPENING HOURS: Monday to Friday from 11:15am to 2:00pm

The Quais CAFET'U (CROUS)

4 Rue de l'Université | Lyon 7th

OPENING HOURS: Monday to Friday from 8:00am to 6:00pm

CAFET'U IEP (CROUS)

14 Avenue Berthelot | Lyon 7th

OPENING HOURS: Monday to Friday from 7:30am to 3:00pm

Campus de Bourg-en-Bresse

RESTO'U at Bourg-en-Bresse (CROUS)

8 rue des Chrysanthèmes | 01000 Bourg-en-Bresse

OPENING HOURS: Monday to Friday from 11:30am to 2:00pm

STUDENT LIFE IN LYON

Throughout the year in Lyon, there are many events that are simply not to be missed! Among others, these include: *Nuits des étudiants du monde*, *Fête des lumières*, *Nuits sonores*, *Biennale de la danse* and *Nuits de Fourvière*.

Other things to discover in Lyon are: *Parc de la Tête d'Or*, *Vieux Lyon* (the Old City), museums, Rhône quays, cinemas, theatres and the Opera.

Some useful websites

- 📌 Lyon Tourism Office | www.lyon-france.com
- 📌 City of Lyon | www.lyon.fr
- 📌 Lyon Campus | www.lyoncampus.info

HELPFUL TIP!

The Culture Pass allows you to choose 4 shows throughout the year for just 16€. Visit the Manufacture des Tabacs Culture Office or the International Relations Office for more information.

GETTING AROUND

PUBLIC TRANSPORT

The metro, tram and bus systems are all easy ways to get around Lyon and its suburbs. Students under 28 years of age can apply for a Campus pass for 28.80€ per month.

From 1st September 2015 on, the Campus subscription will cost 30.20€ per month.

Other passes are also available including; weekly, single, 10 packs, etc.

MORE INFORMATION

TCL | www.tcl.fr

BIKES

A great way to travel around Lyon is by using the *Vélo'v* public bicycles. This bike-hiring system allows you to hire and return bikes 24 hours a day, 7 days a week, from any of the 300 stations in the city. The first 30 minutes are free if you have a *TCL* or *Vélo'v* card.

MORE INFORMATION

www.velov.grandlyon.com

TRAINS

Visiting both the local region and other areas of France is easy by train. A return ticket from Lyon to Paris will cost around 60€ with a *Carte 12-25* (card allowing reduced fares for 12-25 year olds).

MORE INFORMATION

www.voyages-sncf.com | www.ter-sncf.com

CARS | CAR-SHARING

Car-sharing is another excellent means of touring around France and the region.

MORE INFORMATION

www.covoiturage.fr | www.covoiturage-grandlyon.com

TELEPHONE AND INTERNET

To call from abroad, you will need to add **00 33** and remove the first 0 from the number you wish to call.

*For example:
to call the number 04 78 78 78 78,
dial 00 33 4 78 78 78 78.*

Numbers starting with **04, 09...** are landlines.

Numbers starting with **06** and **07** are mobile phones.

If you want to sign up for a mobile phone plan, French telephone operators can help you get connected. We advise that you shop around first to compare prices and contract conditions.

If you prefer not to go on a plan, you can also opt for a pre-paid SIM card.

If you want to combine your Internet, telephone and TV all on the one plan, you can do so for a cost of around 20€ to 30€ a month.

HELPFUL **TIP!**

Wi-Fi is available at all Lyon 3 campuses.

USEFUL INFORMATION

- How to get to Jean Moulin Lyon 3 University
- Accommodation upon Arrival
- Contacts

HOW TO GET TO JEAN MOULIN LYON 3 UNIVERSITY

ARRIVING FROM LYON – SAINT-EXUPÉRY AIRPORT

The Rhônexpress tram serves as a link between Lyon-Saint Exupéry Airport and the centre of Lyon, to Part-Dieu train station (journey time approx. 30 minutes). For those aged

between 12 and 25, a one-way ticket will cost 13€ (online and onsite). If you are over the age of 25, a ticket will cost you 14.60€ (2015 rate).

MORE INFORMATION

www.rhonexpress.fr

Taxis are also available to take you directly from the airport to your chosen destination. A trip to the centre of Lyon costs between 50€ and 75€.

GETTING TO THE MANUFACTURE DES TABACS CAMPUS | INTERNATIONAL RELATIONS OFFICE

FROM PART-DIEU TRAIN STATION (LYON'S MAIN TRAIN STATION)

- ❑ Take the T4 tram, direction *Hopital Feyzin Venissieux*.
Get off at the *Manufacture-Montluc* stop.
- ❑ Or, take metro line B, direction *Gare d'Oullins*.
Get off at *Saxe-Gambetta* and then take line D, direction *Gare de Vénissieux*.
Get off at *Sans-Souci*. Follow the boulevard in the same direction as traffic until you reach the *Manufacture des Tabacs* campus.
- ❑ Or, take the C25 bus, direction *Saint-Priest Plaine de Saythe*.
Get off at the *Manufacture-Montluc* stop.

FROM PERRACHE TRAIN STATION

Take metro line A, direction *Vaux en Velin la Soie*.

Get off at *Bellecour* and then take line D, direction *Gare de Vénissieux*.

Get off at *Sans-Souci*. Follow the boulevard in the same direction as traffic until you reach the *Manufacture des Tabacs* campus.

MORE INFORMATION

www.tcl.fr

If you wish to leave your bags at our luggage service, **enter the *Manufacture des Tabacs* campus via 6 Rue Rollet** and you can leave them there for the day.

OPENING HOURS

Monday to Friday from 8:00am to 6:00pm

APPOINTMENTS AT THE INTERNATIONAL RELATIONS OFFICE

When arriving via the 6 Rue Rollet entrance, walk straight ahead into the north courtyard (there is a large sculpture in the centre). Turn left and continue straight ahead until you reach the south courtyard (with the Jean Moulin fountain). Cross the courtyard and you will find the entrance to the International Relations Office.

OPENING HOURS

Monday to Friday from 9:00am to 5:00pm

ACCOMMODATION UPON ARRIVAL

Rental contracts often start on the 1st of the month, so if you arrive at the end of the month it is a good idea to stay in a hotel or hostel for a few days until your rental contract begins.

SOME USEFUL ADDRESSES

Auberge de Jeunesse du Vieux Lyon (Vieux Lyon Youth Hostel)

41-45 montée du Chemin Neuf | 69005 Lyon

Tel. 04 78 15 05 50

From 22€ per night, breakfast included.

Maximum length of stay: 6 days

Homestay for one to several nights

Couch Surfing

www.couchsurfing.org

HOTELS

There are many hotels located near the *Manufacture des Tabacs* campus and Part-Dieu train station. Hotel accommodation will cost you minimum 50€ per night with

breakfast included. For more advice, contact the International Relations Office.

CONTACTS

INTERNATIONAL RELATIONS OFFICE CONTACT DETAILS

☑ RECEPTION

International Students | EUF Program & CILF

Coordinator: Chantal ORTILLEZ

Tel. 04 78 78 70 08 | chantal.ortillez@univ-lyon3.fr

Reception Desk | CILF

Arlette KALIMUNDA

Tel. 04 78 78 73 93 | arlette.kalimunda@univ-lyon3.fr

Residence Permits, French Immigration and Integration Office (OFII)

Michaël FAURE

Tel. 04 78 78 71 04 | michael.faure@univ-lyon3.fr

☑ EUROPEAN EXCHANGE

Coordinator for Spain, Portugal, Italy, Greece, Cyprus, Malta and Turkey

Mireille CORTICCHIATO

Tel. 04 78 78 70 71 | mireille.corticchiato@univ-lyon3.fr

Coordinator for the British Isles, Ireland, Russia & Ukraine

Doroteya OBRESHKOVA

Tel. 04 78 78 73 72 | doroteya.obreshkova@univ-lyon3.fr

Coordinator for German-speaking countries, Northern Europe and Central & Eastern Europe

Anca-Laura STOIAN

Tel. 04 26 31 86 28 | anca-laura.stoian@univ-lyon3.fr

📌 EXCHANGE: AMERICA, ASIA, OCEANIA, MIDDLE EAST, AFRICA

Coordinator for North America & South Africa

Laëtitia BELOT

Tel. 04 26 31 85 72 | laetitia.belot@univ-lyon3.fr

Coordinator for India, Australia & New Zealand

Michaël FAURE

Tel. 04 78 78 71 04 | michael.faure@univ-lyon3.fr

Coordinator for Central and Latin America

Julie PONTVIANNE

Tel. 04 78 78 70 34 | julie.pontvianne@univ-lyon3.fr

Coordinator for Asia

Lucien YANG

Tel. 04 78 78 75 28 | lucien.yang@univ-lyon3.fr

Coordinator for the Middle East, North and French-speaking Africa

Alida SAHLI

Tel. 04 26 31 88 59 | alida.sahli@univ-lyon3.fr

📌 PROGRAMS: SELF

Coordinator for English Language Programs: SELF, Comparative Cultural Studies

Sophie VERON

Tel. 04 26 31 86 37 | sophie.veron@univ-lyon3.fr

USEFUL CONTACTS AT LYON 3

📌 LYON 3 EMERGENCY

In events of fire, theft, violence, technical issues, etc.
Tel. 04 78 78 78 18

📌 MAIN RECEPTION

Tel. 04 78 78 77 86 | accueil@univ-lyon3.fr

📌 LUGGAGE SERVICE

Tel. 04 78 78 78 05

📌 MEDICAL SERVICES

Tel. 04 78 78 78 80

📌 SPORTS CENTRE

Tel. 04 78 78 78 50 | sport@univ-lyon3.fr

📌 CULTURAL OFFICE

Tel. 04 78 78 78 00 | pointculture@univ-lyon3.fr

📌 LANGUAGE CENTRE

Tel. 04 78 78 73 87 | maison-des-langues@univ-lyon3.fr

📌 STUDENT DISABILITY SERVICES

Tel. 04 78 78 78 01 | handicap@univ-lyon3.fr

📌 HOTLINE INSCRIPTIONS

Tel. 04 26 31 86 86 | inscriptions@univ-lyon3.fr

📌 STUDENT SERVICES OFFICE

Tél : 04 26 31 88 58 | vie-etudiante@univ-lyon3.fr

📌 PÔLE RÉUSSITE

Tel. 04 26 31 88 70 | pup@univ-lyon3.fr

📌 EMPLOYMENT AND INTERNSHIP OFFICE

Career Information, Orientation and Integration Service
Tel. 04 78 78 78 40 | cido@univ-lyon3.fr

UNIVERSITY DEGREES

☑ LAW SCHOOL

Bachelor	Tel. 04 78 78 75 05 75 67 73 12
Masters 1	Tel. 07 78 78 73 00
Masters 2	Tel. 04 78 78 71 32 71 93 73 24 73 01

☑ IAE LYON SCHOOL OF MANAGEMENT

Bachelor Eco-G/AES	Tel. 04 78 78 76 06
Bachelor of Management Sciences	Tel. 04 78 78 76 09
Masters	Tel. 04 78 78 70 66

☑ FACULTY OF LANGUAGES

Bachelor 1 LEA*	Tel. 04 78 78 73 31 73 32
Bachelor 2 LEA	Tel. 04 78 78 73 89
Bachelor 3 LEA	Tel. 04 78 78 73 91
Bachelor 1 LLCER**	Tel. 04 78 78 73 33 73 36
Bachelor 2 LLCER	Tel. 04 78 78 76 18
Bachelor 3 LLCER	Tel. 04 78 78 70 80
Masters 1 LEA	Tel. 04 78 78 70 87
Masters 2 LEA	Tel. 04 78 78 77 54
Masters 1 and 2 LLCER	Tel. 04 78 78 74 63 77 74

☑ FACULTY OF LITERATURE AND CIVILISATIONS

Bachelor 1 and 2	Tel. 04 78 78 77 07
Bachelor 3	Tel. 04 78 78 77 42
Masters 1 et 2	Tel. 04 78 78 77 43 74 47
Infocom	Tel. 04 78 78 71 77
Master of Education	Tel. 04 26 31 87 66

☑ FACULTY OF PHILOSOPHY

Bachelor 1, 2 and 3	Tel. 04 26 31 88 06 04 26 31 85 28
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*LEA: Applied Foreign Languages

**LLCER: Foreign Languages, Literature and Civilisations

USEFUL CONTACTS IN LYON

- ☑ **Lyon Tourism Office**
www.lyon-france.com
- ☑ **City of Lyon**
www.lyon.fr
- ☑ **Lyon Campus**
www.lyoncampus.info
- ☑ **Only Lyon**
www.onlylyon.org
- ☑ **Lyon CROUS**
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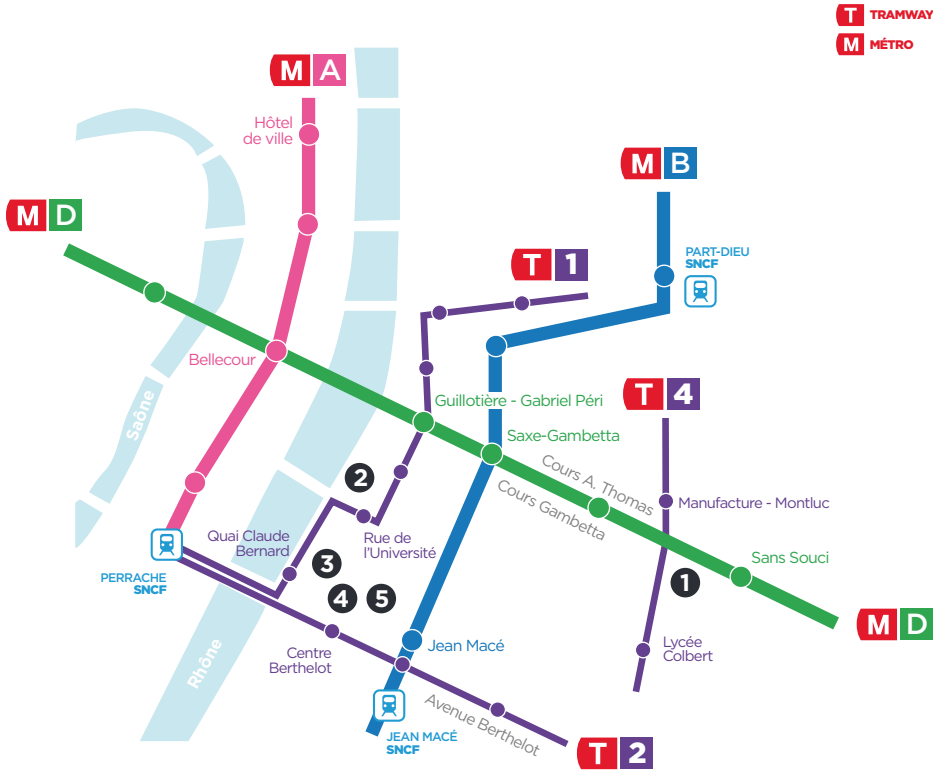
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- 2 CAMPUS DES QUAIS
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Lyon 7^e
- 3 ATHÉNA DUGAS
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Lyon 7^e
- 4 IUT JEAN MOULIN
88 rue Pasteur
Lyon 7^e
- 5 CENTRE DE LA RECHERCHE EUGÈNE CHEVREUL
18 rue Chevreul | Lyon 7^e

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ABBREVIATIONS

AES	Administration des Entreprises et Société
APB	Admission Post-Bac
APL	Aide Personnalisée au Logement
BAIP	Bureau d'Aide à l'Insertion Professionnelle
BU	Bibliothèque Universitaire
C2I	Certificat Informatique et Internet
CAF	Caisse d'Allocations Familiales
CIDO	Centre d'Information, de Documentation et d'Orientation
CILF	Certificat d'initiation à la langue française
CM	Cours Magistraux
CCS	Comparative Cultural Studies
COMPOSANTE	Faculté ou Institut
CROUS	Centre Régional des Œuvres Universitaires et Scolaires
DAEU	Diplôme d'Accès aux Études Universitaires
DAP	Demande d'Admission Préalable
DAVM	Division de l'Audiovisuel et du Multimédia
DEUF	Diplôme d'Études Universitaires Françaises
DOCTORAT	3 ^e grade du système LMD (Bac+8)
DOYEN	Directeur d'une Faculté
DU	Diplôme d'Université
DUT	Diplôme Universitaire de Technologie
ECTS	European Credits Transfer System
ENT	Environnement Numérique de Travail
FLE	Français Langue Étrangère
FSDIE	Fonds de Solidarité et de Développement des Initiatives Étudiantes
IAE Lyon	École Universitaire de Management

IDC	Institut de Droit Comparé
J3MTV	Chaîne de télé interne de l'université Jean Moulin Lyon 3
LEA	Langues Étrangères Appliquées
LICENCE	1 ^{er} grade du système LMD (Bac+3)
LLCER	Langues, Littératures et Civilisations Étrangères
LL.M	Latin Legum Magister Master of Laws
LMD	Licence - Master - Doctorat
LMDE	Sécurité sociale étudiante et mutuelle
MASTER	2 ^e grade du système LMD (bac+5)
PCA	Point Central d'Accueil
PUP	Pôle Universitaire de Proximité
RI	Relations Internationales
RU	Restaurant Universitaire
SCUIO-IP	Service Commun Universitaire d'Information, d'Orientation et d'Insertion Professionnelle
SELF	Study in English in Lyon, France
SeTIC	Service des Technologies de l'Information et de la Communication
SMERRA	Sécurité sociale étudiante et mutuelle
SMPPS	Service de Médecine Préventive et de Promotion de la Santé
TD	Travaux Dirigés
UE	Unité d'Enseignement
UEC	Unité d'Enseignement Complémentaire
UEF	Unité d'Enseignement Fondamentale
UEO	Unité d'Enseignement d'Ouverture
UFR	Unité de Formation et de Recherche

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MANUFACTURE DES TABACS



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