

# Courses and orientation

> You are now one of the 120,000 students who come to Lyon every year. Lyon is the second-largest university town in France, after Paris. The educational institution you are attending is the best place to go for answers to any questions you may have about your studies. 15,000 international students study in Lyon, including 2,500 through exchange programmes. They represent over 13% of all students.

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## 1 SUPPORT AND ADMINISTRATIVE INFORMATION

Need some information or help about the courses you have chosen? Are you missing some documents, or have you got stuck in red tape? Each university offers information and orientation services to answer your questions or refer you to the appropriate department for help with the enrolment process:

> **Claude Bernard Lyon 1 University - plan J-G2**  
Doua Science Park – 43 boulevard du 11 novembre  
1918 - 69 622 Villeurbanne cedex  
Phone: 04 72 44 88 00 - <http://www.univ-lyon1.fr>

> **Lumière Lyon 2 University**  
Berges du Rhône Campus - 4 bis rue de l'Université  
69007 Lyon – Phone: 04 78 69 70 00  
Campus Porte des Alpes/Bron – Phone: 04 78 77 23 23  
[www.univ-lyon2.fr](http://www.univ-lyon2.fr)

> **Jean Moulin Lyon 3 University - plan J-G7**  
Manufacture des Tabacs Central Information Office  
Espace rue sud - 18 rue Rollet - 69 008 Lyon  
Phone: 04 78 78 77 88 - [accueil@univ-lyon3.fr](mailto:accueil@univ-lyon3.fr)

> **Catholic University of Lyon - plan J-C6**  
University Office and Student Life Information Centre  
25 rue du Plat – 69288 Lyon cedex 02  
[su@univ-catholyon.fr](mailto:su@univ-catholyon.fr) <http://www.univ-catholyon.fr>  
Phone: 04 72 32 50 95

## 2 REGISTRATION

> **To make contact with your future establishment before your arrival in Lyon**, or if you want to change your establishment for the coming year, take advantage of the open house and the higher education information sessions. Don't forget the exhibition "Salon de l'Étudiant", organized each year in Lyon by the student magazine "l'étudiant" at the beginning of the year (January).

> **For initial registration into the University**, a new procedure has been put in place. Visit the web site <http://www.admission-post-bac.fr>. Registration involves several steps. You complete a registration form (with your personal information, civil status, etc.) which includes academic

information (with your marks from the baccalauréat in the subject of French, diplomas and academic history), then you enter your preferred areas of study. Later, a paper file must be printed and sent to your chosen establishments. A certain number of documents will be required to complete your file. You will receive a response from the establishment via email. The final step is that of administrative registration, which is carried out after announcement of the results of the baccalauréat, between July and September.

This procedure concerns the French students as well as those from the EEC and Switzerland. For other foreign students, information can be obtained from Campus France ([www.campusfrance.org](http://www.campusfrance.org)) under the heading "En savoir plus".

This process allows you to register your admissions file and your academic intentions in a single place. It is possible to choose among 36 areas of training, be they selective (BTS (Advanced Technician's Certificate), certain IUTs (Technological University Institute), preparatory classes, or not, like university.

> **Registration for a school** can also be done via the web site [www.admission-postbac.fr](http://www.admission-postbac.fr). For most of the schools, registration is carried out directly at the school. Please be advised that you will most likely be asked to provide the following:

- a copy of your Livret de Famille (Family Book) or your identification card;
- a copy of the Carte Vitale (National Insurance Card) of your parents or of the person who claims you as a dependent or your attestation vitale (National Insurance Certificate);
- for foreign students, a copy of your passport or your residence permit;



- your definitive scholarship notification if you are a scholarship recipient;
- your employment contract if you are employed.

> **Don't hesitate to get information** from your future establishment regarding the different types of courses offered! This procedure also applies to foreign students from the European Economic Community.

## 3 STUDENT LIFE

In every educational institution, you will find a Registrar's office, a student life office and an information centre. The centres listed below are places where you can go to find information, support, interaction and associations. Don't hesitate to go check them out.

> **Claude Bernard Lyon 1 University**  
• Bureau de la vie étudiante (student life office)  
DOUA office: Building Astrée - 6 avenue Gaston Berger  
69622 Villeurbanne cedex  
Phone : 04 72 43 29 60 - [bve@univ-lyon.fr](mailto:bve@univ-lyon.fr)  
• Rockefeller office: 8 avenue Rockefeller - 69 008 Lyon  
Phone: 04 78 77 75 00 - [bve-rock@univ-lyon.fr](mailto:bve-rock@univ-lyon.fr)

> **Lumière Lyon 2 University**  
Maison de l'étudiant (Students' House) - Porte des Alpes Campus - Avenue Pierre Mendès-France - 69676 Bron - Reception: 04 78 77 43 83  
The "Maison de l'étudiant" (Students' House) hosts 4 services :  
• Associations with SESAME (Association Service of the Students' House) To contact the associations - go to office 112 - or phone 04 78 77 26 13 - [contactassoetudiantes@univ-lyon2.fr](mailto:contactassoetudiantes@univ-lyon2.fr)  
• The office of student vice presidents. Contact Baptiste Trallero : [baptiste.trallero@univ-lyon2.fr](mailto:baptiste.trallero@univ-lyon2.fr)  
Phone : 04 78 77 43 39 or  
**Juliette Garnier**: [juliette.garnier@univ-lyon2.fr](mailto:juliette.garnier@univ-lyon2.fr)  
Phone : 04 78 77 31 50  
• Commission for disabled people (cf. p.8)  
• MAEVA: the information centre for international students (cf. p.9)

> **Jean Moulin Lyon 3 University**  
Service Scolarité, vie étudiante et associative (Student Life) 18 rue Rollet - 69008 Lyon (Entrance Pavilion FG – 1 floor) - Phone: 04 78 78 74 67

## SCHOOL HOLIDAYS

- Autumn holidays, from October 25 through November 6, 2008
- 11 November (Armistice)
- Christmas 2008: from December 22, 2008 in the evening through January 5, 2009 in the morning
- February 2009: from February 7, 2009 in the evening through February 23, 2009 in the morning
- Spring break 2009: from April 4, 2009 in the evening through April 20, 2009 in the morning
- May 1 (Labour Day) and May 8 (Armistice)
- Ascension Thursday: May 21 – (usually, the universities are closed on Friday so students have a long, 4-day weekend)
- Summer holidays at the beginning or middle of June
- July 14 (National Festival)
- August 15 (Assumption)

> **Administrative agencies**, banks and businesses are mostly closed on bank holidays.

## 4 DISABLED STUDENTS

Higher education institutions are currently being equipped to improve access for disabled students (installation of access ramps, signs for the visually impaired, adapted toilet facilities). Since 11 February 2005 these measures have been a legal requirement. In case of difficulty, you can find adapted solutions with referents in all establishments. There is a legal option for exams (written or oral tests) giving extra time for disabled students, subject to a professional request to the university and a medical certificate from the referring doctor. Subject to CDA recognition as a disabled person, and a recommendation from the MDPH doctor.

> **The missions for the disabled** (or orientation services for disabled students) bring together staff under the university or school mission team-leader in order to facilitate the integration of disabled students into university life.

## > MISSIONS AND REFERENTS FOR THE DISABLED

> **Claude Bernard Lyon 1 University**  
Manager: M. Charlin - [charlin@handy.univ-lyon.fr](mailto:charlin@handy.univ-lyon.fr)  
Phone: 04 76 44 82 79

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> **Doua Campus**, 6 avenue Gaston Berger - bâtiment Astrée (Ground Floor) 1<sup>st</sup> cycle - 69622 Villeurbanne cedex - Phone: 04 72 44 85 99  
<http://handy.univ-lyon1.fr>

> **Lumière Lyon 2 University**  
Porte des Alpes Campus – MDE office 109  
5 avenue Pierre Mendès-France - 69500 Bron  
Phone: 04 78 77 31 05. Contact Louisa CHARFA  
[louisa.charfa@univ-lyon2.fr](mailto:louisa.charfa@univ-lyon2.fr)  
[mission.handicap@univ-lyon2.fr](mailto:mission.handicap@univ-lyon2.fr)

> **Jean Moulin Lyon 3 University**  
Manager: Magali Lastricani  
[miastric@univ-lyon3.fr](mailto:miastric@univ-lyon3.fr)  
18 rue Rollet - 69008 Lyon – Ground floor behind Central Information Office. Phone: 04 78 78 78 01

> **Université Catholique de Lyon**  
The Catholic University works with Lyon 2 to accommodate disabled students. You can obtain information from the University and Student Life Information Office of the Catholic University. [accueil@univ-catholyon.fr](mailto:accueil@univ-catholyon.fr)  
Manager handicap mission : Pascale Boucaud - Phone: 04 72 32 51 46

> **Institut National des sciences appliquées de Lyon. (INSA)**  
Manager : Tiphaine Lhéritier :  
[tiphaine.lheritier@insa-lyon.fr](mailto:tiphaine.lheritier@insa-lyon.fr)  
Batiment Louis Neel – 8 allée Lumière - 69621 Villeurbanne – Phone: 04 72 43 70 08

> **Ecole Normale Supérieure Lettres et Sciences Humaines**  
Contact : Martine Masson  
Medical : 15 Parvis René Descartes - 69007 Lyon  
Phone : 04 37 37 61 37

> **Ecole Normale Supérieure de Lyon**  
Contact Medical service : 46 allée d'Italie - 69007 Lyon  
Phone : 04 72 72 85 76

> **Ecole Nationale des Travaux Publics de l'Etat**  
Contact : Geneviève BOUDIN : 3 rue Maurice Audin - 69120 Vaulx en Velin - [geneviève.boudin@equipement.gouv.fr](mailto:geneviève.boudin@equipement.gouv.fr)

> **Institut Universitaire de Formation des Maîtres de Lyon.**  
Contact : Nadine Thenoz : [nadine.thenoz@lyon.iufm.fr](mailto:nadine.thenoz@lyon.iufm.fr)  
5 rue Anselme - 69004 Lyon

> **Ecole Centrale de Lyon**  
Contact : Sandrine Vabre [sandrine.vabre@ec-lyon.fr](mailto:sandrine.vabre@ec-lyon.fr)  
36 avenue Guy de Collongue - 69134 Ecully Cedex - Phone : 04 72 18 63 70

> **Ecole Nationale Vétérinaire de Lyon**  
Contact : Service Ecole Ouverte, 1 avenue Bourgelat 69280 Marcy l'Etoile - [ecole.ouverte@vet-lyon.fr](mailto:ecole.ouverte@vet-lyon.fr)

> **Institut d'Etudes politiques de Lyon**  
Contact : [iep.info@univ-lyon2.fr](mailto:iep.info@univ-lyon2.fr)  
14 avenue Berthelot - 69007 Lyon - Phone: 04 37 28 38 00



> **EM Lyon**  
Contact : Elisabeth Delannoy  
[edelannoy@em-lyon.com](mailto:edelannoy@em-lyon.com)  
23 avenue Guy de Collongue - 69134 Ecully Cedex  
Phone : 04 78 33 78 00

## > SOME USEFUL ADDRESSES AND PARTNERSHIP ASSOCIATIONS

> **Urapeda**  
<http://www.urapeda-rhone-alpes.org>  
Regional Union of Associations of hearing-impaired children. Guide service for deaf and hearing-impaired students. 27 rue Paul Verlaine - 69100 Villeurbanne  
Phone: 04 78 68 70 33  
[urapeda.rhone-alpes@wanadoo.fr](mailto:urapeda.rhone-alpes@wanadoo.fr)

> **Droit au Savoir (The Right to Knowledge)**  
<http://www.droitausavoir.asso.fr/>  
An inter-association collective, bringing together 32 representative associations concerning all kinds of disabilities.  
32 rue de Créqui - 69006 Lyon

**For further informations:** consult “the disabled person's guide to higher education” available on [www.universite-lyon.fr](http://www.universite-lyon.fr)

**STUDYING ABROAD**  
Stays abroad are an increasingly common feature of university curricula, in particular through agreements between the universities of different countries, across Europe and beyond. The international relations services (or divisions) (SRI-DR) of schools and universities are the first port of call for French students abroad on exchange programmes, and for international students who come to study in France.

> **Your contacts at the university are:**  
• **SRI Lyon 1**  
Service central - La Doua - Maison de l'Université 1<sup>st</sup> Floor - 43 Boulevard du 11 novembre 1918 - 69622 Villeurbanne cedex - Phone: 04 72 43 12 13  
• **SRI Lyon 2**  
Campus Berges de Rhône - 86 rue Pasteur - 69365 Lyon Cedex 07

For students coming to Lyon or going abroad as part of a programme or an exchange.  
Phone: 04 78 69 74 53

• **dri@univ-lyon2.fr**  
Campus Porte des Alpes - Maison de l'Etudiant - Phone: 04 78 77 31 75 - 5 avenue Pierre Mendès France - 69676 BRON cedex  
• **SRI Lyon 3**  
Manufacture des tabacs - 6 rue Rollet – 69008 Lyon (Wing F – South Courtyard – Ground Floor)  
Phone: 04 78 78 70 08  
[ortillez@univ-lyon3.fr](mailto:ortillez@univ-lyon3.fr) - [ri@univ-lyon3.fr](mailto:ri@univ-lyon3.fr)

## TRANSLATION OF OFFICIAL DOCUMENTS

The list of sworn translators can be found on the website of the Court of Appeals of Lyon  
<http://www.ca-lyon.justice.fr/>, in the list of experts

• **CII (International Information Centre)**  
25 rue Jaboulay - 69007 Lyon  
Phone : 04 72 73 24 95 - [cii.lyon@ac-lyon.fr](mailto:cii.lyon@ac-lyon.fr)  
This service, Lyon University and of the Office of the Rector of Lyon, welcomes students on the move, whether they are coming to Lyon or going abroad on an individual basis. It provides information and guidance to international students, about studying in Lyon and in France in general, as well as on enrolment procedures, administrative formalities and the problems they may encounter while settling in and going about their daily life in Lyon. The CII also informs all students about possibilities for study, training and work placement programmes abroad. For nationals of the European Union (EU): The CII belongs to the Euroguidance network, a guidance resource centre, which promotes mobility across Europe and the development of the European aspect of orientation programmes.

> **Want to travel to a European country?**  
Visit [www.euroguidance-france.org](http://www.euroguidance-france.org)  
All the services of the international relation of establishments of Lyon University are on [www.universite-lyon.fr](http://www.universite-lyon.fr)

> **“Alter ego”: becoming fluent in a foreign language**  
The “Alter Ego” programme, which was initiated by Lyon 2 University, links you up with an international student! Get more information at [www.univ-lyon2.fr](http://www.univ-lyon2.fr) or send an

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e-mail to [alter-ego@univ-lyon2.fr](mailto:alter-ego@univ-lyon2.fr)  
Alter ego Phone: 04 78 69 73 18

> **Other sources of information** on funding for studying abroad :

- Rhône-Alpes Region : [www.rhone-alpes.fr](http://www.rhone-alpes.fr) (under the student heading)
- Ministry of Foreign Affairs: [www.diplomatie.gouv.fr](http://www.diplomatie.gouv.fr)
- Egide : [www.egide.asso.fr/bfe](http://www.egide.asso.fr/bfe)

## 6 EDUCATIONAL INSTITUTIONS

Most of the institutions of higher education in Lyon and the Lyon area can be divided up into two categories: Lyon University and the Alliance of Higher Education Schools of Rhône-Alpes (AGERA). They offer students a wide range of very helpful services.

### > Lyon University / PRES

37 Rue du repos - 69365 Lyon CEDEX 07 (Quartier Sergent Blandan) Phone: 04 37 32 26 70

[contact@universite-lyon.fr](mailto:contact@universite-lyon.fr) - [www.universite-lyon.fr](http://www.universite-lyon.fr)

16 higher education institutions grouped within the public interest group of the University of Lyon and federated around common action: international, research, scientific culture, new technologies, orientation services for international researchers. These establishments provide education for 98,000 students. The list of establishments, the training options and the various services offered can be found at [www.universite-lyon.fr](http://www.universite-lyon.fr)

### > AGERA (Alliance of Higher Education Schools of Rhône-Alpes)

37 avenue Jean Capelle - 69621 Villeurbanne cedex  
[www.agera.asso.fr](http://www.agera.asso.fr) - Phone : 04 72 43 62 30

Contact : Pascale Payan, general representative

[payan@agera.asso.fr](mailto:payan@agera.asso.fr)

Network of multidisciplinary higher education schools (engineering, management, architecture etc.)

• You will find the list of all the other advanced courses (IUT, BTS, preparatory classes, etc.) on

[www.orientation-lyon.org](http://www.orientation-lyon.org) and in the "Après Bac" brochure from the ONISEP

• To find more information about a course, go to the website of the ONISEP: [www.onisep.fr](http://www.onisep.fr)

• The "Student Portal" of the French Education Ministry

may also help you find courses through its search engine: [www.etudiant.gouv.fr](http://www.etudiant.gouv.fr)

### > University Libraries

The list of university libraries is available on Lyon University website: [www.universite-lyon.fr](http://www.universite-lyon.fr)

## 7 ORIENTATION

The schools and colleges all have orientation centres, either called SOIE (Service for the professional orientation and integration of students) or SCUIO (University information and orientation service), depending on the institution. They will help you find information on possible courses and careers, come up with a career plan, access reference materials and look for employment. In other words, they can provide you with the tools you need to make and develop your plans

• You can make an appointment with a career advisor at the CIO centres (Information and Orientation Centre) in town. Look up the CIO centres in the Rhône region on [www.orientation-lyon.org](http://www.orientation-lyon.org)

• The ONISEP is a publishing house that provides guidance for choosing a career and appropriate courses of study. [www.onisep.fr](http://www.onisep.fr)

### > ORIENTATION SERVICES

These centres offer a wide range of services: in addition to holding office hours, conducting private interviews and providing free access to reference materials in many forms (CD-ROMs, the Internet, periodicals etc.) they also lead theme mornings on careers, orientation, student life etc

### > Claude Bernard - Lyon 1 University

• at the Doua Science Park: The SOIE – « Quai 43 » 43 boulevard du 11 novembre 1918 Villeurbanne - Phone: 04 72 44 80 59 – <http://soie.univ-lyon1.fr>

• on the Rockefeller Campus : 8 avenue Rockefeller - 69 008 Lyon - Phone: 04 78 77 70 92

### > Lumière - Lyon 2 University SCUIO

5 avenue Pierre Mendès-France - 69676 Bron

Phone: 04 78 77 23 42 - [www.univ-lyon2.fr](http://www.univ-lyon2.fr)

CyberSCUIO [free access to CIDJ fact sheets] Phone: 04 78 69 72 41 - contact: [Cecile.perrier@univ-lyon2.fr](mailto:Cecile.perrier@univ-lyon2.fr)

### > Jean Moulin - Lyon 3 University SCUIO

Manufacture des Tabacs - 6 cours Albert Thomas - 69008 Lyon - Phone: 04 78 78 78 40 - [scuio@univ-lyon3.fr](mailto:scuio@univ-lyon3.fr)

### > Work placement services

These services are complementary to those presented above. They serve as an interface between you and company representatives in particular and with the world of the economy in general. They will help you look for work placements and they'll facilitate your search process by providing access to job offers.

Visit the website of Lyon companies in partnership with schools and universities - [www.vip-stage.com](http://www.vip-stage.com)

### > Mission stages - Lyon 1

"Le Quai 43" Building - Phone: 04 72 44 62 27

Contact: Pierre-Eric Gallet

Work placement offers available at the SOIE [mission-stages@univ-lyon1.fr](mailto:mission-stages@univ-lyon1.fr)

### > Mission stage – Employment Lyon 2

Bron-Campus / Porte des Alpes – Door 25, Batiment F - Phone: 04 78 77 26 04 - [www.univ-lyon2.fr](http://www.univ-lyon2.fr) (under the «Courses» heading) - [mission.stages@univ-lyon2.fr](mailto:mission.stages@univ-lyon2.fr)

Training offers are posted online, but you have to go to "Mission Stage" in person to find out which company is concerned.

### > Emploi-Stages Office - Lyon 3

Manufacture des tabacs - Ground Floor under the Library - 6 cours Albert Thomas - 69008 Lyon

Phone: 04 78 78 78 83 - [bes@univ-lyon3.fr](mailto:bes@univ-lyon3.fr)

### > FINDING A JOB

You will be preparing for this process throughout your courses, during your work placements, extracurricular activities, part-time jobs etc. Additionally, there are specific agencies that can help you out: the ANPE (French national employment office) at , as well as the following:

• ANPE [www.anpe.fr](http://www.anpe.fr)

• AFIJ (Association for the professional integration of new graduates), 152 rue Dugeslin - 69006 Lyon.

Contact : [lyon@afij.org](mailto:lyon@afij.org) - Phone: 04 72 71 01 68

[www.afij.org](http://www.afij.org)

Contact: Elise Marie - Phone: 04 72 71 01 68

[www.afij.org](http://www.afij.org)

Open Tuesdays through Thursdays from 9:00 am to

1:00 pm and from 2:00 pm to 6:00 pm (closes at 5:00 pm on Fridays). The AFIJ assists students and new graduates of higher studies in their search for training and employment in France and abroad.

• APEC (Agency for executive employment) :

Gare des Brotteaux - 14 place Jules Ferry - 69006 Lyon  
Phone: 04 72 83 88 88.

[www.apec.asso.fr](http://www.apec.asso.fr)

### > SPECIFIC AID FOR DISABLED STUDENTS

Since the French law for equal opportunity, rights, participation and citizen rights of disabled people was passed on 11 February 2005, the support system for disabled students has been completely reorganised. The Commission for Rights and Autonomy has replaced the "Cotorep". The Departmental House for Disabled People is in the development stage. Further information on this topic is available on the website of Lyon University - "Mission Handicap" at [www.universite-lyon.fr](http://www.universite-lyon.fr) Also visit the website of ADAPT, the association for the social and professional integration of disabled people at:

[www.ladapt.net](http://www.ladapt.net)

