

delphine
DUT carrières sociales

marie
étudiante assistante sociale

studying and mapping your career path

More than 120,000 young people come every year to study in Lyon, the second-largest University town in France after Paris. Your chosen institution is your point of contact for all questions about your studies. Overseas students account for 13% of the total student population - more than 15,000 students, including 3,000 through exchange programmes.

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1 RECEPTION AND ADMINISTRATIVE INFORMATION

In the first days and throughout the entire academic year, your institution is your first point of contact for any question about your studies and career path. These services keep you up to speed throughout your studies and help you map out your future.

■ THE INSTITUTIONS

The vast majority of higher education institutions in Lyon and its urban area fall under two groups: the Higher Research and Teaching Centre (PRES) and the Rhône-Alpes Grandes Ecoles Alliance (AGERA).

> PRES - University of Lyon

37 rue du Repos - 69365 Lyon cedex 07

Tel. 04 37 37 26 70 / contact@universite-lyon.fr

Twenty higher education institutions grouped within a Public Scientific Cooperation Institution (EPCS), University of Lyon is a hub for joint actions in the following fields: international relations, research, scientific culture and promotion of research activities. The member institutions of the University of Lyon have a student population of 96,000.

List of institutions, study programmes and services offered by the PRES on : www.universite-lyon.fr

> AGERA - Alliance des Grandes Ecoles Rhône-Alpes

37 avenue Jean Capelle - 69621 Villeurbanne cedex

www.agera.asso.fr / Tel. 04 72 43 62 30

Contact : Pascale Payan, Executive Officer:

payan@agera.asso.fr

> Network of multi-discipline grandes écoles.

All other higher study programmes (IUT, BTS, preparatory classes, etc.) are listed on the site

www.orientation-lyon.org and in the ONISEP Après Bac leaflet.

Visit the ONISEP site for more extensive information on a particular study programme:

www.onisep.fr

The search engine at the Ministry of Higher Education and Research student portal can also help you identify a study programme: www.etudiant.gouv.fr

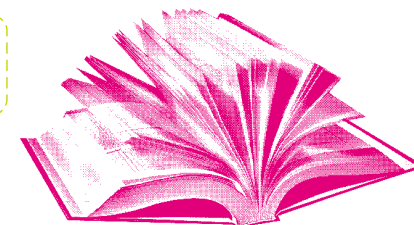
> Academic libraries

The University of Lyon Internet site lists academic libraries:

www.universite-lyon.fr



martin
L3 lettres



■ RECEPTION AND ADMINISTRATIVE INFORMATION ON UNIVERSITIES

Need some information or help on your chosen course? Are you missing some official documents or have you got tied up in red tape? Every University has a common department offering information and career path services to help you answer these questions or guide you through enrolment and mapping out your future.

> University Claude Bernard Lyon 1 (map J-G2)

43 boulevard du 11 novembre 1918 - 69622 Villeurbanne

Tel. 04 72 44 80 00 - www.univ-lyon1.fr

> University Lumière Lyon 2

86 rue Pasteur - 69007 Lyon

Campus Berges du Rhône - Tel. 04 78 69 70 00

Campus Porte des Alpes Bron - Tel. 04 78 77 23 23

www.univ-lyon2.fr

> University Jean Moulin Lyon 3 (map J-G7)

Point central accueil

Espace rue Sud - 18 rue Rollet - 69008 Lyon

Tel. 04 78 78 77 88

accueil@univ-lyon3.fr / www.univ-lyon3.fr

> Catholic University of Lyon (map J-C6)

University secretariat and Student Life - 25 rue du Plat 69288 Lyon cedex 02 - Tel. 04 72 32 50 95

su@univ-catholyon.fr / www.univ-catholyon.fr

2 ENROLMENT

> **To make initial contact with your future institution**, before arriving in Lyon, or if you wish to move institutions next year, why not make the most of the Open Days and Higher Education Days in January. Don't forget the Student Fair, organised by L'Etudiant magazine in Lyon at the beginning of every year

> **A new procedure for first enrolment in the University has been introduced.** Visit the site

www.admission-post-bac.fr. Enrolment involves several steps. Firstly, fill in a registration form (with your personal information, civil status, etc.) and an academic record (with marks from the baccalaureate for French, diplomas and academic history) and then enter your preferred study paths. A hard copy must

then be printed and sent to the chosen institutions. The institution will subsequently e-mail you a reply. The final step is the administrative enrolment which takes place once the baccalaureate results are announced, between July and September.

This procedure applies to French and Swiss students and students from the European Economic Area. Students of other nationalities should request information from Campus France (www.campusfrance.org) and refer to our heading below «Find out more».

Use this approach to centralise your application and your preferences. You can choose up to 36 study programmes, both selective (BTS, some IUT, preparatory classes, etc.) or not (universities).

> **Enrolling in a school** is also possible on the site www.admission-postbac.fr

Enrolment for most schools takes place directly with its own departments. You will almost certainly be asked for:

- copy of your family record book or identity card,
- copy of your parents' Carte Vitale or that of your guardian or your own Carte Vitale certificate.
- for overseas students, copy of your passport or your student visa,
- final award certificate if you are receiving a grant,
- employment contract, if you are employed.

> **Don't hesitate to ask** your future institution about the study programmes it has on offer!

3 MAPPING YOUR CAREER PATH

Student Careers and School-to-Work (SOIE) or Joint Information and Careers University Service (SCUIO) careers departments exist in schools and universities, depending on the institution. They will help you find out about existing study programmes and careers, put together your career plan, access reference material, look for a job, etc.

A solid range of useful tools to settle and build up your plan.

• You can make an appointment with the careers advisers at the CIO (Information and Careers Centres) in the city. Consult the CIO directory for the Rhône at: www.orientation-lyon.org

- ONISEP is a publisher specialising in helping choose

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a career and appropriate studies. Here you will find documentation on courses and professions.

Tel. 04 78 25 46 30

[www.onisep.fr / drolyon@onisep.fr](http://www.onisep.fr/drolyon/onisep.fr)

CAREERS SERVICES

They have a multitude of roles - apart from manned offices, one-to-one interviews and free access to a variety of documentation (CD-Roms, Internet, journals), these departments also organise themed mornings on occupations, careers, student life, etc.

> University Claude Bernard Lyon 1 - SOIE

- Domaine scientifique de la Doua : SOIE - Bâtiment « Le quai 43 » - 2nd floor 43 boulevard du 11 novembre 1918 - 69100 Villeurbanne Tel. 04 72 44 80 59 <http://soie.univ-lyon1.fr>
- Campus Rockefeller Santé : 8 avenue Rockefeller - 69008 Lyon Tel. 04 78 77 70 92

> University Lumière Lyon 2 - SCUIO

- 5 avenue Pierre Mendès-France – 69500 Bron Tel. 04 78 77 23 42 scuio@univ-lyon2.fr - www.univ-lyon2.fr

> University Jean Moulin - Lyon 3 - SCUIO

Manufacture des Tabacs - 6 cours Albert Thomas 69008 Lyon - Tel. 04 78 78 78 40 - scuio@univ-lyon3.fr

WORK PLACEMENT SERVICES

They complement the careers services perfectly and are your interface with all key players in the business world in particular and economic life in general. They can help you look for work placements and ease you through all the necessary steps by providing access to offers. Visit the site of Lyon businesses which are partners with the teaching institutions:

www.vip-stage.com

> Work Placement Mission - Lyon 1

Bâtiment « Le quai 43 » - 69100 Villeurbanne Tel. 04 72 44 62 27

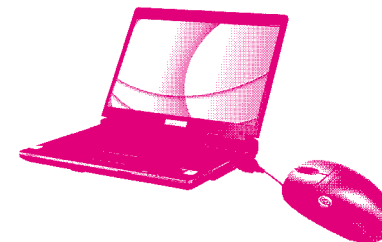
Work placement offers which can be viewed at the SOIE mission.stages@univ-lyon1.fr

> Work Placement Jobs Mission - Lyon 2

Campus Porte des Alpes Porte 25 - Bâtiment F - 69500 Bron Tel. 04 78 77 26 04

www.univ-lyon2.fr (heading Teaching)

jawad
prépa ENS commerce



missionstages@univ-lyon2.fr

Offers can be viewed online, but you must go to the Mission Stages in person to find out the name of the company.

> Jobs - Work Placements Office - Lyon 3

Manufacture des tabacs – Ground floor, Bibliothèque Universitaire - 6 cours Albert Thomas - 69008 Lyon - Tel. 04 78 78 72 83 - bes@univ-lyon3.fr

FINDING A JOB

You will be preparing yourself for this throughout your course, during your work placements, extra-curricular activities, jobs and so on. Nevertheless, there are specific bodies to help you.

- ANPE (National Employment Agency) at:

www.anpe.fr

- AFIJ (Association for Professional School-to-Work of New Graduates)

152 rue Duguesclin - 69006 Lyon - Tel. 04 72 71 01 68

Contact : lyon@afij.org - www.afij.org

Open Tuesday to Thursday, 9 a.m. to 1 p.m. and 2 p.m. to 6 p.m. (closes at 5 p.m. on Friday). AFIJ provides students and new graduates of higher education with support in seeking work placements or jobs, in France and abroad.

- APEC (Executive Employment Association)

Gare des Brotteaux - 14 place Jules Ferry - 69006 Lyon Tel. 04 72 83 88 88 - www.apec.asso.fr

4 DISABLED STUDENTS

The higher education institutions have made the necessary arrangements to facilitate access to their premises for disabled students (installation of access ramps, signage for the visually impaired, appropriate washroom facilities, etc.). This access has been a legal requirement since 11 February 2005. If you run into problems, reference contacts will help you find a solution, in all the institutions.

There is a legal facility for examinations (written and oral) - known as additional time - granted to disabled students, subject to a professional request to the University and a medical certificate from the referring doctor. Other reservations: recognition of a disabled person by the CDA (Rights and Independence Commission) and a recommendation from the MDPH (Disabled Persons Departmental Office).

More info on the services of disabled missions and reference contacts in the higher education establishments in the Disabled Student Guide to Higher Education, available at www.universite-lyon.fr

DISABLED MISSIONS AND REFERENCE CONTACTS

> University Claude Bernard Lyon 1

Handicap Mission – Manager : M. Jacques Charlin charlin@adm.univ-lyon1.fr – Tel. 04 76 44 82 79
Campus de la Doua - 6 avenue Gaston Berger - Bâtiment Astrée (ground floor, next to the cafeteria) - 69622 Villeurbanne cedex - Tel. 04 72 44 85 99

> University Lumière Lyon 2

Handicap Mission, Service Vie Etudiante
Campus Porte des Alpes, office 109
5 avenue Pierre Mendès-France - 69500 Bron

mission.handicap@univ-lyon2.fr

Contact : Louisa Charfa, louisa.charfa@univ-lyon2.fr
Tel. 04 78 77 31 05

> University Jean Moulin Lyon 3

Handicap Mission
18 rue Rollet - 69008 Lyon
Espace rue Sud, ground floor, behind the Central Reception Point. Contact: Magali Lastricani-Jolivet, miastric@univ-lyon3.fr - Tel. 04 78 78 78 01

> Catholic University of Lyon

The Catholic University has an agreement with University Lyon 2 for welcoming disabled students. Information available from the University Secretariat and Student Life at the Catholic University of Lyon. accueil@univ-catholyon.fr
Contact : Pascale Boucaud - Tel. 04 72 32 51 46

SOME USEFUL ADDRESSES AND PARTNER ASSOCIATIONS

> Handizgoud – INSA : <http://handizgoud.insa-lyon.fr>

INSA student association to raise awareness of students-future managers in employing disabled people.

> URAPEDA

(Regional Union of Associations of Parents of Children with Hearing Disabilities)

www.urapeda-rhone-alpes.org

Support service for deaf or hearing-impaired students.

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27 rue Paul Verlaine - 69100 Villeurbanne
Tel. 04 78 68 70 33

> **Droit au Savoir** : www.droitausavoir.asso.fr/
Inter-association community of 32 representative associations of all types of disability.
32 rue de Créqui - 69006 Lyon

> **handi-up** : www.handi-up.org
National site putting disabled students and new graduates in contact with partner businesses and administrations.

■ SPECIFIC ASSISTANCE FOR DISABLED STUDENTS

The law of 11 February 2005 «for equality of rights and opportunities, the participation and citizenship of disabled people» has brought radical changes to disabled student support. The Rights and Independence

Commission has replaced the Cotorep and the Disabled Persons Departmental Office has been set up. All information on the subject can be viewed on the University of Lyon site under Student Life Handicap Mission at: www.universite-lyon.fr. The site also features a new guide for disabled people in higher education in Lyon.

You can also consult the ADAPT site, the association for social and professional integration of disabled people: www.ladapt.net

> School holidays and public holidays

- Autumn half-term 2009: Saturday, 24 October to Thursday, 5 November 2009 morning
- Christmas holidays 2009: Saturday, 19 December 2009 to Monday, 4 January 2010 morning
- Spring half-term 2010: Saturday, 13 February to Monday, 1 March 2010 morning
- Easter holidays 2010: Saturday, 10 April to Monday, 26 April 2010 morning
- 1 May (Labour Day) and 8 May (V-E Day)
- 13 May (Ascension Day)
- Beginning (or mid-) June: summer holidays
- 14 July (Bastille Day - national holiday)
- 15 August (Assumption Day)
- 11 November (Armistice Day)

Administrative offices, banks and businesses are nearly all closed on public holidays.

5 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-DRI) 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.

> SRI Lyon 1

Central Service - La Doua - Maison de l'Université
1st floor - 43 boulevard du 11 novembre 1918 - 69622
Villeurbanne cedex - Tel. 04 72 43 12 13



victor
L3 finance
comptabilité

agathe
L1 LEA



> DRI Lyon 2

- Campus Berges du Rhône - 86 rue Pasteur - 69365 Lyon cedex 07 - Tel. 04 78 69 74 53 - dri@univ-lyon2.fr
- Campus Porte des Alpes - Maison de l'Etudiant
5 avenue Pierre Mendès France - 69676 Bron cedex
Tel. 04 78 77 31 75

> SRI Lyon 3

Manufacture des Tabacs - 6 rue Rollet - 69008 Lyon
Wing F - South courtyard - Ground floor
Tel. 04 78 78 72 87 - sri@univ-lyon3.fr
Mrs Salhi sahli@univ-lyon3.fr

> SRI Catholic University of Lyon

25 rue du Plat - 69288 Lyon cedex 02
Tel. 04 72 32 50 79 - sriuc@univ-catholyon.fr

> Translation of official documents

Sworn translators are listed on the site of the Lyon Appeal Court - www.ca-lyon.justice.fr, heading List of Experts.

> CII (International Information Centre)

25 rue Jaboulay - 69007 Lyon
Tel. 04 72 73 24 95 - cii.lyon@ac-lyon.fr
A department of the Lyon Local Education Authority, CII

welcomes all students on the move who are leaving or arriving in Lyon independently. It provides information and advice on studying in Lyon and in France in general as well as on enrolment procedures, administrative formalities, questions about settling in and everyday life in Lyon. CII is also in charge of advising all students on study and training options and work placements abroad. CII is a member of the Euroguidance network (promoting mobility in Europe) and the network of Regional Information Centres of the American authorities covering study programmes in the United States.

> You want to go to another European country?

Visit: www.euroguidance-france.org

> All international relations services for institutions in the University of Lyon are at: www.universite-lyon.fr

> Others sources of information on funding for studying abroad:

- Rhône-Alpes Region: www.rhone-alpes.fr, heading Young people and students space.
- Ministry of Foreign Affairs: www.diplomatie.gouv.fr

