

## FREQUENTLY ASKED QUESTIONS – INCOMING STUDENTS (DEUF)

### ➤ RELEVANT CONTACTS DURING MY STUDIES IN FRANCE

- 1- Who at the Université Jean Moulin Lyon 3 is **responsible for signing my official documents** that have to do with my student mobility: **Learning Agreement, Erasmus certificate, etc.?**

You will find the name of each Program Coordinator from the International Relations Department on the following link: <https://www.univ-lyon3.fr/vos-contacts-au-service-des-relations-internationales>

- 2- Who can send me the **course description**?

The International Activities Department (Pôle d'Activités Internationales-PAI) of the iaelyon is here to help you. You can contact Ms. Astrid RAUBER, Student Mobility Officer, at the following email address: [iaelyon.mobilite@univ-lyon3.fr](mailto:iaelyon.mobilite@univ-lyon3.fr)

### ➤ MY ADMISSION

- 1- How do I **apply to a course**?

Ms. Carène CHEVALIER ([carene.chevalier@univ-lyon3.fr](mailto:carene.chevalier@univ-lyon3.fr)) will send you the list of available courses in order for you to prepare your « Wish List ».

Once your Wish List is ready, please send it to Ms. Carène CHEVALIER. She has the authority to approve or not your selection, to check if your admission to each course is possible and to confirm when your admission is valid.

**Please do not use the intranet to apply to the course programs of the iaelyon.**

- 2- Which course can I put in my Wish List?

Only the courses from the iaelyon can be in your Wish List. **You mustn't put the courses in FLE (French as a Second Language)/the courses in French culture and the courses from other Faculties.**

- 3- How do I proceed if I need to **change my selection of courses**?

It is possible to make changes until the **last Friday of September** (Fall Semester)/**last Friday of January** (Spring Semester). You will then have to send your Wish List to Ms. Carène CHEVALIER ([carene.chevalier@univ-lyon3.fr](mailto:carene.chevalier@univ-lyon3.fr)) with **the courses you wish to remove written in red and the courses you wish to add written in green.**

- 4- I need to **change group** in a tutorial (TD) and/or in a lecture (CM)?
- If it concerns a class of the **Licence Gestion & Management (GM)**: you can contact Ms. Cécile BELLET [cecile.bellet@univ-lyon3.fr](mailto:cecile.bellet@univ-lyon3.fr)
  - If it concerns a class of the **Bachelor in Business and Management (BM)**: you can contact Ms. Carène CHEVALIER [carene.chevalier@univ-lyon3.fr](mailto:carene.chevalier@univ-lyon3.fr)
- 5- I need to apply to a course on **Moodle**. Who can help me ?

You will need to contact the lecturer of the course in question. He/she is the only person who can register you onto the course on Moodle.

- 6- I need to have access to the **E-Learning module**. Who should I get in touch with?

Ms. Carène CHEVALIER ([carene.chevalier@univ-lyon3.fr](mailto:carene.chevalier@univ-lyon3.fr)) can register you on the E-Learning course.

- 7- Can I follow some courses of **FLE** (French as a Second Language) during my studies in France?

If your level of French is equivalent to **B1 minimum**: The FLE courses and initiation to French culture courses are compulsory.

For the time being, **there isn't any French course available at a beginner's level** (A1, A2).

The FLE course is worth 5 ECTS, the French culture course is worth 3 ECTS.

Students from Belgium and French Canadians are exempt from FLE courses. They only follow French culture courses.

## ➤ **MY TIMETABLE**

- 1- How can I have access to my timetable?
- **Licence Gestion & Management (GM)**  
You have access to your timetable on the **intranet**: <https://www.univ-lyon3.fr/>
  - **Bachelor in Business and Management (BM) and Master's Degrees**  
You have access to your timetable on **IAEDT**: <https://iaedt.univ-lyon3.fr/>
- 2- Who can I contact if I have difficulties reading my timetable?
- For the courses available on the intranet, please get in touch with Ms. Cécile BELLET [cecile.bellet@univ-lyon3.fr](mailto:cecile.bellet@univ-lyon3.fr)
  - For the courses available on IAEDT, please get in touch with Ms. Carène CHEVALIER [carene.chevalier@univ-lyon3.fr](mailto:carene.chevalier@univ-lyon3.fr)

## ➤ NON-ATTENDANCE

1- Do I need to attend all the courses noted on my Wish List during my studies in France?

**Yes, all the courses (tutorials - TD and lectures - CM) are compulsory.**

2- Some of my courses are overlapping. What can I do?

You must attend all the courses. **2 overlaps are tolerated** between two courses. Should there be more than two overlaps, we kindly ask you to get in touch with Ms. Carène CHEVALIER ([carene.chevalier@univ-lyon3.fr](mailto:carene.chevalier@univ-lyon3.fr)) in order to change your choice of courses.

3- I can't go to a course. To whom should I send my written proof of absence?

**Each absence must be justified.** We kindly invite you to send your written proofs of absence to Ms. Carène CHEVALIER: [carene.chevalier@univ-lyon3.fr](mailto:carene.chevalier@univ-lyon3.fr)

4- Do I have **All Saints holidays** and **Easter holidays**?

WARNING: There are some **exams** during the **All Saints** holidays.

There are **no holidays** for exchange students **during the Easter period**.

You therefore can't book return train/plane tickets during these periods.

## ➤ MY EXAMS

1- Where can I find my exams schedule?

If it's for a course from the **Licence Gestion & Management (GM)**: you can find the exam schedule on the **Intranet** (3 weeks before the exams). If needed, you can contact Ms. Cécile BELLET [cecile.bellet@univ-lyon3.fr](mailto:cecile.bellet@univ-lyon3.fr)

If it's for a course from the **Bachelor in Business and Management (BM)** or for a course from a **Master's degree**: you can find the exam schedule on **IAEDT**. If needed, you can contact Ms. Carène CHEVALIER [carene.chevalier@univ-lyon3.fr](mailto:carene.chevalier@univ-lyon3.fr)

2- I need an « **exchange student** » **sticker** for my exams. Where can I find one?

You can collect this sticker at the Front Desk of the International Relations Department of the University.

3- Two exams are to take place at the same time. Who should I contact?

You can get in touch with Ms. Astrid RAUBER [iaelyon.mobilite@univ-lyon3.fr](mailto:iaelyon.mobilite@univ-lyon3.fr) **if you have two exams overlapping.**

4- Can I retake an exam if I failed or if I was absent?

**WARNING: it is not possible to retake an exam** (without a valid written proof) **and your grade can't be modified.**

The International Activities Department (Pôle d'Activités Internationales-PAI) can, if needed, write a **certificate of compensation** if your grade is at least equal to 9.5/20 and if your general average is above 10/20. You can contact Ms. Astrid RAUBER [iaelyon.mobilite@univ-lyon3.fr](mailto:iaelyon.mobilite@univ-lyon3.fr) and send this certificate to your home University.

5- I wish to read my **transcript of records**. When will it be available?

**WARNING:** you can't receive your official transcript of records before the jury's deliberation.

A deliberation is due to take place at the end of each semester (in January and in July). You can contact the Front Desk of the International Relations at the following email address: [etudiantsetrangers@univ-lyon3.fr](mailto:etudiantsetrangers@univ-lyon3.fr) should you need to read your transcript of records.

*Should you have any other questions, please don't hesitate to contact Ms. Astrid RAUBER by email [iaelyon.mobilite@univ-lyon3.fr](mailto:iaelyon.mobilite@univ-lyon3.fr) or to come to her office (Pôle Activités Internationales at the iaelyon, office 3384).*