

Bachelor of Science
Data Science for Responsible Business

Student Handbook

Academic year 2023-2024

Congratulations on being accepted into the BSc program at emlyon business school and École Centrale de Lyon.

To assist you in your studies, the *Student Handbook* explains the content and rules of your program. If you have any questions, please do not hesitate to contact the person in charge (see contacts in appendix).

This manual is updated every academic year.

The Bachelor of Science *Data Science for Responsible Business* will be referred to as "the BSc Program" in this document.

1. Program Philosophy: Learning Objectives

The BSc Program aims to train operational, enlightened, and responsible experts in data science and artificial intelligence.

At the end of their studies, students will be able to:

- understand data science and artificial intelligence, and their mathematical and computational foundations
- understand the scientific, technical, business, human and societal challenges, opportunities and risks of artificial intelligence
- understand and master the methods and practice of data science and artificial intelligence tools and technologies to create value in a business context and in compliance with standards and ethics
- present and defend a project in a specialized field
- analyze the socio-economic environment of a digitalized, constantly evolving world
- use technical and management concepts, methods and tools to lead projects and make decisions from a multidisciplinary perspective
- mobilize methods to create, generate ideas and think in an agile way, in order to analyze complex situations and provide solutions in a changing, uncertain world
- understand the mechanisms and principles of corporate social responsibility, and work ethically and responsibly in diverse, multidisciplinary teams.

Information about your BSc Program and related educational activities is communicated to you through various media:

- On the mmakersboard platform, you will find the program's key communications. They are regularly updated. It is also on this platform that students can find their registration for the various courses and pedagogical activities, their timetables and the rooms in which they will take place, or the zoom link to participate in the sessions via online activities. The makersboard, via the Brightspace application, also contains all grades obtained throughout the BSc program;
- Each course and learning activity have their own space on the Brightspace platform, whether for accessing learning materials, submitting work to Dropboxes or taking exams. The Brightspace page for each learning activity contains the syllabus for the said activity. The syllabus provides essential information on the skills and knowledge targeted by the learning activity, how they will be developed and how their acquisition will be assessed;
- the teaching teams (program coordinators, action learning mentors, program managers, professors) are also required to communicate with you regularly by e-mail. It is therefore essential that students consult their e-mail accounts (emlyon and École Centrale de Lyon) on a daily basis;
- face-to-face or video-conference amphitheatres are also organized throughout the year to share program-related information with students. Students are informed of the organization of these exchange sessions by means of a makersboard communication, supplemented by electronic information.

2. BSc Program Obligations

2.1. Course of the BSc Program

The entire BSc program takes place over 4 years and totals 240 ECTS credits. The table below shows the program and its credit distribution.

	Year 1	Year 2	Year 3	Year 4
	Scientific Fundamentals	Technological Skills	Advanced courses, Applications, Track courses	
Credits	60	60	60	60
Semester 1 "Fall Term"	Courses	Courses	Academic Exchange (30 ECTS)	Courses + Tracks
Semester 2 "Spring Term"	Courses	Courses	Courses + Tracks	End-of-study international internship (6 months) + Bachelor's thesis
"Summer Term"	Humanitarian/NGO internship international (3 months)	Tech/R&D internship international (4 months)	Track internship (3 months)	

Below are details of the tracks available in Years 3 and 4:

Years 3 & 4	Data Scientist Track	Research Track	Entrepreneurship Track
Year 3 Spring Term	Project 2 days/week	Project 2 days/week	Project 2 days/week
Year 3 Summer Term	Internship	Internship in a research laboratory	Starting a business
Year 4 Fall Term	Project 2 days/week	Project 2 days/week	Project 2 days/week

Program duration

The BSc Program lasts four years.

Students who shall not have achieved all the requirements for the diploma at the end of these four years will be presented to the diploma award jury, which may:

- authorize them to continue their schooling for an additional semester or year in order to meet all their obligations, or
- declare that, in the event of failure to validate one or more obligations, the student cannot be awarded a diploma, and therefore decide to terminate the student's studies definitively.

Interruption of studies

Students experiencing difficulties that prevent them from continuing their studies (for example, in the event of illness requiring heavy and restrictive treatment) may request an interruption in their studies. The student must then send a letter and any other document justifying the requested accommodation to the Head of Studies and the Program Director.

This interruption of studies does not incur any costs for the student.

The caesura

In accordance with articles D611-13 to D611-20 of the French Education Code, amended by a decree dated September 3, 2021, a student may engage in a period known as a "césure" during his or her course of study. Such a gap may only be approached once during the student's schooling, and preferably between years 3 and 4 of the BSc Program.

This period lasts for a maximum of one academic year, during which the student suspends his/her studies temporarily in order to gain personal experience, either independently or with a host organization in France or abroad.

According to Decree 2021-1154 dated September 3, 2021, the gap year can take one of the following forms:

- training in a field other than that of the course in which the student is enrolled
- experience in a professional environment in France or abroad, particularly in the form of an internship
- a civic service commitment in France or abroad, which can take the form of a volunteer program for international solidarity, an international administrative or corporate volunteer program, or a European voluntary service.
- a project to set up a business as a student-entrepreneur

Whatever the nature and terms of the gap period, students must maintain a constant link with their school, keeping it informed of their progress and situation.

The framework and procedures for implementing the gap year as part of the BSc program are as follows:

- The gap year may be taken as early as the end of the first year of the BSc program, but not after the final year of the program. The gap year must take place over indivisible periods equivalent to at least one academic semester, and must begin at the same time as an academic semester.
- The gap year can be consecutive to a compulsory internship and be carried out within the same host organization, in different functions.

The gap year may consist of one academic year spent training in a field other than that of the main course of study. In this case, the ECTS acquired will not replace those of the BSc program, but will be included in the diploma supplement summarizing the key components of the program.

The gap year can take the form of an internship. Students can do an internship, or even two (up to two 6-month internships can be combined, with a signed agreement for each). This specific internship agreement will be issued by **emlyon** business school or École Centrale de Lyon, but will not be evaluated by a company internship supervisor.

The gap year internship(s) do not validate the professional experience requirement and can never replace the compulsory internships in the program curriculum.

A School advisor (Academic Director or Head of Studies) signs internship agreements and monitors students who complete one or two internships during their gap year, with two compulsory meetings: one at mid-course to assess the skills acquired - and those still to be acquired; and one at the end of the course to take stock. At the final meeting, the head of studies is accompanied by a career coach. An official report is then given to the student.

All gap-year projects must be submitted to the program manager for approval at least three months before the start of the gap-year period, in the form of a cover letter setting out in particular how the gap-year is to be carried out. A reply is given within 2 to 3 weeks.

In the event of a favorable response, **emlyon** business school and École Centrale de Lyon suspend the student's studies and guarantee reinstatement or enrollment in the program in the semester or year following those validated by the student prior to suspension. This agreement is concluded by the signing of a gap year agreement.

As the gap year is accompanied by an educational program provided by **emlyon** business school and École Centrale de Lyon, the student must complete the administrative integration process and pay 500 euros.

2.2. Assessment and testing of knowledge and skills

Continuous assessment

Student assessment is carried out by comprehensive continuous assessment.

Courses are grouped into **teaching units** (UE - *Unité d'Enseignement*) comprising one or more **components** (EC – *Élément Constitutif de l'UE*).

Students are systematically informed of how assessments are to be carried out, within the framework of each EC, before they take place. The UE pedagogical manager (known as the RP) ensures the uniformity of knowledge control within the UE and the harmonization of grades. Particular attention is paid to combating fraud.

Grades, marked papers and annotated reports are made available to students no later than two months after the assessment, and before the deadline set by the school for jury preparation.

The rating system

The BSc program's subject courses (UE and EC of a UE) are assessed by a mark out of 20.

Sports, language courses, career workshops and cross-curricular skills are assessed on three levels as follows:

Grade	Definition
A	Remarkable
C	Acquired
F	To work on

ECTS credits

The European Credit Transfer and Accumulation System is a points system developed by the European Union to make it easier to read and compare study programs in different European countries.

One year of study is represented by 60 credits, representing between 1,500 and 1,800 hours of student work. One credit therefore corresponds to between 25 and 30 hours of student work. This volume includes face-to-face class time and personal work done by the student.

The pedagogical activities of the BSc Program are built on the following basis: 1 ECTS = 30 hours of work for the student.

Credits are only awarded to students who have passed their exams.

Language courses

The English EC is made up of 2 activities (English and TOEFL preparation). The Languages and Sport UE is validated when the average of the EC grades is greater than or equal to 10/20, and the TOEFL preparation score reaches the minimum required level. The levels required for the TOEFL preparation EC are as follows:

- Semester 1: 80 points
- Semester 2: 90 points
- Semester 3: 100 points
- Semester 4: 110 points

A score below these levels means de facto non-validation of the EU.

Courses without ECTS credits

First- and second-year internships, sports and participation in career workshops are not awarded ECTS credits. However, their validation is one of the requirements for graduation. Attendance at sports classes and career workshops is therefore compulsory.

Sport. For details of how to validate the Sport program, please refer to the *Sport Program* paragraph (cf. 5 below).

2.3. Examinations, second sessions and resit sessions

Courses held on the emlyon business school and École Centrale de Lyon campuses

The course RP decides on examination procedures. His or her contact details are shown in the syllabus posted online on the Brightspace platform. Examination and make-up procedures are also indicated in the syllabus.

In the event of justified absence from an examination, the RP may propose a substitute session before the end-of-semester jury (failing which, the assessment is not counted in the calculation of the EC mark).

If a UE is not validated, a resit session may be organized for ECs where the student has not obtained 10/20. Session 1 marks for EC that have not been resat are retained, and session 1 marks for EC that have been resat are replaced by the marks for the catch-up session (even if these are lower). Unjustified absence from an organized resit session results in a grade of 0.

A student who has not attended a course, who has not attended an exam without valid justification, or who has cheated on an exam, will not be entitled to a resit session. The average grade calculated will therefore be final. The student's case will be dealt with by the examining board.

In the event of failure after a resit, if the jury decides to repeat the module and depending on the student's academic situation, the failed module will be billed at the current rate (i.e. 300 euros for a resit).

Study periods abroad

The student must obtain 30 ECTS or equivalent outside Europe during this period per exchange semester. The partner institution will be responsible for resitting any failed modules taken abroad.

Not all partner establishments offer remedial courses. We invite you to carefully read the pedagogical regulations of the academic partner to which you are subject.

2.4. Juries and conditions for promotion to the next grade

The last paragraph of Article L 613-1 of the French Education Code stipulates that "Only teacher-researchers, teachers, researchers or, in accordance with the conditions and procedures laid down by regulation, qualified personalities who have contributed to teaching, or chosen for their skills on the recommendation of teaching staff, may take part in juries and attend deliberations".

Two juries are set up each year, one for each semester, made up of:

- Mathematics and computer science teachers of the year,
- Management science teachers of the year,
- A representative of the BSc program management, who chairs the jury.

At the end of year 4, two additional juries are set up to award the diploma (see 2.5 and 2.6).

The jury is set up by order of the director of École Centrale de Lyon, jointly with the director of emlyon. It meets three times a year (see below); the directors of École Centrale de Lyon and **emlyon** business school may convene a jury outside these meetings to settle special academic situations.

Jurisdiction and jury deliberations

The jury examines students' results at the end of each semester and at the end of the academic year.

Minutes are drawn up at the end of each jury meeting, listing all decisions taken. They are signed by the jury chairman. Jury deliberations are confidential, and jury members are bound by a duty of confidentiality. Only the president of the jury is authorized to communicate on jury decisions. Individual jury decisions are sent to the students concerned, and must specify the channels and deadlines for appeals.

Semesters 1, 3, 5 and 7

The jury examines the results of the semester for all students.

- It confirms the validation of the UEs and validates the associated ECTS credits.
- In the light of a student's overall results, he or she may validate some of the UEs for which he or she has not fulfilled the validation conditions. It then validates the associated ECTS credits.
- It provides a list of students for whom a resit session has been organized.
- It warns students in difficulty.

Semesters 2, 4, 6, and 8

The jury examines the results of the semester for all students.

- It confirms the validation of the UEs and validates the associated ECTS credits.
- In the light of a student's overall results, it may validate some of the UEs for which the student has not fulfilled the validation conditions. It then validates the associated ECTS credits.

The jury examines the results of the previous two semesters for students who have had a resit session.

- It confirms the validation of the UEs and validates the associated ECTS credits.
- In the light of a student's overall results, it may validate some of the UEs for which the student has not fulfilled the validation conditions. It then validates the associated ECTS credits.

It provides a list of students (having validated all the UEs of the current and previous years):

- Semesters 2, 4, and 6:
 - o admitted to the next grade,
 - o who are not admitted to the next grade and are offered a repeat year,
 - o who have not been admitted to the next year of the program and need to transfer to another program outside the École Centrale de Lyon and **emlyon** business school. Credits earned while enrolled in the BSc Program remain acquired.
- Semester 8:
 - o eligible for the diploma jury
 - o offered for further study in the engineering cycle of one of École Centrale de Lyon's engineering degrees, or in **emlyon** business school's *Grande École* Program.
 - o not eligible for the diploma jury and offered a repeat year,
 - o not eligible to sit on the diploma jury and need to transfer to another course outside École Centrale de Lyon and emlyon business school. Credits validated during their studies in the BSc Program remain acquired.

Repeating a year

When a student has not passed all the UEs in a year, the jury may decide to have the student repeat all or part of the UEs he or she has failed. In this case, the jury defines the repetition program.

2.5. Requirements for presentation to the jury awarding the diploma

The requirements for graduation are the same for all students, whatever their background, choices or career plans.

The graduation jury meets at the end of the fourth year, and proposes to the diploma jury the list of students eligible for the diploma. Ineligible students are examined individually by the diploma jury.

Students who have:

- obtained 240 ECTS credits
- completed the compulsory (non-credit) courses in the sports program
- passed the TOEFL test with a minimum score of 110 points
- validated all career workshops
- completed all internships (including years 1 and 2)
- validly fulfilled their obligations regarding periods abroad.

At the end of the four years of the BSc Program, and subject to validation of the required obligations and the corresponding 240 ECTS, you will be awarded the BSc Program diploma.

2.6. How the diploma-awarding jury works

For your BSc Program, two jury sessions are organized per academic year: one in September and another in January.

The extension of your course beyond these four years, and the consequent postponement of your presentation for the award of the diploma, can only be considered after approval from the Program Management. A fee of 500 euros will be charged for this postponement.

The diploma-awarding jury approves the list of students who have fulfilled all obligations, and deals individually with each student who has requested the jury's indulgence in obtaining his or her diploma.

It is not possible to postpone presentation to the diploma-awarding jury in order to benefit from a final internship beyond the required 12 months.

If a student completes his or her internship after the end of September, he or she will not be eligible for the September diploma jury session.

A provisional diploma certificate can be issued to any student enrolled in the final year who requests one on makersboard. However, a student cannot obtain a provisional diploma certificate if he/she requests an indulgence.

The diploma awarded on completion of the BSc Program is entitled Bachelor of Science and Engineering, specializing in Computer Science. It is accompanied by a Diploma Supplement (Europass format) detailing the student's progress through the BSc Program, including internships, academic exchanges and, where applicable, the gap year.

Requests for indulgence

The program allows students to apply for the diploma by indulgence. A request for an indulgence is the result of an active approach on the part of the student, who must inform the program management in writing of his or her wish to be presented before the jury awarding the diploma and requesting an indulgence. The student must then provide all the information in a letter, the key elements of which will be presented to the various members of the jury. The typed and signed letter requesting indulgence must be sent to the Program Director no later than mid-August for requests for indulgence at the September jury session, and early December for the January session.

No leniency will be granted in the event of non-validation of the applied research dissertation.

Appeals

As the jury's decision creates rights for its beneficiaries, it may be challenged, solely on the grounds of illegality, within two months of notification of the results, stating the appeal procedures and deadlines.

Applicants have three options:

- submit an informal administrative appeal to the president of the jury or to any other administrative authority who will refer the matter to the jury (the informal administrative appeal has the effect of preserving the time limit for contentious appeal);
- submit a hierarchical appeal to the Director of École Centrale de Lyon and the President of **emlyon** business school;
- or lodge a contentious appeal with the relevant administrative court.

2.7. Disciplinary Section

The BSc Program is part of the French public and university education system at École Centrale de Lyon. As such, BSc Program students are subject to the disciplinary rules of the French **Education Code**¹ of the French Ministry of Education.

Disciplinary powers are exercised in the first instance by the Board of Directors of École Centrale de Lyon, the BSc Program Management and the Management Committee of **emlyon** business school, in disciplinary sections.

¹ Current version of the Education Code: legifrance.gouv.fr/codes/texte_lc/LEGITEXT000006071191

All BSc Program users are subject to the disciplinary provisions of articles R. 811-10 to R. 811-42 of the French Education Code when they are perpetrators of or accomplices to, in particular:

- a) fraud or attempted fraud committed during registration, a continuous assessment test, an examination or a competitive examination;
- b) an act likely to undermine the order, smooth running or reputation of the establishment.

In accordance with article R. 811-36 of the French Education Code, the disciplinary sanctions applicable to users of public higher education establishments are:

- 1st Warning;
- 2nd Blame;
- 3rd Responsibility measures (community service);
- 4th Exclusion from the establishment for a maximum of five years. This sanction may be suspended if the exclusion does not exceed two years;
- 5th Permanent exclusion from the establishment;
- 6th Exclusion from any public institution of higher education for a maximum of five years;
- 7th Permanent exclusion from any public institution of higher education.

Any sanction provided for in the present article and pronounced in the case of fraud or attempted fraud committed in connection with a registration shall render the registration null and void.

Any sanction provided for in the present article and pronounced in the case of fraud or attempted fraud committed during a continuous assessment test, an examination or a competitive examination entails, for the person concerned, the nullity of the corresponding test. The person concerned is deemed to have been present at the test without having taken it. The Disciplinary Committee also decides whether to declare the group of tests or the examination or competition session null and void.

The unsuspended penalties provided for in #4 of the present article and in #5, 6 and 7 also entail a ban on enrolling in any public establishment(s) providing post-baccalaureate training, on taking examinations leading to such training, and on taking any examination leading to a national diploma.

Disciplinary sanctions are recorded in the student's file. Those provided for in #1 to 3 are deleted from the file after a period of three years if no other penalty is imposed during this period.

Students will find specific rules for the BSc Program in Chapter 8.

2.8. Commission for the development of study regulations

It proposes adjustments designed to optimize school regulations, based on feedback from staff and/or users.

It meets once a year.

The commission in question is made up of the:

- Director of Training, École Centrale de Lyon
- Head of Schooling, École Centrale de Lyon
- Director of *Undergraduate Studies* at **emlyon** business school
- BSc Program Academic Management
- Student representatives: class delegates

3. Teachings

3.1. General terms and conditions

Generally speaking, a standard teaching unit (UE) corresponds to 45 hours of face-to-face teaching and, if validated, gives rise to 5 ECTS credits. Some ECUEs correspond to 9, 12, 18, 21, 24 or 30 hours of face-to-face teaching, and to between 1 and 4 ECTS credits, depending on the weighting of the UE in which they are taught. As one ECTS credit represents around 30 hours of work for a student, 3 to 4 hours of preparation and learning are required for each hour of face-to-face teaching.

The part of the course that takes place in the classroom represents only one fifth of the total work required to access the skills and knowledge offered by the teaching. It is essential to organize your work, for each course taken, in such a way as to guarantee the time devoted to the acquisition of each lesson.

The syllabi are available on Brightspace (<https://emlyon.brightspace.com/d2l/home>) and present the objectives of the course, the skills developed, the breakdown of the number of learning hours between the different methods, the organization of the different sessions, the assessment methods and the suggested bibliography (compulsory and recommended).

All BSc courses are taught in English.

The BSc Program reserves the right to open, close or modify course offerings depending on the number of students enrolled in the specialization tracks in years 3 and 4, as well as language courses.

3.2. Course evaluation

Assessment is by continuous assessment.

The content and assessment methods are communicated to students in the syllabus before the start of the course.

EC examinations and assessments can take a variety of forms: periodic quizzes and assessments, individual table-top exams, group work, individual and group presentations, etc.

During periods of study abroad, students are subject to the partner university's assessment system, and their grades are taken into account in the progression of their studies as if they had been obtained in France.

3.3. Validation of teaching units

Each year of the BSc Program consists of several teaching units (UEs). These teaching units group together several courses or UE components (EC). Each course gives rise to ECTS credits (except for sports courses, career workshops and internships in the first and second years).

To validate a UE, you must obtain an overall average equal to or greater than 10/20 (by "overall average" we mean the average of the various ECs making up the UE, weighted according to the weighting laid down within the UE). On the other hand, if you have an average equal to or greater than 10/20 for the UE but the mark for an ECUE is less than 10/20, the RP of the UE and the semester and end-of-year jury may impose a resit session, or even consider repeating the year.

You must obtain a mark equal to or higher than 10/20 at the resit and validate the UE to obtain the credits for the course for which you took a resit. If you fail to do so (i.e. obtain a mark of less than 10), you will not be awarded the ECTSs for the course, even if the UE is validated (except in exceptional cases approved by the jury).

3.4. Choosing a track specialization in the third and fourth years

Students can choose from the following three career paths:

- **Data Scientist Track:** in partnership and under contract with a company
- **Research Track:** in partnership with a research laboratory at École Centrale de Lyon (Université de Lyon), **emlyon** business school, or other.
- **Entrepreneurship Track:** in partnership with the **emlyon** business school and École Centrale de Lyon incubators

The BSc Program Management reserves the right to open, close or modify these courses depending on the number of students enrolled.

For access to certain courses, the BSc Program Management reserves the right to examine the student's academic results, and to request a letter of motivation and any other information that will enable it to make a selection.

3.4. Course evaluation by students

Online evaluation of each student's course is compulsory. The questionnaire consists of a survey on:

- the entire course
- the contributions, personal reflection and practical acquisitions of the course
- the course
- achieving the targeted objectives
- the quality of the teaching materials used
- the quality of the speaker's presentation
- the speaker's availability outside the course

Evaluation is essential to the continuous improvement of our teaching processes.

3.5. The Bachelor Thesis (applied research dissertation)

All students must complete and validate a *Bachelor Thesis* during the fourth year of the BSc Program. The subject of this *Bachelor's Thesis* must be related to the student's internship and the

BSc Program. It represents a work of reflection and comparison of professional practices with concepts and theories covered in the program; it is in fact an applied research dissertation.

This is a long-term project. A *Bachelor's thesis* usually takes around 6 months to complete.

It is essential to define the theme of the *Bachelor's thesis* and the issues to be addressed. It must be carried out individually and personally, as part of the internship.

The BSc Program will appoint an academic tutor for each student, who will validate the project and monitor and evaluate the work. Students must submit an annotated bibliography to their academic tutor one month after the start of the internship or apprenticeship. Among these references, priority should be given to academic references (book chapters, research articles published in academic journals). This 10-page document will present the chosen subject, its context - particularly in relation to the company's or organization's issues - and the various relevant references identified, accompanied by a commentary of 50 to 100 words per reference. This document should include a minimum of 20 annotated references, to which may be added references identified but not dealt with.

The *Bachelor's Thesis* is the culmination of the BSc Program, and must therefore meet very strict quality requirements. It must be an original, thought-provoking piece of work, drawing on both relevant literature and real-life situations.

The *Bachelor Thesis* is defended in a one-hour session, the date of which is agreed between the student, the company or organization tutor, and the school tutor. It is the student's responsibility to plan his or her defense and to make himself or herself available.

In carrying out this work, students draw on writings by different authors (academic, professional, political) and from different sources (books, scientific articles, press articles, working papers, theses, websites). Whatever the source, students must respect the rules of intellectual property: quotations must be placed in quotation marks, with precise reference to the source of the quotation, and the bibliography must be complete. Library staff are available to help students with bibliographic research methodology.

In addition, plagiarism detection software (OURIGINAL for emlyon and Compilatio for Centrale Lyon)² is systematically used to validate the originality of a *Bachelor Thesis*. OURIGINAL is a software solution used by all international higher education establishments, which stores all the documents submitted year after year. This means that it also detects self-plagiarism (the reuse of an introduction, for example, or an outline you've already used). Non-compliance with these basic rules is plagiarism, and immediately leads to sanctions up to and including exclusion by a disciplinary jury, or at the very least a rewrite of the dissertation. Students must therefore be extremely vigilant and know how to make intelligent use of what has been contributed by others, whoever they may be.

² You can find information on plagiarism on the emlyon Learning Hub website: <https://learninghub.em-lyon.com> - "Training - Writing resources" tab.

4. Professional Experience and Work Placements

Building and validating a career plan, and consolidating the skills developed in the classroom, require regular feedback between the academic approach provided by the courses and the practical approach provided by professional experience.

This work experience must take place abroad. The BSc Program reserves the right to examine the situation of non-French international students on a case-by-case basis, to determine whether or not they are eligible for work experience in France. The aim of the in-company periods is to gradually prepare students for their future role as *data scientists* and managers, by enabling them to discover the different aspects of the job through real-life situations, and by supporting them in their career plans.

Students are required to

- in the first year, an internship with an NGO or humanitarian association abroad, lasting a minimum of 3 months
- in the second year, an internship in a technical or R&D team abroad, lasting a minimum of 4 months
- in the third year, the specialization internship, lasting a minimum of 3 months (see below)
- in the fourth year, a 6-month end-of-study internship abroad.

Specialization courses

Special consideration will be given to the 3-month internship during the *Summer Term* in Year 3, which is part of one of the specialization tracks. In particular, students enrolled in the *Research Track* will be able to work in the laboratory of a French university, and students enrolled in the *Entrepreneurship Track* will be able to work on setting up their company with the incubators on the **emlyon** business school or École Centrale de Lyon campuses.

4.1. Course objectives

Year 1

The first-year internship is an introduction to responsible commitment, and will be carried out in an NGO or humanitarian organization or association.

Year 2

The second-year internship is an introduction to a technical or R&D team, and enables the student to play an active part in carrying out a technical assignment.

Year 3

The third-year internship is an integral part of the student's chosen specialization path, and the student must carry out one or more specific assignments as a continuation and extension of his or her "*AI Responsible Mission 1*" project:

- *Data Scientist Track*: pursue your project within your partner company ;
- *Research Track*: pursue a research project in a partner research laboratory or R&D facility;
- *Entrepreneurship Track*: pursue your entrepreneurial project, supported by the **emlyon** business school and École Centrale de Lyon incubators.

Following this internship, the student will continue to work on his or her project during the *Fall Term* of Year 4 in the "*AI Responsible Mission 2*" UE, in order to prepare his or her deliverable (to the partner organization, or for the creation and launch of his or her own company).

Year 4

The fourth-year internship prepares students to enter the world of work, by validating a pre-professional career path.

4.2. Validation of internships

Before leaving for an internship, and at least 15 days beforehand, the student must submit a request on makersboard (*Professional Experience* tab) for double validation: pedagogical (a school tutor will be assigned to the student according to his or her assignments) and administrative (an internship agreement will be drawn up or the company contract will be approved).

No student is authorized to join a company or organization without an assignment sheet validated by the internship module manager and an internship agreement or fixed-term contract.

No internship will be validated and therefore credited without an internship agreement signed by both parties.

To find out how the internships are assessed, please refer to the corresponding specifications.

Convention editing

You are the one who initiates the process of publishing the internship agreement (and not the company), and to do this you have access to the dedicated platform from your makersboard.

Please note: as soon as you start the online agreement application, your commitment to the company begins! So don't submit your application until the recruitment process is complete and your choice is final: you won't be able to go back.

At the start of the agreement application, you take on the role of future professional in the company, and as such, the behavior expected of you should already be in line with the behavior you will adopt in the company. It is therefore out of the question to consider cancelling the agreement, or unilaterally revising its content.

Once the request has been initiated, the electronic signature process will also enable you to track the progress of signatures by the various parties involved in your agreement. When the document has been signed by all parties, everyone automatically receives a copy.

The internship period

First of all, you must continue to comply with the **emlyon** business school's *internal regulations* and the École Centrale de Lyon's *study regulations*, including during the time you spend at your host company. This means behaving in a professional manner, respecting the essential rules of politeness and courtesy, and complying with your host company's internal regulations.

Any breach of these rules may result in disciplinary action.

If you encounter any difficulties during your internship period, at any time (from the very first days or later on), you should contact the school immediately, in particular the *Career Center*.

There are two e-mail addresses you can use to initiate contact, explain your situation or request an appointment:

internship@em-lyon.com / careercenter@em-lyon.com

Any unilateral, spontaneous action on your part (i.e. not discussed or anticipated with the BSc Program), without ever having contacted the *Career Center*, is strictly forbidden (except in the case of work stoppage, accident, etc.).

Company evaluation

At the end of your internship, your company supervisor completes an evaluation questionnaire indicating his or her assessment of your performance.

In the absence of a mark from the company tutor, only the school tutor's mark will be taken into account.

For the end-of-study internship, the program may consider a permanent contract or an International Volunteers in Business contract, provided:

- that the assignment meets the objectives set out in the specifications, and
- that a formal assessment is submitted at the end of the required period.

Students must then attach a copy of the contract to their assignment form, together with proof that they are still in post.

Even if the contract binding the student to the company is not an internship agreement involving **emlyon** business school and École Centrale de Lyon (as in the case of fixed-term contracts, IVBs, local contracts, or even permanent contracts in certain situations involving the validation of a final phase of professional experience at the end of the course), students must provide Career Services with all information relating to their assignment (company details, direct supervisor, precise dates of the assignment and content) via the assignment form.

It is not possible to exceed the required duration of an internship (6 months maximum per academic year). Drawing up an internship agreement is governed by regulations set out in the Internship Charter, current legislation and the French Education Code (article 612-8 et seq.). An internship agreement can only be signed if, and only if, it meets an obligation within the academic framework of the BSc Program: an obligation in terms of duration, an obligation validated by the BSc Program in the construction of a professional project, etc.

The duration of the same agreement must also be limited, in that it cannot be for a regular position. An internship agreement can only be drawn up for a maximum of 6 months within the same company.

It is also impossible to start or finish your internship during class periods.

It is important to note that the internship agreement requires students to attend certain BSc Program courses (such as seminars). Students are required to inform their company of this, and to be present at **emlyon** business school or École Centrale de Lyon when asked to do so.

Interviews for internships are not an excuse for absence from class. Students must schedule their interviews outside class hours (including language classes, career courses, sports classes and group work), otherwise they will be penalized.

Reporting date

BSc1: the day BSc2 starts at 11:59 p.m.



BSc2: the day BSc3 starts at 11:59 p.m.

BSc3: the day BSc4 starts at 11:59 p.m.

BSc4: July 15 at the latest before 11.59 p.m. (date of submission of the *Bachelor Thesis*).

5. The Sport Program

Approach and pedagogical contribution of the sports program

The way we use and manage our bodies is one of the keys to success in life, and students in the BSc Program have a duty to develop a healthy mind in a healthy body: *mens sana in corpore sano*.

The sports program is designed to enable each student to discover, understand, use and domesticate his or her physical and mental faculties.

This program is part of a wider drive by **emlyon** business school and École Centrale de Lyon to use sport and expressive body activities to promote personal development, so that future professionals can integrate this dimension throughout their lives, both in terms of career management and personal well-being.

Sport program registration

Students in the BSc Program are required to choose an activity in the **emlyon** business school or École Centrale de Lyon Sports Program.

Students have one week to decide whether they wish to change their activity, after which their enrollment will be definitively confirmed for the whole semester, with subsequent changes only being granted for medical reasons. During the first week, students can attend as many courses as they wish. Another registration phase is launched in the first semester of each year for the second semester, following the same procedure.

First-year students have the option of changing activity between semesters. Second-, third- and fourth-year students remain in the same sport until they go on placement.

The assessment will be based on the expected points common to each activity:

- Master techniques to achieve a goal
- Adapt to playing conditions, balance of power, environments, stage spaces...
- Respect the rules and procedures of the sport
- Investment / be energetic and dynamic / get out of your comfort zone

The achievement of knowledge and skills related to the activity practiced and the development of associated soft skills: 3 skills specific to the activity will be targeted and assessed per semester, with a minimum of 1 skill left to the student's choice, with a view to individualizing his or her training path. Six skills will therefore be developed, assessed and contextualized over the course of the year.

Sport is used to develop soft skills, defined as the human qualities necessary for professional success. Adaptability, the ability to work as part of a team, surpassing oneself, rigor, perseverance and self-confidence, as well as the ability to make decisions, to evolve in complex environments or to manage stress and risk/security, are just some of the skills that tomorrow's manager or company director can develop through sport.

Through the various experiences offered by the sports program, students will have to mobilize and develop the various skills, know-how and interpersonal skills that are useful and transferable to a future professional. These elements, identified, evaluated and stabilized in this way, can also be added to a CV.

Validation of the sports program

Each student must take part in a sports course in the first and second years of the BSc Program. If the average of 10/20 over the two semesters is not achieved, the student will be required to take a written exam.

Absences from the sports program

Only one absence is allowed per semester; beyond that, the student will be assigned an F evaluation.

Similarly, repeated lateness may result in a grade of F.

A medical certificate must be submitted to the Sport Center sportcenter@em-lyon.com within one week of any absence.

In the event of injury that does not require immobilization, a medical certificate does not exempt the student from the course. Alternatives to sports practice are available, in which case the student will be given supervisory tasks (refereeing, organization, coaching, etc.) on which he or she may be assessed.

In the event of injury or illness resulting in prolonged unavailability, the student must produce a certificate of unfit for sport and contact the Sport Center to consider an alternative activity compatible with the physical disability.

In all cases, applications will be examined after an official meeting with the heads of the **emlyon** business school and École Centrale de Lyon sports departments.

6. The Language Program

The BSc Program is taught entirely in English, and all first-year students who are not native speakers of English are strongly encouraged to take language courses in English.

Students with a minimum B2 level may be exempted from English classes and choose LV2.

All international students who do not have a minimum B2 level in French must take the French as a Foreign Language (FLE) course in their first year.

Language courses are assessed by means of regular continuous assessment, with the possibility of a make-up test.

TOEFL training is offered to all second-year students and is compulsory. TOEFL training is integrated into the English courses. The minimum level of English required for the program is established according to TOEFL level as follows:

- Semester 1: 80 points
- Semester 2: 90 points
- Semester 3: 100 points
- Semester 4: 110 points

LV2 and LV3

French as a Foreign Language (FLE) is part of the LV2 curriculum for non-French-speaking students who do not have a command of this language (B2 level minimum).

Language courses are graded according to A: outstanding, C: acquired, F: to be worked on. They are assessed in the form of regular continuous assessment and, where necessary, remedial assessment.

Students with a C1 level in a language are not exempt from taking part in courses in that language.

Students who choose to enroll in a LV3 course commit themselves to the group and the teacher, to regular attendance and commitment to learning for the current semester. LV3 levels range from A1 (beginner) to C1. Classes are held face-to-face or in e-learning mode, depending on the number of students.

TOEFL

The test score is decisive in the allocation of academic exchanges in Year 3 (most partner universities require an English level of between B2 and C1). The original certificate must be sent to the program no later than the end of the placement campaign. In order to improve TOEFL results, a second test may be taken, but this will be at the student's expense and must be submitted within a timeframe specified by the program. The higher score of the two tests will be taken into account.

The BSc Program finances a single test. Registration and organization are the responsibility of the student. Any logistical costs of transport, accommodation and meals are the responsibility of the student.

A minimum TOEFL score of 110 points is a prerequisite for graduation. It is required if you wish to study abroad for a year or a semester at a partner university.

7. International Experience

To qualify for the diploma, students admitted to the BSc Program in their first year must fulfill a number of requirements, including three international experiences - reduced to two for students admitted in their second or third year.

The primary aim of these experiences is to gain long-term, independent exposure to at *least* one other culture. These international experiences aim to develop:

- the student's ability to adapt to a different intercultural context: these experiences abroad must also encourage the student to step out of his or her comfort zone, which is why it is imperative that these experiences take place in immersion.
- the student's agility to work efficiently in a multicultural team: this skill can be developed without necessarily involving immersion, and can be validated by an internship in France, if this internship leads to work or in co-construction with teams located in other parts of the world.

So it's not the working language that makes a project "international".

Recognition of the international nature of the assignment takes place in two stages: when the agreement is signed - on the basis of a detailed presentation to the mentor in charge of teaching or the program managers; then by the internship tutor, who confirms the reality of this international experience on the basis of the report provided by the student.

In order to achieve this objective, the BSc Program takes into account the student's background and experience prior to admission to the BSc Program.

8. Operating Rules Specific to The BSc Program

8.1. Underage students

Students who are minors under French law are subject to the same regulations as students of full age.

In addition, parents (or legal guardians) of students under the age of 18 are required to provide full parental authorization for outings (within a 300 km radius) and proof of civil liability.

Parents (or legal guardians) will be asked to provide specific parental authorization in the following cases:

- an outing or activity deemed risky (e.g. parachuting, bungee jumping, etc.). If these outings are organized by student associations outside the educational framework, the organizer takes full responsibility for the smooth running of the activity and neither **emlyon** business school nor École Centrale de Lyon can be held responsible in the event of an accident.
- for any outings organized by the school over 300 km (e.g. trips to trade fairs, etc.).

8.2. Course attendance

Attendance is compulsory, except when classes are held on the religious holidays mentioned in the circular of February 10, 2012 relating to leaves of absence that may be granted on the occasion of the main religious holidays of the various denominations (see the calendar of holidays for the year 2023-2024 in the appendix).

The teacher checks student attendance. It is the student's responsibility to ensure that he/she has been counted as present. If they forget to sign in on paper or digitally, they run the risk of being counted absent.

It is strictly forbidden to sign in an absent student. Trust is the basis of any educational relationship. In the event of a false signature, this trust is altered and the whole community suffers. Consequently, any student responsible for such falsification will be sanctioned, and any student who is absent and falsely signed in as present will have to explain himself/herself to the UE's RP in order to find out whether he/she is behind such a request. If proof is provided of the identity of the signatory, the latter may be subject to disciplinary action. Decisions may range from a simple warning to permanent exclusion.

8.3. Course absences

No absence from any course will be accepted without medical or legal proof (such as a death certificate for a relative) or authorization from the Program for Promotional Actions (see 8.5), which must be sent to the UE's RP and Program Management no later than 72 hours after the missed course.

Two unjustified absences from a course will result in non-validation of the course (eliminary mark of 0/20 for a subject-based EC, mark F for a language, sports or career workshop course).

If a student is more than 10 minutes late for a lesson, he/she will not be accepted in class and his/her lateness will be counted as an absence.

8.4. Exam attendance

Attendance at exams and knowledge tests is compulsory. Only medical or death certificates will be accepted. Students must send the proof to their program coordinator no later than 72 hours after their absence from the exam.

Any unjustified absence from an examination will result in an eliminator mark (0/20 or F).

8.5. Promotional activities

Principle and definition of promotional actions

All new entrants are required to carry out three promotional actions in their first year. There are several types of promotion:

- returns to the home establishment
- school forums
- regional and national trade fairs
- Campus and Training Days
- digital promotional *workshops*

This program is supervised by **emlyon** business school's Recruitment and Admissions department, which regularly publishes and updates the online schedule. It is up to each student to register by reserving the date and destination with the Recruitment and Admissions department and by drawing up an estimate of future costs.

Please note: underage students are not allowed to travel more than 300 km away.

For each promotion, all expenses such as transport (SNCF, bus, private car, etc.), catering, accommodation, etc. are reimbursed in accordance with the current rates proposed by **emlyon** business school's Recruitment and Admissions department.

Reimbursement will be made on the basis of receipts, after registration of the expense claim, and will be accompanied by a proof of absence.

Absences due to promotional activities

Absences from a course or teaching activity, caused by a promotional action, are justified administratively by the RP (on presentation of the proof of absence issued by the Recruitment and Admissions department); they are not admissible for an examination or knowledge control period.

On the other hand, it is the responsibility of each student to inform UE's RP and the program coordinator of any absences in advance, and to check with them that no assessment is scheduled during these absences. No absence from an assessment for promotional purposes is permitted (an eliminator mark (0/20 or F) will be awarded to the absentee).

8.6. Administrative registration and payment of tuition fees

Before the start of each academic year, students must complete their administrative registration and pay their tuition fees. Until this registration is finalized, they cannot be considered as students of the BSc Program, and, as a result, will not be granted access to the various resources of **emlyon** business school and École Centrale de Lyon (e-mail, Brightspace access, makersboard, etc.), from the end of September of the academic year concerned.

Students must re-register as soon as the results of the end of year's jury are known. Only the regularization of their administrative registration and its completeness will allow the reopening of the various accesses and thus the possibility of following the program normally.

The tuition and administrative fees charged correspond to:

- annual tuition fees for a traditional four-year course
- 500 euros in administrative fees plus a contribution to student and campus life (CVEC in French) for a gap year
- 7,000 euros for repeating a full year
- 3,500 euros for repeating an academic semester; in this case, from September onwards, you will be billed for the semester you have repeated, as well as the tuition fees for the following academic year, which will effectively start in the second semester.
- 500 euros for repeating a semester of training; in this case, from September onwards, you will be invoiced for the semester you have repeated, as well as the tuition fees for the following academic year, which will start in the second semester.
- 500 euros administrative registration fee plus CVEC if registering for a new academic year and attending the January diploma jury session

Appendix

- 1) the BSc Program curriculum
- 2) your contact list
- 3) the academic year calendar
- 4) the list of religious holidays (other than national legal holidays) for which leave of absence may be granted. Students wishing to celebrate these holidays must submit a request to the coordinator in charge of their year and to the Head of Studies. Absence in connection with the celebration of one of these holidays must be compatible with the fulfilment of the student's inherent duties.

Appendix 1 - The BSc Program Curriculum

In the table below, scientific UEs are shown in blue, business UEs in yellow, and transversal UEs in green.

Semester	EU	EU label	ECUE title	Total hours	ECTS	CM	TD	TP	Project	Teachers' names
1	1	Calculus 1	Linear Algebra	24	0,00	15	9			Jean SAVINIEN
1	1		Real Analysis	21	0,00	15	6			ECL teacher under recruitment
1	2	Probability	Probability	45	0,00	22,5	18	4,5		Elisabeth MIRONESCU
1	3	Fundamentals of Computer Programming	Fundamentals of Computer Programming	45	0,00	22,5	18	4,5		Romain VUILLEMOT or other permanent teacher with equivalent profile recruited
1	4	Introduction to Management and Information Systems	Introduction to Information Systems and Web	15	0,00	15				Delphine BILLOUARD-FUENTES
1	4		Digital Environment	15	0,00	15				Clément LEVALLOIS
1	4		Excel Fundamentals for Business	15	0,00	15				Adel ASSAKKOUR
1	5	Fundamentals of Computer Algorithmics	Fundamentals of Computer Algorithmics	45	0,00	22,5	18	4,5		Romain VUILLEMOT or other permanent teacher with equivalent profile recruited
1	6	Languages		30	5,00	30				TBA

2	1	Calculus 2	Calculus 2	45	0,00	22,5	18	4,5		ECL teacher under recruitment
2	2	Statistics	Statistics	45	0,00	22,5	15	7,5		Christophe BLANCHET
2	3	Introduction to Data Analysis	Introduction to Data Analysis	45	0,00	22,5	18	4,5		Romain VUILLEMOT
2	4	Data Science for Responsible Business	System Thinking and Sustainability 1	18	0,00	18				Jeroen STRUBEN
2	4		Data Science Careers Workshop	12	0,00	12				company representatives
2	4		Advanced Excel for Business	15	0,00	15				Adel ASSAKKOUR
2	5	Sustainable Project Management	Project Management Principles	18	0,00	18				Elora BEAULIEU
2	5		Business Game	27	0,00	27				Ludivine PERRAY-REDSLOB
2	6	Languages		30	5,00	30				TBA
		Career coaching		9		9				
		Internship (3 months)								
3	1	Numerical Methods for Optimization	Numerical Methods for Optimization	45	0,00	21	12	12	9	Grégory VIAL
3	2	Statistical Learning	Statistical Learning	45	0,00	22,5	18	4,5	10	Vivian VIALLO
3	3	CSR & AI for Society	System Thinking and Sustainability 2	24	0,00	24				Jeroen STRUBEN

3	3		Extended Responsibilities for Business and Science: Nature, Society & Ethics	21	0,00	21				Fred SEIDEL
3	4	AI Culture	History & perspectives of AI	15	0,00	15				Amélie CORDIER
3	4		Open data, data governance, and strategy	15	0,00	15				Benoit LOEILLET
3	4		AI Ethical Concerns & Law	15	0,00	15				Samir Merabet
3	5	Machine Learning in Practice	Machine Learning in Practice	45	0,00	22,5	18	4,5		Jean SAVINIEN
3	6	Languages		30	5,00	30				TBA
4	1	Big Data	Big Data	45	0,00	22,5	18	4,5		Emmanuel DELLANDRÉ A or other permanent teacher with equivalent profile recruited
4	2	Deep Learning	Deep Learning	45	0,00	22,5	18	4,5		ECL teacher under recruitment
4	3	CS project management: methods, product, tech/craftmanship	Project of software development in Python	45	0,00	13,5	4,5	27		Elizabeth ZAZLAVSKY & Ippon Tech
4	4	Web & AI Tools for Business	Web Analytics	18	0,00	18				TBA
4	4		SEO	12	0,00	12				TBA

4	4		Introduction to Cybersecurity Management	15	0,00	15				Nicolas SABBEN
4	5	Marketing and Managerial Finance	Marketing	21	0,00	21				Alice RIOU
4	5		Managerial Finance and Cost Management	24	0,00	24				François-Régis PUYOU
4	6	Languages		30	5,00	30				TBA
		Carreer coaching		7		7				
		Internship (4 months)								
5	1	Natural Language Processing	Natural Language Processing	45	0,00	22,5	18	4,5		Liming CHEN
5	2	Modern Trends in AI	Responsible AI, ML interpretability	24	0,00	12	9	3		Emmanuel DELLANDRÉ A or other permanent teacher with equivalent profile recruited
5	2		Quantum Computing	21	0,00	15	6			ECL teacher under recruitment
5	3	NLP & NLU for Business	NLP & NLU for Business	45	0,00	22,5	18	4,5		Jean-Baptiste AUJOGUE
5	4	Digital Advances for Business	Introduction to Strategy	21	0,00	21				Jean-Louis MAGAKIAN
5	4		Finance & Data Analysis	24	0,00	24				Guillaume COQUERET
5	5	Digital Marketing &	Digital Marketing	24	0,00	24				Ivan GUITART

5	5	Personalization for Brand Management	Communication and Brand Content	21	0,00	21				Lionel SITZ
5	6	Languages		30	5,00	30				TBA
6	1	Deep Learning Project	Deep Learning Project	10	5,00	10			140	Jean SAVINIEN & prof ECL to recruit
6	2	AI Responsible Mission 1	AI Responsible Mission	45	0,00	45			300	Jean SAVINIEN & prof ECL to recruit
6	3	Organizational Behaviour & Strategy	Organizational Behavior	24	0,00	24				Astrid HOPFENSITZ
6	3		Digital Economy and Strategy	21	0,00	21				Vincent GIOLITO
6	4	Responsible Algorithmics	Ethical Design	15	0,00	9	6			Emmanuel DELLANDRÉ A
6	4		Algorithmic Risks and Audit	15	0,00	9	6			Emmanuel DELLANDRÉ A
6	4		European Data Regulations	15	0,00	15				Emmanuel DELLANDRÉ A
6	5	Corporate Law	Contracts	15	1,67	15				Samir MERABET
6	5		Social Law	15	1,67	15				Samir MERABET
6	5		Intellectual Property	15	1,67	15				Samir MERABET
6	6	Languages		30	5,00	30				TBA
		Carreer coaching		7		7				
		Track internship (3 months)								
7	1	Tech Workshop Series	Tech workshop series	45	0,00	24	21			Romain VUILLEMOT or other permanent

										teacher with equivalent profile recruited
7	2	AI Responsible Mission 2	AI Responsible Mission 2	45	0,00	45			300	Jean SAVINIEN & prof ECL to recruit
7	3	Research Mission - Techo Watch	Research Mission - Techno Watch	10	5,00	10			140	Emmanuel DELLANDRÉ A or other permanent teacher with equivalent profile recruited
7	4	Managing Innovation	Design Thinking	24	0,00	24				Julie FABBRI
7	4		Innovation for Sustainable Business	21	0,00	21				Julie FABBRI
7	5	Machine and Human Cognition	Introduction to Behaviors, Cognition, and Psychology	30	0,00	30				Sandrine RIVIÈRE
7	5		Negotiation Skills	15	0,00	15				Adrian BORBELY
7	6	Languages		30	5,00	30				TBA
		Carreer		7		7				
8	1	Licence Thesis	Licence Thesis	0	10,00	0				
8	2	Internship	Internship	6	20,00	6				Jean SAVINIEN & prof ECL to recruit



Appendix 2 - List of contacts

BSc Program

Academic Director: Pr. **Jean SAVINIEN** - savinien@em-lyon.com

Deputy Academic Director: Pr. **Zied BOUYAHIA**

the best delegate of all time : Pr. **Mélissa CEHIC**

The worst eco-delegate : **Simon GRANDIDIER**

Pedagogy and Program Advisor: **TBA**

Teachers and supervisors: you will find the contact details of your teachers and supervisors in the syllabi on the Brightspace platform: <https://emlyon.brightspace.com/d2l/home>

Student Services

Enrollment and administrative formalities: various certificates, student card, residence permits, school fees, absentece management, scholarships, disability advisor

Student Support Lyon Coordinator: **Béatrice BARRIERE** -

StudentServicescenter@EMLYON.onmicrosoft.com

Scolarité École Centrale de Lyon: **Christine NEVEUX** - christine.neveux@ec-lyon.fr

International Student Support emlyon coordinators: **Margaux COSTES** - mcostes@em-lyon.com

Language Services

Languages Manager: **Karen BRUNEAUD** - bruneaud@em-lyon.com

Sports Department

Director of the emlyon sports program: **Mickael ROMEZY** - _romezy@em-lyon.com

emlyon Sport Center Manager: **Antoine CHANIANAC** - _achaniac@em-lyon.com

emlyon sports program coordinator: **TBA**

ECL sports program manager: **Simon CHALTON** - simon.chalton@ec-lyon.fr

emlyon business school and École Centrale de Lyon Career Services



Employer relations, organization of corporate events, management of the career support program and coordination of apprenticeship programs.



Head of Employer Relations: **Quentin THIVILLIER** - thivillier@em-lyon.com

Follow-up of the Careers program, associated company meetings and support for students in their personal and professional projects

Employability Consultant: **Muriel PONT** - +33 (0)4 77 49 24 38 - pont@em-lyon.com

Administrative management of work experience "internships" during the student's course (internship agreements, fixed-term contracts, open-ended contracts, various contracts) in conjunction with the educational coordinators.

Professional Experience Coordinator: **Anne GORCE** - +33 (0)4 77 49 24 30 - gorce@em-lyon.com

École Centrale de Lyon Careers Department: **Vincent GANTES** - ddre@listes.ec-lyon.fr

IT Department (SCOPE)

For all computer problems

emlyon: scope@em-lyon.com, sami@em-lyon.com

ECL: dsi.support@listes.ec-lyon.fr

Recruitment & Admissions Department

Recruitment and Admissions Manager: **Jan-Aurélien SCOZZESI SAINT-LAGER** - +33 (0)4 77 43 77 91 - scozzesisaintlager@em-lyon.com

BSc Program Recruitment Manager: **Christy BALAY** - cbalay@em-lyon.com

Student Recruitment and Selection Advisor: **Angélique CHEVALIER** - achevalier@em-lyon.com

The libraries

emlyon Library Manager: **Émilie ROUSSEAU** - rousseau@em-lyon.com

ECL Library Manager: **Clarisse MARANDIN** - bibliotheque@ec-lyon.fr

Appendix 3 - List of religious or commemorative holidays for which leave of absence may be requested

Celebrations
Rosh ha-Shanah
Yom Kippur
Mawlid al-Nabawi / Mouloud
Christmas
Theophany
Vartanantz Saints
Good Friday
Eid el Fitr
Commemorating the genocide
Vesak / Buddha day
Ascension Day
Shavuot day
Eid el Kebir