

2022
2023

FRENCH LANGUAGE AND CULTURE INSTITUTE | Lyon



- **French learning school**
- **Official Examination Centre DELF DALF TCF**
- **Cultural activities in Lyon and surroundings**

ilcf.net



THE TEAM

— Management team

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Stéphanie RABIN, Deputy-Director in charge of Education and Academic life

Valérie SOUBRE, Deputy-Director in charge of Quality and Training Engineerings

— Administrative team

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CONTACT

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Citizens of all countries, welcome home!

The Institute of French Language and Culture has been hosting the world for more than 70 years with an every-year renewed joy. Our modern and friendly campus is located in the very heart of Lyon, an international city but also in the beautiful area of Auvergne-Rhône-Alpes.

Choosing ILCF, you will be supported by a motivated administrative team and by qualified and experimented teachers who will take turns to ensure a valuable education and framework. Learning will be enhanced by cultural offers that will let you experience French culture through a large range of activities. You will then be able to achieve fulfillment and go through your passions.

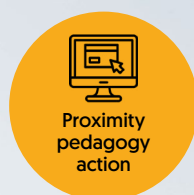
Our education, our programs and our teams allowed us to be acknowledged by lots of institutional partners and international universities ...and above all by our students.

For many years, ILCF has been awarded with the "Qualité FLE" label and, nowadays our university has obtained the "Bienvenue en France" quality mark.

We especially want to thank you for the interest you show in our language and culture and we hope we will soon be able to meet !

The ILCF Board of Directors

OUR STRENGTHS



FRENCH AS A FOREIGN LANGUAGE PROGRAMMES

Publics

These courses are aimed at all types of publics: international students, adults, technicians, researchers, au pairs...no matter their level in French.

Programmes contents

The core curriculum covers four skills listed by the Common European Framework of Reference for Languages – CEFR: oral comprehension, speaking, written comprehension and writing. Emphasis is also given to phonetics and pronouncing (languages laboratory). French classes improve autonomy in the daily life and address societal issues.

Training goals

- Learn French or improve oral and written skills;
- Validate a linguistic level with a university degree [DUEF] or an official diploma [DELF/DALF];
- Acquire the knowledge necessary to the comprehension of French civilisation, society and culture;
- Live an intercultural experience.

Teaching organisation

Semi-annual and annual programmes: from Monday to Friday, in either morning or afternoon groups

Monthly and summer programmes: morning and/ or afternoon classes from Monday to Friday.

Tutoring

In order to help you to progress, the semestrial and annual program includes tutoring (up to 3 hours per semester, according to classes calendar), thanks to a personalized or in small groups follow-up.

What is tutoring? It is a formative, close support outside of class, with a teacher or a French student following a linguistic curriculum.

SEMI-INTENSIVE PROGRAMME

ECTS equivalence per semester: 30

Semester: 200 hours | 16 hours per week¹
Academic year: 400 hours

Organisation by level and per semester	Common core	Specific courses available options
Levels from A1.1 to B1	200 hours	-
Levels from B2 to C2	178 hours	22 hours

INTENSIVE PROGRAMME

ECTS equivalence per semester: 35

Semester: 244 hours | 20 hours per week¹
Academic year: 488 hours

Organisation by level and per semester	Common core	Specific courses available options
Levels from A1.1 to B1	200 hours	44 hours
Levels from B2 to C2	178 hours	66 hours

According to your level, there is a possibility to attend an additional class depending on availability.

Number of hours: 22 hours per specific course | 390€

SHORT-TERM INTENSIVE PROGRAMME

ECTS equivalence per semester: 8

February or June: 60 hours | 20 hours per week¹

Organisation by level and per month	Common core
Levels from A1 to B2	60 hours

On the condition that there are a sufficient number of applications.

SUMMER INTENSIVE PROGRAMME

ECTS equivalence per semester: 9

80 hours - 20 hours per week (level tests included) + cultural excursions included | July, August, September

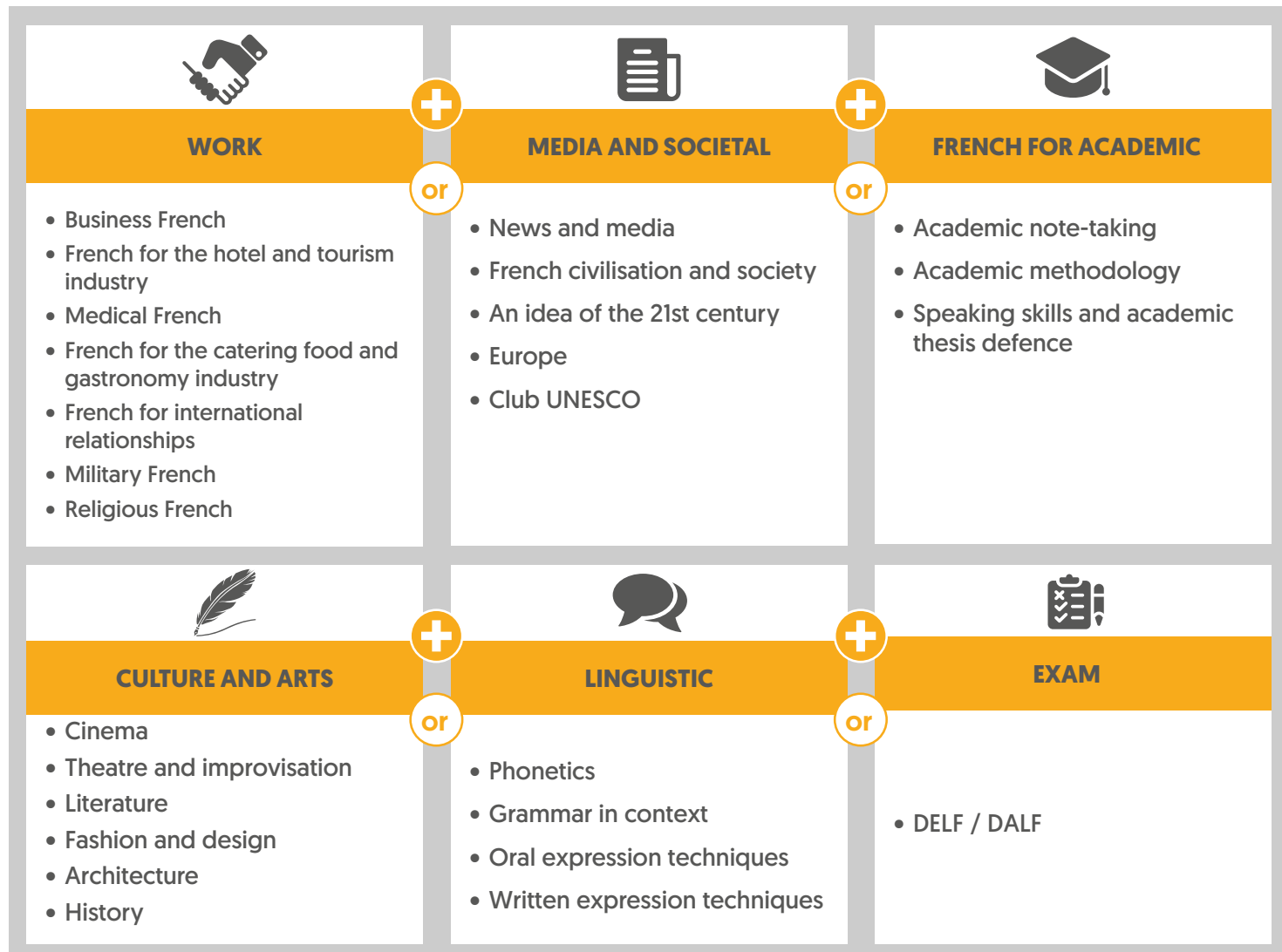
Organisation by level and per month	Common core	Specific courses available options
Levels from A1.1 to B1	80 hours	-
Levels from B2 to C2	64 hours	16 heures

A training offer for students and adults from a beginner to an advanced level

CUSTOMISE YOUR PROGRAMME²

Are you interested in studying or developing a professional project in France?

Are you passionate about a particular subject or about French Culture? ILCF meets your expectations by offering a customised programme!



OPTIONAL COURSES AT THE UCLY

Students, depending on their level, have the opportunity to take a course in other UCLY training units. For more information, contact the ILCF secretariat at your arrival.

LEVEL TEST

A mandatory level test is set to evaluate written and oral skills in order to integrate students into homogeneous level groups³.

ASSESSMENT METHODS

Attendance, ongoing evaluation and/or final exams on written and oral skills.

CERTIFICATION

Our programmes lead to a language university degree certified by ADCUEFE [association of Universities offering courses in French for foreigners]. At the end of the semester, a university degree in French studies stating the level attained by the student is awarded. A Certificate of French studies and culture is awarded for summer and intensive short programme.

EUROPEAN CREDITS - ECTS

The training is expressed in European Credits. They will be considered by the student's home university.

OFFICIAL EXAMINATION CENTRE

It is also possible to sit for the DELF, the DALF and the TCF exams while following a programme at the ILCF.

Please find more about our programmes on our website

ilcf.net

¹ Number of hours per week on a regular week, bank holidays not included, modulated according to the pedagogical organization and the academic calendar.

² Non-exhaustive and non-contractual list subject to a sufficient number of participants and within the number of available slots.

³ From 18 to 25 students per group depending on the language level.

OFFICIAL EXAMINATION CENTRE

DEL F DALF & TCF

WHY SHOULD YOU TAKE AN OFFICIAL FRENCH EXAM?

You are planning to enrol at a French university:

DEL F B2 - DALF C1 - TCF

You are asking for the 10 years resident permit:

DEL F A2 - TCF

You are asking for the French nationality:

DEL F B1 - TCF

For more than 30 years, ILCF-Lyon has been an official examination centre for French language diplomas certified by FEI (France Éducation International) and by the French Ministry of National Education. More than 1000 candidates pass each year.

DEL F and DALF Diplomas

The DEL F (Diploma in French Language Studies) and DALF (Diploma in Advanced French Language Studies) diplomas confirm international candidates' levels in French as a Foreign Language (FLE). These certifications can help you to study, work or migrate to a French speaking country.

DEL F and DALF diplomas are globally recognized and valid for an indefinite period (lifelong). A candidate can register for several exams within the same session.

Our Institute offers to prepare and register you for one or several official exams to meet your educational, professional and/or personal goals.

TCF Test*

The TCF (Test de connaissance du français) is a general test of French. It allows non French speaking persons to evaluate and validate their knowledge in French, in a reliable and acknowledged way, thanks to simple and fast conditions.

**on request, for formed groups. Contact us for more information.*

Preparation for DEL F and DALF exams

ILCF offers a specific preparation for exams for a total of 24 hours, on one semester, to get acquainted with these exams, to understand what is expected, to develop the necessary methodology, to practice with sample tests in order to sit for the exam in the best conditions and aim for an optimal outcome.

DEL F/DALF

A2, B1, B2, C1 levels

- 4 independent diplomas of French
- Assessment of 4 skills: oral comprehension and writing, written comprehension and writing
- These diplomas are valid for life



CALENDAR AND TUITION FEES 2022 | 2023



Semester 1

from 10 October 2022
to 27 January 2023

- Holidays: from 31 October to 6 November 2022 and from 19 December 2022 to 2 January 2023
- Public holidays: 11 November 2022

Semester 2

from 13 February 2023
to 26 May 2023

- Holidays: from 10 to 23 April 2023
- Public holidays: 1st, 8, 18 and 19 May 2023

Short-term intensive programme

from 6 to 24 February 2023
from 5 to 23 June 2023

Subject to a sufficient number of participants

Intensive summer programme

from 3 to 28 July 2023
except July 14 (public holiday)
from 3 to 31 August 2023
except 15 August (public holiday)
from 4 to 29 September 2023

An online placement test is organized before the start of each session.



Semi-annual and annual semi-intensive programme

- 1 semi-intensive semester 1 890 €
- 1 additional consecutive semester 1 720 €
- 1 semi-intensive academic year 3 290 €

Semi-annual and annual intensive programme

- 1 intensive semester 2 465 €
- 1 additional consecutive semester 2 245 €
- 1 intensive academic year 4 340 €

Short-term intensive programme

- February or June] 750 €

Intensive summer programme

- 1 month 825 €
- 2 months 1 560 €
- 3 months 2 285 €

Specific French programme

- 1 specific course 390 €

Mandatory fixed charges

- Library 45 €
- Civil Liability Insurance 13 €
- UCLy Health centre 25 €
- Pedagogical contribution per semester 3,50 €
- ILCF Students Association Office 6,50 €
- Solidarity fund 15 €

OUR CULTURAL ACTIVITIES

Live France, live Lyon!

Fully enjoy your stay

The ILCF cultural activities team welcomes you upon your arrival at the Institute and is at your disposal to make the most of your stay at the UCLy as well as in Lyon.

Tell us what you are looking for, we will help you to find it: transports, health, culture, training, jobs, sports, trips...

In collaboration with the International Student Desk



Live an association experience

During the semi-annual and annual programmes, you can join the UCLy students association (Bureau des étudiants – BDE), ensure its management and organise activities for all ILCF students: a great way to meet people, have fun and live an experience that will definitely enrich your academic and professional background.



Discover France and its *savoir vivre*

We offer a large cultural activities programme to complement your training, in order to enable you to practice French besides your classes, to meet new people and to broaden your access to French culture.

Activities programme is organised in collaboration with various UCLy departments (International department, «Mission culture») and external partners, such as «Association Lyon International»: Lyon Discovery Stroll, Language Cafe, Mealtime with a French family, Cine Club, International Dinner...

For summer sessions, from June to September, our programme opens up to even more events (excursions, Saône river cruises, discovery of the region and nearby cities...). The organising team grows accordingly to ensure the best experience.



Besides that, you will be frequently informed of a wide range of cultural and artistic activities you can experience in Lyon: festivals, open air cinema, concerts, exhibitions and tips



LIFE AT UCLY



An academic environment open to all

An attentive and qualified team is reachable in the «Service aux Étudiants» department: reception, accommodation, health, listening point, training, sports, culture, chaplaincy.



Amenities

All of our amenities (campuses, university residences,...) are secure: video monitoring, security guard, access control and a accessible to persons with reduced mobility.



Accommodation

UCLy helps its students to find a place to live and offers several options (average prices per month, on 21/22 basis):

- UCLy residences from 440 € (administrative fees excluded);
- Private students residences from 550 € (administrative fees and electricity not included);
- Independent apartments from 520 €;
- Living with a French family (from 650€ per month (half board from Monday to Friday) or 680€ (half board from Monday to Friday+full board at weekends), administrative fees not included.

UCLy's Accommodation Office:

<https://www.ucl.fr/en/student-life/accommodation-ucl/>

Maison des Étudiants of UCLy Lyon:

www.maisondesetudiantslyon.fr

The student shall indicate his/her wishes on the application form.



Meals

All CROUS restaurants in Lyon are open to UCLy students during academic year (except during holidays and summer period). Payments are possible with the IZLY card.



Campus Carnot cafeteria

Monday to Friday: 7:30am - 4pm



Campus Saint-Paul cafeteria

Monday to Friday: 7:30am - 4:30pm



Health and well-being

The UCLy Health Pole is composed with the Médecine preventive, the Listening Point and the Handicap Mission. It assists UCLy students in different aspects of physical and psychological states, and in their learning in order to facilitate their academic success.

Along their studies at the UCLY, they can consult a doctor and have an individual support. Also, preventive actions are led throughout the year on a larger scale for health and well being issues in students' life.



University libraries

Enrolling at the ILCF offers access throughout the academic year to UCLy's university libraries located on Carnot and St Paul campuses, but offers access to every university library in Lyon as well.



Educational counselling

A guidance counsellor is available to guide you to choose the proper French academic training.



Internship in a firm

Students who wish to do an internship at a company* to further their training can obtain an internship contract in compliance with the current legislation in force after meeting with the ILCF Director.

**Finding an internship is left only to the student.*



Help for daily issues

Upon your arrival and throughout your stay, the **International Student Desk** (ISD) is there to provide and advise for a better integration in Lyon and at UCLy : information about transports, best places to go, tips, events, associative life, assistance with health and administrative processes, job and internship searches, discovery of Lyon, its culture and its gastronomy.



Sports Office

A 400m² sports hall is available on the Saint Paul Campus. About 25 sports activities are offered throughout the academic year: dance, athletics, climbing, horse riding, handball, soccer...



Chaplaincy - Point source

The Point Source is a meeting point, a place for thinking and sharing open to any student at UCLy.



ADMISSION PROCEDURE

1

Prerequisites

- To be over 17 years old;
- To have a secondary school diploma from your country with the exception of summer and short-term programmes;
- From beginner to C1 levels (A1 level minimum for short intensive programme).

2

Pre-enrolment

Step 1: Fill in the pre-enrolment application form

- online: www.ilcf.net
- on site: ILCF, 23 place Carnot 69002 Lyon, FRANCE
- by email: ilcf@univ-catholyon.fr
- by postmail: AFICL - ILCF Lyon - 23 place Carnot 69286 Lyon Cedex 02 - FRANCE

Step 2: Pay the pre-enrolment deposit

In order to confirm your pre-enrolment, you need to pay a deposit which will be deducted from the total tuition fees:

- by credit card online on:
www.ilcf.net
- by bank transfer (see our bank details on the pre-enrolment form):
send your receipt by email at ilcf@univ-catholyon.fr
- by french check paid to "AFICL"

3

Enrolment

Step 3: Provide the necessary documents

In order to finalize your enrolment, submit the documents requested below on our online registration platform <https://inscriptions.ucl.fr/> and log in using the ID and password created during your pre-enrolment or submit directly to the ILCF secretariat:

- Your passport
- Your high school or university diploma, translated into French (no translation needed for diplomas in English or Spanish)
- A photo ID
- *If you have already sit for a French exam (DELFI/DALF/TCF/DUEF), please send a copy of your certificate*

Step 4: Pay the enrolment balance and mandatory fees

- Before arrival, pay online on the ILCF website (using the login created for your pre-enrolment)
- Possibility to pay at the ILCF office:
 - by credit card (Visa, Visa Electron, Maestro, Mastercard, American Express, Union Pay, JCB etc.)
 - by French check

We encourage students to use a credit card.

Deadline payment

The balance must be paid upon arrival and, at the latest, 15 days after the level test (for the semester and the academic year) and 5 days after for short and summer intensive programmes.

Step 5: Complete the process

Come to the ILCF office in order to get your school certificate and Wi-Fi access code.

Certificate

A student card (for semester and academic year programmes) as well as a proof of enrolment is handed out at the beginning of the programme after the student's file has been completed and fees have been paid.



4

Additional administrative procedures

Student visa

After completion of the pre-enrolment process, the ILCF will send you a pre-enrolment certificate. This document will be needed to obtain a student visa. Any student staying longer than 3 months in France or wishing to benefit from student status must take the first administrative steps by addressing the French Embassy or French Consulate in their own country.

Our Institute is a member of the Campus France network. Do not hesitate to contact them for more information on the visa process.

<http://www.campusfrance.org/fr/>

<http://www.diplomatie.gouv.fr>

Select «Je viens en France».



A tourist visa can never be made into a student visa. The student visa cannot be obtained in France after arrival.

CVEC

Students enrolled for either a semester or a year have to pay the «Contribution à la Vie Étudiante et de Campus – Contribution to Student life and Campus» [92€ - Fees 2021-2022] to the CROUS [Centre Regional des Œuvres Universitaires et Scolaires – Regional Centre for Scholar and University scholarships]. The payment shall be done exclusively online via the following link:

www.messervices.etudiant.gouv.fr/

Once you paid, you will download your receipt [attestation] online at: <https://inscriptions.ucl.fr/index.php?orga=UCL> and submit or send by email to ILCF office.

Mandatory health insurance

Upon your arrival, for a stay longer than 90 days, you have to subscribe to the French health insurance for free, online via the following link:

<https://etudiant-etranger.ameli.fr>

Students from the European Union shall bring their European Health Insurance Card issued in their own country .



For stays shorter than 90 days, we recommend you to subscribe to your own private health insurance.

Visa validation / Resident card

Upon arrival, you must validate your visa on this website:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

For the renewal of the residence permit, you must compile a file and go to the Rhône prefecture.

Cancellation policy

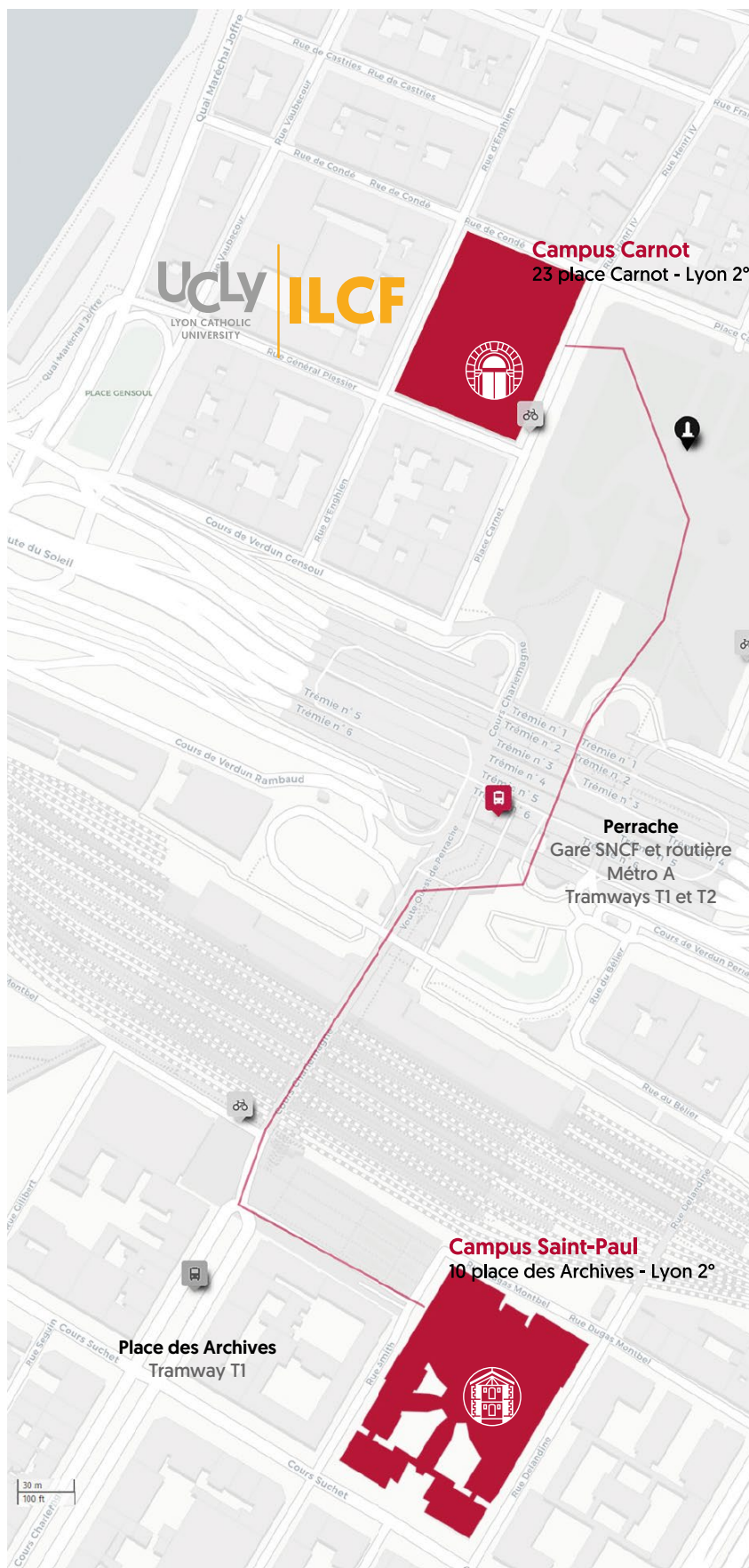
VISA REFUSAL

If the visa is denied by the country of origin and if the student provides us with the original of the official document confirming the refusal, the deposit will be reimbursed, except for 150 euros to cover administrative costs. The reimbursement will only take place if the ILCF administration is made aware of the situation by a written document at the latest 8 days before the level test. After that period, the totality of the payment will be kept by the ILCF.

OTHER CASES

Pre-registered or registered students who decide to cancel or quit will not be refunded. The whole payment already settled will remain the property of the ILCF [see general terms and conditions available online www.ilcf.net].

GETTING TO THE ILCF



By public transport

Campus Carnot

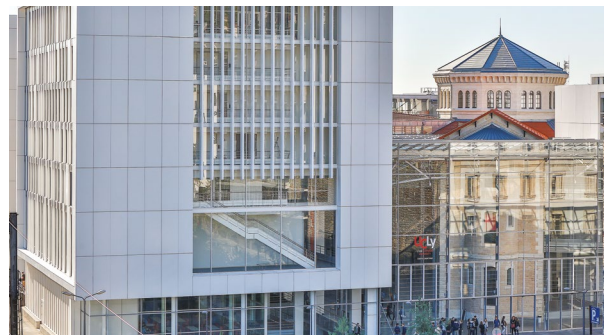
23 place Carnot - 69002 LYON



Take the T1 or T2 tram lines in the direction of Perrache (stop at Perrache station) or Metro line A in the direction of Perrache (stop at Perrache station) or a bus.

Campus Saint-Paul

10, place des Archives - 69002 LYON



Trams T1 (stop at Place des Archives station) and T2 (stop at Perrache station) or Metro line A (exit at Perrache station).

By bike

Stations de Velo'v devant les 2 campus et garages à vélo disponibles en intérieur et sécurisés.

By car

Campus Carnot : 23 place Carnot 69002 Lyon
Campus Saint-Paul : 10 place des Archives 69002 Lyon

From Lyon St-Exupéry Airport

Take the Rhônexpress tram and exit at Vaulx-en-Velin - La Soie, then take Metro line A to Perrache station.

ENROLMENT FORM

ACADEMIC YEAR 2022/2023



CIVIL STATUS

☐ Mrs ☐ Mr

Last name:

First name:

Birthdate: : _ _ / _ _ / _ _ _ _

day / month / year

Birthplace:

Native country:

Nationality:

CONTACT

Phone:

Email:

Address:

Post code:

City:

Country:

Family's / friend's contact:

Last name:

First name:

Phone:

Email:

STUDIES

Previous studies

Starting date: _ _ / _ _ / _ _ _ _

Ending date: _ _ / _ _ / _ _ _ _

Educational institution:

Previous degrees

Year of high school graduation: _ _ _ _

Year of university graduation: _ _ _ _

Name of the University:

City and Country:

Major:

KNOWLEDGE OF FRENCH

For how long have you been studying French?

☐ hours ☐month(s)

Où avez-vous appris le français ?

☐ High school ☐ University

☐ Other:

What is your French level?

☐ Beginner ☐ Intermediate

☐ Advanced Intermediate ☐ Advanced

Indicate your CECRL level, if you know it:

☐ A1.1

☐ B1

☐ C1

☐ A1

☐ B2

☐ C2

☐ A2

Have you received any certificate or diploma in French?

☐ TCF ☐ DELF ☐ DALF ☐ DUEF

Level:

Please, send a copy of your French Language Certificate

How did you know about ILCF-Lyon?

☐ You are an ILCF-Lyon former student

☐ Home university:

☐ Other; please specify:

☐ Internet

☐ Social networks

☐ An acquaintance (family, friend, etc.)

☐ Agency; please specify:

ENROLMENT FORM

ACADEMIC YEAR 2022/2023

PROGRAMMES	DURATION	TUITION	DEPOSIT deducted from the total amount
Semi-intensive programme - 16 hours per week			
<input type="checkbox"/> 1 st semester (from October 10, 2022 to January 27, 2023)	200 hours	1 890 €	370 €
<input type="checkbox"/> 2 nd semester (from February 13 to May 26, 2023)	[per semester]	[per semester]	
<input type="checkbox"/> 1 additional consecutive semester	200 hours	1 720 €	370 €
<input type="checkbox"/> 1 academic year (from October 10, 2022 to May 26, 2023)	400 hours	3 290 €	630 €

Intensive programme - 20 hours per week			
<input type="checkbox"/> 1 ^{er} semestre (from October 10, 2022 to May 26, 2023)	244 hours	2 465 €	370 €
<input type="checkbox"/> 2 nd semestre (from February 13 to May 26, 2023)	[per semestre]	[per semestre]	
<input type="checkbox"/> 1 additional consecutive semester	244 hours	2 245 €	370 €
<input type="checkbox"/> 1 academic year (from October 10, 2022 to May 26, 2023)	488 hours	4 340 €	630 €

Short-term intensive programme - 20 hours per week			
<input type="checkbox"/> February <input type="checkbox"/> June	60 hours	750 €	250 €

Specific French programme			
<input type="checkbox"/> 1 course	22 hours	390 €	

Summer intensive programme - 20 hours per week			
<input type="checkbox"/> 1 month <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September	80 hours	825 €	200 €
<input type="checkbox"/> 2 months <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September	160 hours	1 560 €	400 €
<input type="checkbox"/> 3 months <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September	240 hours	2 285 €	600 €

PAYMENT			Total of deposit:€
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For my registration, I will send the deposit (deducted from the total amount), relevant to my pre-enrolment:

- ☐ by credit card on the website www.ilcf.net > «enrolments»
☐ by French check paid to «AFICL»
☐ by credit transfer:

Banque de Savoie (Lyon Part-Dieu) - 21 avenue de Saxe - 69006 Lyon - France
 Compte : AFICL - Numéro de compte : 00047600516 Clé 43 - Code banque : 10548 - Code guichet : 00062
 Code BIC : BSAVFR2C - Code IBAN : FR76 10548 00062 0004760051 643

ACCOMMODATION

- ☐ I would like the housing service of the Lyon Catholic University to help me find a place to stay.
☐ I will find my housing on my own.

COMPLETION OF REGISTRATION

☐ I fully understand and accept the general terms and conditions of the ILCF Lyon available on the website www.ilcf.net
 [see pages 12 «Admission procedure» for the required documentation]

☐ I have included the enrolment form with the payment or proof of the payment:

by mail: ilcf@univ-catholyon.fr

by post: ILCF Lyon - UCLy - 23 place Carnot - 69286 Lyon Cedex 02 - France

Date of my arrival in Lyon: __ / __ / ____
Day / Month / Year

Date: __ / __ / ____
Day / Month / Year

Signature: