

## INFORMATION SHEET 2021/2022

(updated: 20/01/2021)

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| Full Legal Name  | <b>Institut National des Sciences Appliquées de Rouen Normandie (INSA ROUEN NORMANDIE)</b><br>BP 08<br>685 Avenue de l'Université<br>76801 Saint Etienne du Rouvray Cedex<br>FRANCE   |
| ERASMUS Information  | F ROUEN06<br>OID : E10206992  |
| Website  | <a href="https://www.insa-rouen.fr/en">https://www.insa-rouen.fr/en</a>   |
| Head of Institution  | Prof. Mourad Abdelkrim Boukhalfa (Director)   |
| Director of International Office and Erasmus Institutional Coordinator                           | Sophie BINARD<br>Tel: +33/2/32/95/66/93<br><a href="mailto:sophie.binard@insa-rouen.fr">sophie.binard@insa-rouen.fr</a><br>International Office (DRI)<br>BP 08 – 685 Avenue de l'Université<br>76801 Saint-Etienne du Rouvray Cedex<br>FRANCE |
| Administrative contacts  | <a href="https://www.insa-rouen.fr/en/international/contacts">https://www.insa-rouen.fr/en/international/contacts</a>   |
| Regional and Academic Coordinators for Student Mobility Enquiries Incoming and outgoing students | <a href="https://www.insa-rouen.fr/en/international/contacts">https://www.insa-rouen.fr/en/international/contacts</a>   |

### Information for partners

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| Nomination deadlines (Procedure) | <p><b>INSA ROUEN NORMANDIE will only process applications with official nominations from our partner universities.</b></p> <p>Nominations should be sent to: <a href="mailto:international@insa-rouen.fr">international@insa-rouen.fr</a> by home university coordinator before proceeding online registration.</p> <p>Nominations should include Last Name, First Name, Gender, Nationality, E-mail address, field of study at INSA (training department), current year of study at home institution and language level of the student nominate.</p> <p><b><u>Nomination deadlines</u></b><br/>Autumn Semester and full year : <b>9 April</b>                      Spring Semester: <b>8 October</b></p> |
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## Information for Incoming exchange students

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| <b>Application procedures</b>                | <p>Once nomination is accepted by the DRI, students will receive an email with a link to the online application form.</p> <p>Students will be asked to complete the online application and upload the following documents:</p> <ul style="list-style-type: none"> <li>- ID photo</li> <li>- Learning Agreement/Study Plan (*)</li> <li>- Certificate of French and/or English proficiency (*) issued by the home university's language center (or similar). OLS results cannot be used.</li> <li>- A copy of the passport (or European National identity card)</li> <li>- An official transcript of records in French or English listing all courses taken so far.</li> </ul> <p>(*) All these documents are available at <a href="https://www.insa-rouen.fr/en/international/study-insa-rouen-normandie/how-come-exchange-student">https://www.insa-rouen.fr/en/international/study-insa-rouen-normandie/how-come-exchange-student</a></p> |
| <b>Application Deadlines</b>                 | <p>Deadline for receiving exchange student applications:</p> <ul style="list-style-type: none"> <li>- Autumn Semester and Full academic year: <b>30 April</b></li> <li>- Spring Semester: <b>29 October</b>.</li> </ul> <p><b>Please note that unfortunately we cannot process any late applications.</b></p>   |
| <b>Academic Calendar</b>                     | <p>The academic year is divided into two semesters:</p> <p><b>Semester 1 (Autumn):</b> September to January</p> <p><b>Semester 2 (Spring):</b> January/February to July</p> <p>Welcome Program for exchange students: 2 weeks from mid-August to beginning of September (<i>more information page 3</i>).</p> <p>Summer School Artificial Intelligence : 21th June – 2<sup>nd</sup> July (<i>more information page 4</i>)</p>   |
| <b>Arrival Dates</b>                         | <p>During the week prior to the beginning of the semester or at the beginning of the Welcome Program.</p>   |
| <b>Orientation Dates &amp; Academic Fair</b> | <p>Individual orientation by our Exchange coordinators a few days before the beginning of courses.</p>  |
| <b>Entry Requirements</b>                    | <p>In order to apply for the Inbound Exchange Program you must satisfy the following criteria: <b>Minimum 2 years of full-time study at a partner university</b></p>  |
| <b>Language of instruction</b>               | <p>French and English</p> <p>We offer courses in specialty departments (years 3,4 and 5) in English for non-French-speaking exchange students. All specialty departments (except GC) offer courses in English for 30 ECTS over one semester.</p>  |
| <b>Language requirements</b>                 | <p>French &amp; English: level B1 (according to the CECR) is strongly recommended:</p> <p><a href="https://europass.cedefop.europa.eu/resources/european-language-levels-cefr">https://europass.cedefop.europa.eu/resources/european-language-levels-cefr</a></p>   |

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| Information on courses | <p>Please check the course catalogue:<br/> <a href="https://www.insa-rouen.fr/en/international/study-insa-rouen-normandie/list-courses-exchange-students">https://www.insa-rouen.fr/en/international/study-insa-rouen-normandie/list-courses-exchange-students</a> (All information at the bottom of the page)<br/> Please note that courses from “premier cycle ingénieur/1<sup>st</sup> and 2<sup>nd</sup> year” are not opened to exchange students<br/> For more details please contact our Exchange Coordinators <a href="https://www.insa-rouen.fr/en/international/contacts">https://www.insa-rouen.fr/en/international/contacts</a></p> |
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### Frequently Asked Questions

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| French Language courses               | <p><u>Welcome Program</u><br/> French intensive Language is given during this period (22,5h/week) = 2 ECTS.<br/> <b>All Exchange students must pay the €75 fee</b> for French courses, cultural activities and help for administrative procedures during Induction period.<br/> More information on: <a href="https://www.insa-rouen.fr/en/international/programmes-internationaux/summer-and-winter-schools-ffi">https://www.insa-rouen.fr/en/international/programmes-internationaux/summer-and-winter-schools-ffi</a><br/> To apply for Welcome Program, students just have to tick the box in the on-line application form. Otherwise, they can send an email to <a href="mailto:welcomeprogram@insa-rouen.fr">welcomeprogram@insa-rouen.fr</a><br/> <br/> <u>French courses during the year</u><br/> <b>French courses given to all Exchange students during the year are free of charge.</b><br/> 1h30/week – 14 weeks = 2 ECTS/semester.</p> |
| Accommodation at INSA Rouen Normandie | <p><b>Campus at Saint Etienne du Rouvray/Madrillet</b><br/> INSA Rouen Normandie provides on-campus accommodation for all exchange students: €321 to €397 per month. (+15€ of compulsory cleaning costs).<br/> <b>Le Havre Campus (Civil Engineering Department)</b><br/> INSA Rouen Normandie does not have residences in Le Havre but we can help students to find accommodation (Agreements with CROUS and Housing Association in Le Havre).<br/> <br/> <b>To apply for student housing, students just have to tick the box in the on-line application form. Otherwise students should apply for private housing.</b><br/> <br/> More information : <a href="https://www.insa-rouen.fr/en/international/study-insa-rouen-normandie/about-campus-life">https://www.insa-rouen.fr/en/international/study-insa-rouen-normandie/about-campus-life</a></p>  |
| Cost of Living in Rouen               | <p>€700-800/per month (all included)<br/> A <i>Welcome Guide</i> is available for download on our website : <a href="#">here</a><br/> You can also consult our section : <a href="#">Informationspratiques/VieCampus</a></p>  |

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| Health Insurance | <p><b>Before arrival</b></p> <ul style="list-style-type: none"> <li>- Students from EU countries: European Health Insurance Card (EHIC)</li> <li>- Students from Québec: SE 401 Q 106 form</li> <li>- Students from non-EU countries: Non-UE Exchange students must take out a health and accident insurance policy prior to their arrival in France and valid until October 1<sup>st</sup> 2021 (Autumn Semester) or March 1<sup>st</sup> 2022 (Spring Semester).</li> </ul> <p><b>All students coming to attend the Welcome Program must have their own health</b></p> |
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|  | <p><b>insurance covering them from their arrival to August 20th 2021.</b></p> <p><b>On arrival</b></p> <ul style="list-style-type: none"> <li>- Students from non –EU countries: mandatory registration to the French Student Social Security (free of charge).</li> </ul> <p>For more information, please contact the International office: <a href="mailto:international@insa-rouen.fr">international@insa-rouen.fr</a></p>   |
| Entry formalities in France            | <p><b>Citizens of the European Economic Area and Switzerland:</b> valid national identity card or passport</p> <p><b>Other nationalities:</b> passport valid for the duration of the stay + a visa</p> <p><b>Visa Application procedure</b></p> <p>They are issued by the consular services of the French Embassy in your country of origin. Most have adopted the CEF procedure.</p> <p>Find out if:</p> <ul style="list-style-type: none"> <li>- You need a “short stay” visa (stay less than 90 days). Cost of the visa: 60€. If you obtain a “short stay” visa, there are no other formalities to complete once you arrive in France.</li> <li>- You need a “long stay” visa (stay longer than 90 days). Cost of visa: 90€</li> </ul> <p>For the validation of your “long stay” visa (VLS-TS), we help you to constitute your file at your arrival at INSA Rouen Normandie! Please contact us for more information at <a href="mailto:scolarite@insa-rouen.fr">scolarite@insa-rouen.fr</a></p> <p>More information on : <a href="https://france-visas.gouv.fr/web/france-visas/accueil">https://france-visas.gouv.fr/web/france-visas/accueil</a></p> |
| Is there a pick-up service on arrival? | <p>Welcome Program Students are met in Paris, if they arrived on the day indicated to pick them up at the airport.</p>  |
| Students integration                   | <p>Welcom’INSA offers information regarding studying at INSA, accommodation, living in Rouen, student organizations, etc.</p> <p>You can contact them at the following address : <a href="mailto:welcominsa@gmail.com">welcominsa@gmail.com</a></p> <p>Their Social Networks : <a href="#">Facebook</a> and <a href="#">Instagram</a></p>   |

### **Summer School – to be confirmed for 2022**

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| Scientific Summer School  | <p><b>Summer School from 21th June to 2nd July</b> - <b>dates to be confirmed</b></p> <p><b>Theme :</b> Artificial Intelligence for 4 ECTS<br/>French Culture and Language : 0.5 ECTS – Artificial Intelligence 3.5 ECTS</p>   |
| <b>Cancelled for 2021</b> | <p><b>Registration period from December to 31<sup>st</sup> March</b> - <b>modality to be confirmed</b></p> <p>Early Registration : 800€ (from 16<sup>th</sup> December to 16<sup>th</sup> February)<br/>Standard Registration 850€ (from 17<sup>th</sup> February to 31 March)<br/>Late Registration 900€ (from 1<sup>st</sup> April to 18<sup>th</sup> May)</p> <p>More information on our web <a href="#">page</a></p> <p>Contact us at <a href="mailto:summerschool@insa-rouen.fr">summerschool@insa-rouen.fr</a></p> |

### **“Welcome to France” Label**

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| “Welcome to France” Label - 2 star level | <p>All information about the “Welcome to France” label : <a href="https://www.insa-rouen.fr/en/international/study-insa-rouen-normandie/welcome-france-label">https://www.insa-rouen.fr/en/international/study-insa-rouen-normandie/welcome-france-label</a></p> |
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