

INFORMATION SHEET 2019/2020

(updated: 25/10/2018)

Full Legal Name	Institut National des Sciences Appliquées de Rouen Normandie (INSA ROUEN NORMANDIE) <i>National Institute of Applied Sciences of Rouen Normandie</i> BP 08 685 Avenue de l'Université 76801 Saint Etienne du Rouvray Cedex FRANCE
ERASMUS Information	F ROUEN06 PIC Number: 999465788
Website	https://www.insa-rouen.fr
Head of Institution	Prof. Mourad Abdelkrim Boukhalifa (Director)
Head of International Office and Erasmus Institutional Coordinator	Sophie BINARD Tel: +33/2/32/95/66/93 Fax: +33/2/32/95/65/65 sophie.binard@insa-rouen.fr International Office (DRI) BP 08 – 685 Avenue de l'Université 76801 Saint-Etienne du Rouvray Cedex FRANCE
Administrative contacts	https://www.insa-rouen.fr/international/contacts
Regional and Academic Coordinators for Student Mobility Enquiries Incoming and outgoing students	https://www.insa-rouen.fr/international/contacts

Information for partners

Nomination deadlines (Procedure)	<p>INSA ROUEN NORMANDIE will only process applications with official nominations from our partner universities.</p> <p>Nominations should be sent to: international@insa-rouen.fr by home university coordinator before proceeding online registration.</p> <p>Nominations should include student's complete NAME, First Name, nationality, student's e-mail address, current year of study at home institution, duration of exchange and field of study at INSA (receiving department).</p> <p><u>Nomination deadlines</u></p> <p>Autumn Semester (and full year): 19 April Spring Semester: 18 October</p>
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Information for Incoming exchange students

Application procedures	<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"> - ID photo - Learning Agreement/Study Plan (*) - Certificate of French and/or English proficiency (*) issued by the home university's language center (or similar). OLS results cannot be used. - A copy of the passport (or European National identity card) - An official transcript of records in French or English listing all courses taken so far. <p>(*) All these documents are available at https://www.insa-rouen.fr/international/etudier-linsa-rouen-normandie/venir-en-echange</p> <p>Please see information for exchange students at https://www.insa-rouen.fr/international/etudier-linsa-rouen-normandie/venir-en-echange</p>
Application Deadlines	<p>Deadline for receiving exchange student applications:</p> <ul style="list-style-type: none"> - Autumn Semester and Full academic year: 3rd May - Spring Semester: 15 November. <p>Please note that unfortunately we cannot process any late applications.</p>
Academic Calendar	<p>The academic year is divided into two semesters:</p> <p>Semester 1 (Autumn): September to January</p> <p>Semester 2 (Spring): January/February to June</p> <p>Summer school for exchange students: 2 weeks from mid-August to beginning of September.</p>
Arrival Dates	During the week prior to the beginning of the semester/ for the summerschool.
Orientation Dates & Academic Fair	Individual orientation by our Exchange coordinators a few days before the beginning of courses.
Entry Requirements	In order to apply for the Inbound Exchange Program you must satisfy the following criteria: Minimum 2 years of full-time study at a partner university
Language of instruction	French and English
Language requirements	<p>French & English: level B1 (according to the CECR) is strongly recommended:</p> <p>https://europass.cedefop.europa.eu/resources/european-language-levels-cefr</p>

<p>Information on courses</p> <p>(within the next months, we will indicate the semester and languages of instruction – French or English- of each course in each department of specialty)</p>	<p>Please check the course catalogue:</p> <p>https://www.insa-rouen.fr/formation/offre-de-formation</p> <ul style="list-style-type: none"> - Step 1: select « Spécialités Ingénieur-es » - Step 2: select « The Department/Field of Study» - Step 3 : select « Cours proposés aux étudiants en échange » <p>Please note that courses from “premier cycle ingénieur/1st and 2nd year” are not opened to exchange students</p> <p>For more details please contact our Exchange Coordinators https://www.insa-rouen.fr/international/contacts and our website https://www.insa-rouen.fr/international/etudier-linsa-rouen-normandie/venir-en-echange</p>
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Frequently Asked Questions

<p>French Language courses</p>	<p><u>Orientation Program</u></p> <p>French intensive Language is given during the Induction period (22,5h/week) = 2 ECTS.</p> <p>All Exchange students must pay the €75 fee for French courses and cultural activities during Induction period.</p> <p>More information on: https://www.insa-rouen.fr/international/programmes-internationaux/ecole-dete-ecole-dhiver-file</p> <p>To apply, please send an e-mail to: summerschool@insa-rouen.fr before 1st June and ask for the “Summer school/ orientation program enrolment form”.</p> <p><u>French courses during the year</u></p> <p>French courses given to all Exchange students during the year are free of charge .</p> <p>1h30/week – 14 weeks = 2 ECTS/semester.</p>
<p>Accommodation at INSA Rouen Normandie</p>	<p>Campus at Saint Etienne du Rouvray/Madrillet</p> <p>INSA Rouen Normandie provides on-campus accommodation for all exchange students: €300 to €400 per month.</p> <p>Le Havre Campus (Civil Engineering Department)</p> <p>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).</p> <p>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.</p> <p>More information : https://www.insa-rouen.fr/international/etudier-linsa-rouen-normandie/informations-pratiques-vie-campus</p>
<p>Cost of Living in Rouen</p>	<p>€700-800/per month (all included)</p> <p>A <i>Welcome Guide</i> is available for download on our website : here</p> <p>You can also consult our section : :Informationspratiques/VieCampus</p>

Health Insurance	<p>Before arrival</p> <ul style="list-style-type: none"> - Students from EU countries: European Health Insurance Card (EHIC) - Students from Québec: SE 401 Q 106 form - 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 1st 2019 (Autumn Semester) or March 1st 2020 (Spring Semester). <p><i>All students coming to attend the Induction Period must have their own health insurance covering them from their arrival to August 20th 2019.</i></p> <p>On arrival</p> <ul style="list-style-type: none"> - Students from non –EU countries: mandatory registration to the French Student Social Security (free of charge). <p>For more information, please contact the International office: international@insa-rouen.fr</p>
Entry formalities in France	<p>Citizens of the European Economic Area and Switzerland: valid national identity card or passport</p> <p>Other nationalities: passport valid for the duration of the stay + a visa</p> <p>Visa Application procedure</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"> - 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. - You need a “long stay” visa (stay longer than 90 days). Cost of visa: 90€ <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 scolarite@insa-rouen.fr.</p> <p>More information on : http://www.rdc.campusfrance.org/page/liste-des-pi%C3%A8ces-%C3%A0-fournir-visa-%C3%A9tudiant</p>
Is there a pick-up service on arrival?	<p>Induction Period 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 : welcome-insa@bde-insa-rouen.fr</p>