

## INFORMATION SHEET 2020/2021

(updated: 27/08/2020)

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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

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> Autumn Semester and full year : <b>3 April</b>                      Spring Semester: <b>5 October</b></p>
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## Information for Incoming exchange students

<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>24 April</b></li> <li>- Spring Semester: <b>30 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>
<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>
<b>Information on courses</b>	<p>Please check the course catalogue:</p> <p><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> (<i>All informations at the bottom of the page</i>)</p> <p>Please note that courses from “premier cycle ingénieur/1<sup>st</sup> and 2<sup>nd</sup> year” are not opened to exchange students</p> <p>For more details please contact our Exchange Coordinators <a href="https://www.insa-rouen.fr/international/contacts">https://www.insa-rouen.fr/international/contacts</a></p>

## Frequently Asked Questions

<p>French Language courses</p>	<p><u>Welcome Program</u> French intensive Language is given during this period (22,5h/week) = 2 ECTS. <b>All Exchange students must pay the €75 fee</b> for French courses, cultural activities and help for administrative procedures during Induction period. More information on: <a href="https://www.insa-rouen.fr/en/international/programmes-internationaux/summer-and-winter-schools-ffl">https://www.insa-rouen.fr/en/international/programmes-internationaux/summer-and-winter-schools-ffl</a> 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>  <u>French courses during the year</u> <b>French courses given to all Exchange students during the year are free of charge.</b> 1h30/week – 14 weeks = 2 ECTS/semester.</p>
<p>Accommodation at INSA Rouen Normandie</p>	<p><b>Campus at Saint Etienne du Rouvray/Madrillet</b> INSA Rouen Normandie provides on-campus accommodation for all exchange students: €321 to €397 per month. (+15€ of compulsory cleaning costs). <b>Le Havre Campus (Civil Engineering Department)</b> 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).  <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>  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>
<p>Cost of Living in Rouen</p>	<p>€700-800/per month (all included) A <i>Welcome Guide</i> is available for download on our website : <a href="#">here</a> You can also consult our section : <a href="#">Informationspratiques/VieCampus</a></p>

<p>Health Insurance</p>	<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> 2020 (Autumn Semester) or March 1<sup>st</sup> 2021 (Spring Semester).</li> </ul> <p><b>All students coming to attend the Welcome Program must have their own health insurance covering them from their arrival to August 21th 2020.</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>
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Entry formalities in France	<p><b>Citizens of the European Economic Area and Switzerland:</b> valid national identity card or passport  <b>Other nationalities:</b> passport valid for the duration of the stay + a visa</p> <p><b>Visa Application procedure</b>  They are issued by the consular services of the French Embassy in your country of origin. Most have adopted the CEF procedure.  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>  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.  You can contact them at the following address : <a href="mailto:welcominsa@gmail.com">welcominsa@gmail.com</a></p>

### Summer School

Scientific Summer School	<p><b>Summer School from 21th June to 2nd July 2020</b> - <b>dates to be confirmed</b>  <b>Theme :</b> Artificial Intelligence for 4 ECTS  French Culture and Language : 0.5 ECTS – Artificial Intelligence 3.5 ECTS</p> <p><b>Registration period from December to 31<sup>st</sup> March</b> - <b>modality to be confirmed</b>  Early Registration : 800€ (from 16<sup>th</sup> December to 16<sup>th</sup> February)  Standard Registration 850€ (from 17<sup>th</sup> February to 31 March)  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>  Contact us at <a href="mailto:summerschool@insa-rouen.fr">summerschool@insa-rouen.fr</a></p>
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### "Welcome to France" Label

"Welcome to France" Label	<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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