INFORMATION SHEET 2021/2022
(updated: 20/01/2021)

Full Legal Name: Institut National des Sciences Appliquées de Rouen Normandie (INSA ROUEN NORMANDIE)
BP 08
685 Avenue de l’Université
76801 Saint Etienne du Rouvray Cedex
FRANCE

ERASMUS Information:
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OID : E10206992

Website: https://www.insa-rouen.fr/en

Head of Institution: Prof. Mourad Abdelkrim Boukhalfa (Director)

Director of International Office and Erasmus Institutional Coordinator: Sophie BINARD
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International Office (DRI)
BP 08 – 685 Avenue de l’Université
76801 Saint-Etienne du Rouvray Cedex
FRANCE

Administrative contacts: https://www.insa-rouen.fr/en/international/contacts

Regional and Academic Coordinators for Student Mobility Enquiries Incoming and outgoing students:
https://www.insa-rouen.fr/en/international/contacts

Information for partners:
INSA ROUEN NORMANDIE will only process applications with official nominations from our partner universities.

Nominations should be sent to: international@insa-rouen.fr by home university coordinator before proceeding online registration.
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.

Nomination deadlines:
Autumn Semester and full year: 9 April
Spring Semester: 8 October
### Information for Incoming exchange students

#### Application procedures

Once nomination is accepted by the DRI, students will receive an email with a link to the online application form. Students will be asked to complete the online application and upload the following documents:
- 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.

(*) All these documents are available at [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)

#### Application Deadlines

Deadline for receiving exchange student applications:
- Autumn Semester and Full academic year: 30 April
- Spring Semester: 29 October.

Please note that unfortunately we cannot process any late applications.

#### Academic Calendar

The academic year is divided into two semesters:
- **Semester 1 (Autumn):** September to January
- **Semester 2 (Spring):** January/February to July

Welcome Program for exchange students: 2 weeks from mid-August to beginning of September (*more information page 3*).

Summer School Artificial Intelligence: 21th June – 2nd July (*more information page 4*)

#### Arrival Dates

During the week prior to the beginning of the semester or at the beginning of the Welcome Program.

#### 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

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.

#### Language requirements

French & English: level B1 (according to the CECR) is strongly recommended: [https://europass.cedefop.europa.eu/resources/european-language-levels-cefr](https://europass.cedefop.europa.eu/resources/european-language-levels-cefr)
### Information on courses

Please check the course catalogue: [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) *(All information at the bottom of the page)*

Please note that courses from “premier cycle ingénieur/1st and 2nd year” are not opened to exchange students.

For more details please contact our Exchange Coordinators [https://www.insa-rouen.fr/en/international/contacts](https://www.insa-rouen.fr/en/international/contacts)

### Frequently Asked Questions

#### French Language courses

**Welcome Program**
French intensive Language is given during this period (22.5h/week) = 2 ECTS.

All Exchange students must pay the **€75 fee** for French courses, cultural activities and help for administrative procedures during Induction period.


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 welcomeprogram@insa-rouen.fr

**French courses during the year**
French courses given to all Exchange students during the year are free of charge. 1h30/week – 14 weeks = 2 ECTS/semester.

### Accommodation at INSA Rouen Normandie

**Campus at Saint Etienne du Rouvray/Madrillet**
INSA Rouen Normandie provides on-campus accommodation for all exchange students: €321 to €397 per month. (+15€ of compulsory cleaning costs).

**Le Havre Campus (Civil Engineering Department)**
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).

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.


### Cost of Living in Rouen

€700-800/per month (all included)

A Welcome Guide is available for download on our website: [here](#)

You can also consult our section: [Informationspratiques/VieCampus](#)

### Health Insurance

**Before arrival**
- 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 2021 (Autumn Semester) or March 1st 2022 (Spring Semester).

All students coming to attend the Welcome Program must have their own health
On arrival

- Students from non–EU countries: mandatory registration to the French Student Social Security (free of charge).

For more information, please contact the International office: international@insa-rouen.fr

Entry formalities in France

Citizens of the European Economic Area and Switzerland: valid national identity card or passport
Other nationalities: passport valid for the duration of the stay + a visa

Visa Application procedure
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:

- 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€ 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

More information on: https://france-visas.gouv.fr/web/france-visas/accueil

Is there a pick-up service on arrival?

Welcome Program Students are met in Paris, if they arrived on the day indicated to pick them up at the airport.

Students integration

Welcome’INSa offers information regarding studying at INSA, accommodation, living in Rouen, student organizations, etc. You can contact them at the following address: welcominsa@gmail.com
Their Social Networks: Facebook and Instagram

Summer School – to be confirmed for 2022

Scientific Summer School

Summer School from 21st June to 2nd July - dates to be confirmed
Theme: Artificial Intelligence for 4 ECTS
French Culture and Language: 0.5 ECTS – Artificial Intelligence 3.5 ECTS

Cancelled for 2021

Theme: Artificial Intelligence for 4 ECTS
French Culture and Language: 0.5 ECTS – Artificial Intelligence 3.5 ECTS

Registration period from December to 31st March - modality to be confirmed
Early Registration: 800€ (from 16th December to 16th February)
Standard Registration: 850€ (from 17th February to 31 March)
Late Registration: 900€ (from 1st April to 18th May)

More information on our web page
Contact us at summerschool@insa-rouen.fr

"Welcome to France" Label

“Welcome to France” Label - 2 star level
All information about the “Welcome to France” label: https://www.insa-rouen.fr/en/international/study-insa-rouen-normandie/welcome-france-label