



## Information Sheet 2023- 2024

# GENERAL INFORMATION

ADDRESS

Institut National des  
Sciences Appliquées de  
Rouen Normandie  
BP 08  
685 Avenue de l'Université  
76801 Saint Etienne du  
Rouvray Cedex  
FRANCE

ERASMUS CODE

F ROUEN06  
OID : E10206992

HEAD OF INSTITUTION

Prof. Mourad Abdelkrim  
BOUKHALFA (Director)

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>

DIRECTOR OF INTERNATIONAL OFFICE AND  
ERASMUS INSTITUTIONAL COORDINATOR

Sophie BINARD  
Tel:+33/2/32/95/66/93  
sophie.binard@insa-rouen.fr  
International Office (DRI)



CONTACTS

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



# GENERAL INFORMATION



## 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 6)

Summer School Artificial Intelligence : mid-June  
(more information page 6)

## ARRIVAL DATES

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

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 of these documents are available at: <https://www.insa-rouen.fr/en/international/study-insa-rouen-normandie/how-come-exchange-student>

Nominations should be sent to [incomingstudents@insa-rouen.fr](mailto:incomingstudents@insa-rouen.fr) by the coordinator of the home university.  
Nominated students will receive a link to an online application via the platform MoveOn.

**Nomination deadlines**  
**Autumn Semester and full year : 7 April**  
**Spring Semester : 6 October**

Please check the course catalogue:  
<https://www.insa-rouen.fr/en/international/study-insa-rouen-normandie/list-courses-exchange-students>

**An English catalogue file is now available to download.**

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>



Individual orientation by our Exchange coordinators a few days before the beginning of courses

Deadline for receiving exchange student applications:

- Autumn semester and full academic year : **27 April**
- Spring Semester: **25 October**

Please note that unfortunately we cannot process any late applications

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

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

French & English: level B1 (according to the CECR) is strongly recommended:  
<https://europa.eu/europas/en/common-european-framework-reference-language-skills>

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 offer courses in English for 30 ECTS over one semester



# HOW TO APPLY ?

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 of the current calendar year (Autumn Semester) or March 1st of the current calendar year (Spring Semester).  
All students coming to attend the Welcome Program must have their own health insurance covering them from their arrival to August 20th of the current calendar year.  
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: [incomingstudents@insa-rouen.fr](mailto:incomingstudents@insa-rouen.fr)

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 [scolarité@insa-rouen.fr](mailto:scolarité@insa-rouen.fr)

More information at: <http://france-visas.gouv.fr/web/france-visas/accueil>

### Campus at Saint Etienne du Rouvray/Madrillet

INSA Rouen Normandie provides on-campus accommodation for all exchange students: €334 to €397 per month.

### 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.

More information : <https://www.insa-rouen.fr/en/international/study-insa-rouen-normandie/about-campus-life>

Our student association, @WelcomINSA, offers information regarding studying at INSA, accommodation, living in Rouen, student organizations, etc.  
You can contact them via [Instagram](https://www.instagram.com/welcominsa).



€700-800€/month (everything included)

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

You can consult our section [About Campus Life](#)

[Ministry website](#)

[Campus France Website](#)

You can find the videos of student testimonials on [INSA's Youtube channel](#)  
or  
on the INSA Rouen Normandie [WebTV](#)

# SHORT PROGRAMS

SCIENTIFIC SUMMER  
SCHOOL - SESSION 2023

## Summer School in June

Theme : Artificial Intelligence for 4 ECTS

French Culture and Language : 0.5 ECTS – Artificial Intelligence 3.5 ECTS

Registration period : between December and March

More information will be available in November.

Check out our web [page](#)

Contact us at [summerschool@insa-rouen.fr](mailto:summerschool@insa-rouen.fr)

## 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 with administrative procedures during Induction period.  
More information on: <https://www.insa-rouen.fr/en/international/programmes-internationaux/summer-and-winter-schools-ffl>

To apply for Welcome Program, students just have to tick the box in the online application form. Otherwise, they can send an email to [welcomprogram@insa-rouen.fr](mailto:welcomprogram@insa-rouen.fr)

INDUCTION PERIOD

BUDDY SYSTEM

The BuddySystem is an online platform that brings together international students and local students in a mentoring programme. This platform allows local actors to manage and coordinate the integration of new students.

The BuddySystem is dedicated to international students who, through the platform, will have the opportunity to develop a relationship and interact with local students as well as enrich themselves through an intercultural experience.

