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02 INSTITUTIONAL INFO

KEY DATA

INSTITUTION		
PARENT INSTITUTION	INSEEC U.	
NAME OF INSTITUTION	BBA INSEEC - ECOLE DE COMMERCE EUROPEENNE	
CAMPUS	BORDEAUX	LYON
ERASMUS CODE	F BORDEAU45	F LYON 71
PIC CODE	944657781	946706130
ERASMUS CHAPTER	220282-EPP-1-2014-1-FR-EPPKA3-ECHE	222015-EPP-1-2014-1-FR-EPPKA3-ECHE
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02 ACADEMIC

STUDY PROGRAMMES

International students from partner institutions can apply for an Exchange programme according to the institutional agreement.

Students may choose to attend one semester or one-year programme in English or French (or French-English), depending on their home institution requirements and their own academic abilities.

/ PROGRAMMES IN ENGLISH

Please note that each BBA INSEEC campus offers a different selection of Exchange Programmes.

It is important that students familiarize themselves with each programme to opt for a location of their choice.

/ PROGRAMMES IN FRENCH

Students with good command of French (at least C1 Level) have a possibility to take French taught classes.

LANGUAGE PROFICIENCY

/ **English-taught programmes:** an equivalent of B2 level minimum (CEFR) or a TOEFL score between 71-80 iBTS.

/ **French-taught programmes:** B2-C1 level strongly recommended (CEFR).

COURSE SELECTION

Courses shall be selected within a chosen programme.

Please note that subjects from different study programs or semesters cannot be combined.

Please note that the courses may be subject to slight changes, e.g. in case of schedule overlaps or if prerequisites for specific courses are not met.

The final registration will be done within a “**drop-add period**” taken place during first two weeks of each semester.

EUROPEAN CREDIT TRANSFER SYSTEM

The programmes are structured according to the ECTS system.

The estimated workload for the full-time students:

Semester	Period
One semester:	30 ECTS / 15 US credits
Year	60 ECTS
Minimum Workload expected	24 ECTS

One credit refers to the estimated amount of work required: 1 ECTS ~ appr. 25-27 hours of work produced by the student. Lectures, assignments, other forms of studies are all taken into consideration when the number of credits for each course is calculated.

FRENCH LANGUAGE

French for Foreigners is usually offered each semester at each school (**free of charge**).

ATTENDANCE

Attendance is **compulsory** and takes part of the course evaluation.

ASSESSMENT

An exam period is organized at the end of each semester or at the end of each module.

In addition to the final examination, classes are assessed continuously (participation, small projects, group and individual work, presentations, etc.). Field projects usually require written reports sometimes accompanied by an oral presentation.

GRADING SYSTEM

French higher education institutions use numeric grading scale out of 20. The **minimum passing grade is 10/20**.

TRANSCRIPT OF RECORDS

Every course and evaluation are recorded on the student's personal transcript edited appr. ~ one month after the exam session.

ACADEMIC CALENDAR

The academic year is divided into 2 semesters:

Semester	Period
Fall semester:	September - December
Spring semester:	February - May
Semester Break	2-week semester break at Christmas. One-week break during each semester

The semester dates depend on Exchange programme / location and communicated in the Letter of Acceptance (LoA). Teaching and examination periods being **mandatory** are included in the above dates.

ORIENTATION

The mandatory Orientation week is arranged twice a year taking place during the first week of studies.

Programme details are sent at least one week before each semester starts.

Ref. 05 Exchange Programmes & Calendar

03 APPLICATION

APPLICATION PERIODS

Semester	Period
Fall semester:	April – March
Spring semester:	Mid-Sept - November

APPLICATION DEADLINES

Semester	Deadline
Fall semester:	May 31
Spring semester:	November 30

APPLICATION PROCEDURE

Application is to be done online¹.

Step 1 / Nomination Online by Home Institution (link to be provided within March 2021 period).

It is not unfortunately possible to apply without being nominated.

Step 2 / [Application Form online](#)

Required supporting documentation shall be submitted:

- I Recent / In-progress Transcript of Records (in English)
- I Copy of Identity card (Passport or EU ID card for EU citizens)
- I Statement of Purpose
- I Copy of European Health Insurance Policy (for EU citizens)

Step 3 / Acceptance & Course Registration

The admission process starts once student's application is submitted.

The Letter of Acceptance (LoA) is issued within a 4-week period after the Application Deadline.

/ EU students: LoA is issued and sent by email. If a student needs a hard copy, it will be issued on request and sent to the home institution coordinator.

/ Non-EU students: a copy of the LoA is sent by email and the original is mailed to the home institution.

Step 4 / Welcome Package

After acceptance a welcome package is sent including useful information related to further steps to take prior any arrival.

An information package is sent separately including a welcome letter, maps, housing options and other useful documents.

¹ Mobility Online system is in the implementation process at INSEEC U during 2021 year. Application guidelines will be updated within Fall 2021.

04 PRACTICALITIES

ACCOMMODATION

BBA INSEEC does not have on-campus student housing unit but assist international students in finding accommodation. We partner with STUDYAPART allowing international and regular students and alumni to rent, co-rent or sublease their apartment in France.

The Accommodation facilities guide specific to each campus is provided upon admission.

LIVING COSTS

The budget will depend on the BBA INSEEC location.

Estimate of general living expenses per month (Euro):

Expenses	Bordeaux	Lyon
Housing:	400-600	550-900
Meals	250-350	200-400
Transport	35	65
Extra	150-300	150-300

CAMPUS FACILITIES

Located in the heart of the French cities with a very good transport facilities, all INSEEC campuses have widely available Wi-Fi access, Intranet and online timetable systems, computer lab(s) and working spaces.

Student activities: campus tour, ice-breaking party, teambuilding activities, sport activities, company visit etc. Buddy program is proposed to offer one-on-one assistance throughout each semester.

We provide assistance within the Career Center services on each location to seek for internship opportunities, get ready for a job interview and benefit a personal consultancy service.

VISA / IMMIGRATION ISSUES

Non-EU Students: visa is **mandatory** (European card is ONLY for visit issue not for study purposes).

Invitation Letter is sent to all non-EU student to start their visa process within Campus France or French consulate.

[CEF Procedure](#) for some nationalities is **mandatory**.

HEALTH INSURANCE

EU citizens: E111 European Health card to be provided upon arrival.

NON-EU citizens: French Health insurance **mandatory** with an estimated cost ~90 EUR. For those staying in France less than 90 days (no age requirements): proof of private health care insurance.