

# INFO SHEET

# FOR EXCHANGE STUDENTS

INTERNATIONAL OFFICE / BBA INSEEC BORDEAUX - LYON



ACADEMIC YEAR 2023-2024

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## 02 INSTITUTIONAL INFORMATION

### KEY DATA

INSTITUTION		
PARENT INSTITUTION	INSEEC Schools (OMNES Education Group)	
NAME OF INSTITUTION	INSEEC BBA - ECOLE DE COMMERCE EUROPEENNE	
CAMPUS	BORDEAUX	LYON
ERASMUS CODE	F BORDEAU45	F LYON71
PIC CODE	944657781	946706130
OID CODE	E10196386	E10124768
ERASMUS CHAPTER	220282-EPP-1-2014-1-FR-EPPKA3-ECHE	222015-EPP-1-2014-1-FR-EPPKA3-ECHE
POSTAL ADDRESS	BORDEAUX CAMPUS 26 rue Raze , 33000 Bordeaux, FRANCE	LYON CAMPUS 25 rue de l'Université, 69007 Lyon, FRANCE
WEBSITE	<a href="http://inseec.com">inseec.com</a>	
GENERAL INQUIRIES	<a href="mailto:international.bbainseec@inseec.com">international.bbainseec@inseec.com</a>	

### INTERNATIONAL TEAM

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## 02 ACADEMIC INFORMATION

### STUDY PROGRAMMES

International students from partner institutions can apply for a programme according to their home university institutional agreements.

Students may choose to attend one-semester or one-year programmes.  
**A link to the academic programmes** can be found below in the section “05 ANNEXE”.

### LANGUAGE PROFICIENCY

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

**/ French (some programmes include some courses in French):** B2 CEFR (a C1 CEFR level is strongly recommended).

### PROGRAMME SELECTION

Please note that subjects from different study programmes or different semesters cannot be mixed.

**Several available spots being limited per programme, a “first come – first served” basis will apply. If necessary, an alternative campus or programme will be proposed.**

### EUROPEAN CREDIT TRANSFER SYSTEM

The programmes are structured according to the ECTS system.  
Estimated workload for full-time students:

Semester	Period
1 Semester:	30 ECTS / 15 US credits
Full-Year:	60 ECTS

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

### ATTENDANCE

Attendance is **mandatory** and takes part in the courses' evaluation.

### ASSESSMENT

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

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

### GRADING SYSTEM

French higher education institutions use a 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 transcript issued approximately 6 weeks after the exam session.

### ACADEMIC CALENDAR

The academic year is divided into 2 semesters:

Semester	Period
Fall Semester:	September - December
Spring Semester:	End of January - Beginning of June

The semester dates depend on the programme and location and are communicated in the Letter of Acceptance (LoA).  
**Mandatory** teaching and examination periods are included on the above dates.

### ORIENTATION

Mandatory Orientation Sessions are arranged twice a year taking place during the first week of the programmes.



## 03 NOMINATION / APPLICATION

### NOMINATION DEADLINES

Semester	Deadline
Fall Semester and Full-Year:	May 7
Spring Semester	October 15

### APPLICATION DEADLINES

Semester	Deadline
Fall Semester and Full-Year:	May 31
Spring Semester	November 15

### APPLICATION PROCEDURE

**Step 1 / Nomination Online** by Home Institution (the weblink will be sent to our partner universities upon request).

*Students cannot apply without being nominated.*

**Step 2 / Application Online** must be done by students  
**Supporting documentation** shall be submitted by students:

- | ID photo
- | Identity Document (Passport or EU ID card for EU citizens)
- | Recent Transcript of Records (in English)
- | English Proficiency Statement (B2 minimum)
- | For students studying in French: a French Proficiency Statement (B2 minimum; C1 recommended)
- | For EU citizens: a copy of your European Health Insurance Card
- | For non-EU citizens: a proof of International Health Insurance
- | For all students: a proof of Civil Liability insurance (*Responsabilité Civile*): legal assistance in case of responsibility in an accident

### Step 3 / Acceptance

The Letter of Acceptance (LoA) is issued within 4 weeks 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.

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

## 04 PRACTICALITIES

### WELCOME GUIDE AND ACCOMMODATION INFORMATION

[OMNES Education Welcome Guide](#)

The BBA INSEEC does not have on-campus housing but assists students through STUDAPART and other partners: [Accommodation Facilities Guides](#).

Very useful website: [Help center \(livin-france.com\)](#)

### LIVING COSTS

The budget will depend on the BBA INSEEC location. Estimate of general living expenses per month (Euro):

Expenses	Bordeaux	Lyon
Housing:	500-1000	500-1200
Meals	100-300	100-300
Transport	38	25
Extra	100-300	100-300

### CAMPUS FACILITIES

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

### VISA / IMMIGRATION

Non-EU Students: student visa is **mandatory** (European residence permits are ONLY for visits to France but not for study purposes). An invitation letter (Letter of Acceptance) is sent to all non-EU students to start their visa process within Campus France or the French consulate.

For some nationalities, the [CEF Procedure](#) is **mandatory**.

### HEALTH INSURANCE

EU citizens must provide a copy of their European Health Insurance Card (EHIC).

Non-EU citizens must provide proof of International Health Insurance and shall sign up for the French social security system upon their arrival in France.

More information: [AMELI](#) / [CAMPUS FRANCE GUIDELINES](#).



## 05 ANNEXE – BBA INSEEC EXCHANGE PROGRAMMES & CALENDAR

Academic Information can be found through the weblink below:

[INSEEC BBA Academic Offer](#)

Please take note that programmes depend on location and study semester.

### ACADEMIC CALENDAR 2023-2024

Exchange Programme	Term Dates*	Campus	Language	Instruction
<b>Fall Semester</b>				
BELCO 3D	September-December	Bordeaux	EN	Onsite
ATLANTIS	September-December	Lyon	EN	Onsite
BBA3	September-December	Bordeaux / Lyon	<b>Bordeaux</b> mix of EN and FR / <b>Lyon</b> : EN	Onsite
BBA4	September-December	Bordeaux / Lyon	Mix of EN and FR	Onsite
<b>Spring Semester</b>				
BBA3	February-May	Bordeaux / Lyon	EN	Onsite

NB:

- | Dates might be specific to each campus or programme. **The final dates will be indicated in the Letter of Acceptance.**
- | Several available spots being limited per programme, a “first come – first served” basis will apply. If necessary, an alternative campus or programme may be proposed to students.
- | The International Relations Office reserves a right to modify the programme and/or campus initially chosen by a student if the application and/or academic requirements are not met.
- | Programmes outlines are available. Please ask the relevant International Relations Officers.

