



PARTNER UNIVERSITY FACT SHEET

INTERNATIONAL
STUDENT EXCHANGE
PROGRAMS
(UNDERGRADUATE
LEVEL)

2017 - 2018



FACT SHEET 2017

BBA INSEEC-ECE / INSEEC BACHELOR
(UNDERGRADUATE LEVEL EXCHANGE PROGRAMS)

GROUPE INSEEC
GENERAL INFORMATION

Key figures

Established	1975
Type	Private / Business and Communication schools
Programs	Bachelors, Grande Ecole, MSc, MBA, DBA, Executive
Study Area	Business Management & Communication
Number of students	22 000
Alumni Network	45 000
Faculty Members	~300
Business Community Network	10 000
Business Incubators	5
Campuses	4 campuses in France: Paris – Bordeaux – Lyon - Chambéry 5 campuses abroad : London, Monaco, Geneva, San-Francisco, Shanghai
Website	www.groupeinseec.com/en

The GROUPE INSEEC encompasses a renowned business school (**INSEEC Business School**), an international university (**International University of Monaco**), "Bac+3" to "Bac+5" management programs (**BBA INSEEC – ECE, INSEEC Bachelor, American BBA, INSEEC MSc & MBA, INSEEC Wine & Spirits Institute**), executive education (**INSEEC Executive Education, CESNI, Luxury Attitude, Customer Experience, La Cité des Langues**), communication, design and digital schools (**Sup de Pub, Crea Geneva**), and preparation programs for higher education entrance exams (Atout Sup).

Boasting a strong network of French and International partners (universities and companies), INSEEC has continued to integrate an international dimension into its academic curriculum programs by strengthening its university exchange programs and by providing global internship opportunities.

INSEEC SCHOOLS
AT A GLANCE

Below is an overview of the **international programs** offered within the GROUPE INSEEC, some being campus-specific, and open to exchanges and double degree opportunities for students from partner institutions *.

UNDERGRADUATE SCHOOLS	Ecole de Commerce Européenne BBA INSEEC Program Bordeaux / Lyon (F BORDEAU45 / PIC CODE : 944657781)* (F LYON 71 / PIC CODE : 946706130)*	MBA Institute INSEEC Bachelor / American BBA Programs Paris (F PARIS 255 / PIC CODE: 919505196)*
	INSEEC Chambéry INSEEC Bachelor in International Trade Chambéry (F LE-BOURG 01 / PIC CODE: 943473411)*	International University of Monaco Bachelor Program in Business
GRADUATE SCHOOLS	INSEEC BUSINESS SCHOOL Paris / Bordeaux / Lyon (F PARIS 244)*	SUP DE PUB Paris / Bordeaux / Lyon (F PARIS 447)*

*Erasmus+ accreditation

¹ (depending on the agreement in place)

INTERNATIONAL OFFICE CONTACTS	GENERAL STUDENT'S INQUIRIES: international@inseec.com			
	Head International Office / Partnerships		Aleksandra DEDIEU adedieu@inseec.com / +33 6 72 98 03 56	
	International Office / Study Mobility Coordinator(s) IN-OUT	Bordeaux Campus 26 rue RAZE – 33000 BORDEAUX	Elodie ANDERSON eanderson@inseec.com +33 5 57 87 70 47	
		Lyon Campus 25 RUE L'UNIVERSITE 69007 LYON	Eugenie LELEU eleleu@inseec.com +33 4 78 27 50 16	Wioleta WEGOROWSKA wwegorowska@inseec.com +33 4 78 27 50 17
		Chambery Campus TECHNOLAC	Carole BRESCIA cbrescia@inseec.com / +33 4 79 25 38 38	
Paris Campus 63 RUE EXELMANS – 75016 PARIS		Robert BRADFORD rbradford@inseec.com +33 01 40 71 25 37	Gaëlle DOSSOE gdossoe@inseec.com	

STUDY INFORMATION	ACADEMIC OFFER
	INSEEC opens to Exchange students its undergraduate Exchange programs in business management area (3 or 4-year programs) mainly operated by internationally oriented schools like BBA INSEEC-ECE and INSEEC Bachelor. Students have access to a wide range of courses on four French campuses (according to the agreement in place). Students may choose to attend a full semester program in either English or French, or a mix, depending on their home institution requirements and students' abilities.
	PROGRAMS IN ENGLISH
	It is important that students familiarize themselves with each program in order to choose the location of their choice. Please note that each campus offers a different selection of international academic programs. Students can only apply for the exchange program of the above schools as stated in the institutional agreement.
	PROGRAMS IN FRENCH
	Each institution has programs offered in French. Students with good command of French (B2 Level) and looking for a French track have a possibility to take French taught programs.
	FRENCH FOR FOREIGNERS: INSEEC Schools offer international students French for Foreigners each semester (free of charge). Ref. Annex 1 – Exchange Academic Programs per campus
	COURSE SELECTION
	The primary course registration form should be done once student is accepted. Students should select courses or a fixed program according to the campus they have applied for (ref. Annex 1) 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 the first two weeks of each semester.
	COURSE LOAD: International students generally take a course load equal to 30 ECTS credits per semester (15 US credits).
LANGUAGE REQUIREMENTS	
To study in English: B2 minimum (CEFR); or a TOEFL score between 71-80 iBTS (recommended). To study in French: B2 minimum (CEFR).	
ATTENDANCE / PARTICIPATION: Attendance is compulsory and takes part of the course evaluation.	
GRADING: 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. All courses are graded on a scale out of 20 in addition to the ECTS grading system. The minimum pass grade is 10/20. Home.	
TRANSCRIPT OF RECORDS: The transcript of Records is issued under the ECTS grading standard within approx. 6 weeks after examination period. The translation of the grades achieved into the local grading system remains under student home institution's responsibility.	

ACADEMIC CALENDAR	SEMESTER DATES
	The academic year consists of two semesters. Fall semester usually runs from the beg. of September till the end of December (depends on program/location). Spring semester - from mid-February to the end of May. There is usually a semester break of one or two weeks at Christmas. Other study breaks, e.g. around Easter, vary depending on the course or program. The specific semester dates for each program will be announced in the official Letter of Acceptance. Teaching and examination periods being mandatory are included in the above dates. Ref. Annex 2 - Calendar
	ORIENTATION
	The mandatory Orientation week is taken place during the first week of studies. Admitted students will receive the program by email.

INSEEC Undergraduate Exchange Programs in Business /International Management (3 or 4 year programs), open to Exchange students and aiming to provide students with the tools necessary to begin an international career, are delivered within INSEEC BBA-ECE and INSEEC Bachelor schools as follows:

Campus	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Bordeaux	Fall term: 4 sept – 22 Dec Exchange Programs: International Marketing & Communication (EN) BBA Program 3 (EN-FR) BBA Program 4 (EN-FR)					Spring term : 12 Feb – 26 May Exchange Programs : International Business Management (EN) BBA Program 3 (EN-FR)				Internship (Optional)		
Lyon	Fall term: 4 Sept – 22 Dec Exchange Programs: ATLANTIS (EN) IBM International Business Mngt I (EN) BBA Program 3 (EN-FR) BBA Program 4 (EN-FR)					Spring term: 12 Feb – 26 May Exchange Programs : IBM International Business Mngt II (EN) BBA Program 3 (EN-FR)				Internship (Optional)		
Paris	Fall term : 4 Sept – Mid Jan Exchange Programs : BA Business Studies 3 (EN) American BBA 2 (EN)					Spring term: beg. Feb – beg. of June Exchange Programs: BA Business studies 3 (EN)				Internship (Optional)		
Chambery	Fall term : 11 sept – 15 Dec Exchange Programs : BA International Trade 3 (EN) BA International Trade 2 (EN-FR)					Spring term: 15 Jan – beg. May Exchange Programs : BA International Trade 3 (EN) BA International Trade 2 (EN-FR)				Internship (Optional)		

Subject to minor changes, the Academic calendar dates including Orientation and Exams periods are tentative. The final dates will be indicated in the Letter of Acceptance.

EXCHANGE PROGRAMS OVERVIEW

GUIDELINES

Step 1 : **Nomination** by Home Institution by email to: international@inseec.com

Step 2 : [Application Form online](#)

Step 3 : Submission of supporting required documentation to [International Office](#) :

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

DEADLINES

Fall 2017 Nomination & Application Deadlines : **May 15, 2017** / Application period: April 1 – May 15

Spring 2018 Nomination & Application Deadlines : **November 1, 2017** / Application period: Sept 15 – Nov 1

ACCEPTANCE

The admission process starts once we have received the complete application and supporting documents.

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

EU students: the acceptance letter will be issued and sent by email. If a student needs an original acceptance letter, it will be issued on request and sent to the home institution coordinator.

Non EU students: a copy of the acceptance letter will be sent by email and the original will be sent to the coordinator of the home institution.

APPLICATION PROCEDURE

VISA / IMMIGRATION ISSUES

Student visas fees and supporting documents vary from country to country so INSEEC advises students to contact their local French Embassy or Consulate for an appointment as soon as they have received their acceptance letter.

All citizens from the list of countries mentioned below must follow the CEF online procedure (Center for studies in France) - a mechanism offering prospective students the benefit of guidance and support at every step in the admission process. It even allows applicants to apply for their visa online and track the progress of their electronic application.

Students from the following countries will have to complete an online visa application through Campus France

Colombia	Gabon	Indonesia	Mali	Peru	Taiwan
Comoros	Guinea	Japan	Morocco	Russia	Tunisia
Congo Brazzaville	India	Lebanon	Maurice	Senegal	Turkey
	Ivory Coast	Madagascar	Mexico	South Korea	USA
					Vietnam

Applicants open a personal account on the website of the Campus France local office in their country of residence. From there they follow a paperless procedure that enables them to submit applications for admission, speak with the local staff of Campus France as well as with representatives of the institutions from which they hope to receive an offer of admission.

REGISTERING WITH OFII IN FRANCE

International students with a "Visa Long Séjour" VLS/TS, with the following statement on their visa: "CESEDA R311-3 6°" must register with the OFII (Office Français de l'Immigration et de l'Intégration) as soon as they arrive in France. Registering with OFII takes about a month. Students are advised to stay in France until this process is complete. You will get more information about this process when your temporary student visa is issued to you in your home country.

The immigration process may seem long, tedious and time consuming, but if you follow all the instructions and meet the necessary deadlines you will see that it is actually very efficient.

HEALTH INSURANCE

During the stay in France, students are required to have health insurance:

- EU citizens : European Health Insurance Policy;
- Non EU students under 28 years of age and staying in France in excess of 90 days must register to the French National Health Insurance System through International Office (*estimated cost is 218 EUR*);
- Non EU students staying in France less than 90 days (no age requirements): proof of private health care insurance.

Students also would need a private insurance policy covering health care, repatriation etc. All students staying in France in excess of 6 months: birth certificate translated into French, issued less than 3 months prior to arrival date.

Finally accommodation in France must be covered by **Housing insurance** the cost is one-time fee (~ € 30-80).

ACCOMMODATION

Accommodation facilities depend on the location. INSEEC institutions do not have their own dormitories or student housing unit but assist international students in finding accommodation by providing with a specific access service to a dedicated online platform **Studyapart**, allowing students and alumni to renting, co-renting or subleasing their apartment in France.

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

LIVING COSTS

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

Campus	Housing*	Meal	Transport	Extra expenses
Paris	700 - 1000	200 - 400	60	200 - 400
Bordeaux	400 - 550	250 - 350	30	200 - 300
Lyon	500 - 900	200 - 400	61	200 - 300
Chambery	300 - 450	200 - 350	25	200 - 300

Prices for private accommodation may vary between 300 – 600 euros depending on location.

Students have on-campus equipped eating areas and access to the local student restaurant (~estimated cost 4-6 EUR).

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.

CAREER SERVICE: students can get assistance from the Career services in order to look for internship opportunities, get ready for job interview and benefit a personal consulting service.

BUDDY PROGRAM: Buddy program put in place to offer one-on-one assistance throughout the semester.

Student activities: campus tour, ice-breaking party, Erasmus party, sport activities, company visit etc.