FOR EXCHANGE STUDENTS

INFO SHEET

INTERNATIONAL OFFICE / BBA INSEEC BORDEAUX - LYON

ACADEMIC YEAR 2022-2023

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02 INSTITUTIONAL INFORMATION

KEY DATA

INSTITUTION		
PARENT INSTITUTION	INSEEC Schools (OMNES Education Group)	
NAME OF INSTITUTION	BBA INSEEC - 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
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02 ACADEMICS

STUDY PROGRAMMES

International students from partner institutions can apply for an Exchange programme according to the institutional agreements.
Students may choose to attend one semester or one-year programmes in English or French (or French and English), depending on their home institution requirements and their own academic abilities.
Academic programmes can be found in the section "**05 ANNEXE**".

/ 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 B2/C1 level) have the 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 programmes or different semesters cannot be combined.
Please note that 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" taking place during the first two weeks of each semester.

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
Minimum workload expected:	24 ECTS

One credit refers to the following estimated amount of work required:
1 ECTS is ~ 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 in 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 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 personal transcript edited appr. ~ 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
Semester Break:	2-week semester break at Christmas. One-week break during each semester

The semester dates depend on the Exchange programme and location and are 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.

03 APPLICATION

APPLICATION PERIODS

Semester	Deadline
Fall semester:	May 31
Spring semester:	November 15

APPLICATION DEADLINES

Semester	Deadline
Fall semester:	May 31
Spring semester:	November 15

APPLICATION PROCEDURE

The application is to be done online.

Step 1 / Nomination Online by Home Institution (web link will be sent to our partner universities upon request)
Students cannot apply without being nominated.

Step 2 / Application Form online must be done by students
Supporting documentation shall be submitted by students:
- Recent / in-progress Transcript of Records (in English)
- Copy of identity document (Passport or EU ID card for EU citizens)
- Statement of Purpose (motivation letter)
- Copy of European Health Insurance Card (for EU citizens)

Step 3 / Acceptance & Course Registration
The admission process starts once a student's application is submitted.
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 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, including a welcome letter, maps, housing options and other useful information, is sent to students.

04 PRACTICALITIES

ACCOMMODATION

BBA INSEEC does not have an on-campus student housing unit but assists international students in finding accommodation.
We partner with STUDAPART allowing international, 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:	550-900	550-900
Meals	200-400	200-400
Transport	65	65
Extra	150-300	150-300

CAMPUS FACILITIES

Located in the heart of French cities with 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, team building activities, sports activities, etc.
A Buddy programme is proposed to offer one-on-one assistance throughout each semester.
We provide assistance within the Career Center services on each location to seek internship opportunities, get ready for a job interview and benefit from a personal consultancy service.

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 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: European Health Insurance Card is to be provided upon arrival.
NON-EU citizens: Non-EU students shall sign up for the French social security system upon arrival. More information: AMELI and CAMPUS FRANCE HEALTHCARE.

05 ANNEXE – BBA INSEEC EXCHANGE PROGRAMMES & CALENDAR

Academic Information can be found through the web link below:
Academic Offer BBA INSEEC

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

ACADEMIC CALENDAR 2022-2023

Exchange Programme	Term Dates*	Campus	Language	Instruction
Fall Semester				
BELCO 3D	Sept – Dec.	Bordeaux	EN	Students are expected to be onsite
ATLANTIS	Sept. –Dec.	Lyon	EN	Students are expected to be onsite
BBA 3	Sept. – Dec.	Bordeaux / Lyon	EN	Students are expected to be onsite
BBA 4	Sept. – Dec.	Bordeaux / Lyon	FR and EN	Students are expected to be onsite
Spring Semester				
BBA 3	Feb. – May	Bordeaux / Lyon	EN	Students are expected to be onsite

NB:

- Dates might be specific to each campus/programme. **The final dates will be indicated in the Letter of Acceptance.**
- Several available spots being limited per programme on a "first come – first served" basis will apply.
- The International Office reserves a right to modify the programme and/or campus initially chosen by an Exchange student if academic requirements/study level is not met.
- Programmes details are available. Please ask the relevant International Relations Officers.