

INSA

INSTITUT NATIONAL
DES SCIENCES
APPLIQUÉES
ROUEN NORMANDIE



ENGLISH
VERSION

WELCOME GUIDE FOR INTERNATIONAL STUDENTS

ACADEMIC YEAR
2019-2020



Erasmus+



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A WORD FROM THE DIRECTOR OF PROGRAMS AND STUDENT LIFE

Dear Students,
Congratulations on your admission to INSA Rouen Normandie.

Founded in 1985, INSA Rouen Normandie is a member of the INSA Group. Ranked first public engineering school in France, INSA Rouen trains nearly 10% of the French engineers each year. Our engineering programs are accredited by the Commission des titres d'ingénieur and awarded by the European internationally recognized EUR-ACE® label. INSA Rouen Normandie is the leading engineering public school in Normandy, with its 350 engineering graduates and offers 10 specializations. Graduates are highly qualified in various fields. In addition, they are multidisciplinary, humanistic and innovative. Openness and diversity are the core values of the institution. A broad-based recruitment process enables us to promote equal opportunity (27.8% of French student engineers hold scholarships). The school has 37.8% female student engineers (far above the national average). The institution welcomes 17.4% foreign student engineers of over 40 nationalities and all student engineers have relevant experience abroad (teaching semester or internship of up to 3 months).

INSA Rouen Normandie continuously broadens its range of training programs. After the opening of a work-based training program under the status of Energy Performance Apprenticeship in 2013, an Industrial Performance and Innovation training program in 2014 and a training program in Performance and Innovation in Safety Processes in 2017, the institution now provides courses in English for non-French-speaking exchange students. It also organizes unique

and cross-disciplinary courses in following specializations: Fire Safety and Structural Engineering, Aeronautics and Aerospace.

INSA Rouen Normandie also offers a vibrant student life on an attractive campus. Located within the Madrillet Campus and directly connected to the heart of Rouen by metro, it boasts a wide selection of housing options at residence halls, as well as canteens, cafeterias and sports facilities. The dynamic Student and Sport Offices offers a number of associations and sports activities.

Welcome to INSA Rouen Normandie, at the heart of Normandy.

In the meantime, I wish you an excellent holiday.

Jean Maquet

Director of Programs and Student Life

INSA ROUEN NORMANDIE

Ranked among the leading French public engineering institutions in France, INSA Group institutions are located in major French cities (Lyon, Rennes, Rouen, Strasbourg, Toulouse, Val de Loire and soon Hauts-de-France) and abroad (INSA Euro-Méditerranée in Fès, Morocco). The seven French schools of the INSA Group, the first international INSA institution, in conjunction with seven academic partners, embody a training approach that has been worldwide recognized for over half a century. The INSA Group includes over than 40 engineering specializations and counts 60 high-level laboratories. The institution brings together a professional network of over 80,000 alumni in France and all around the world.

First engineering school in Normandy

INSA Rouen Normandie comprises an international academic and research center, located near Paris. The largest engineering institution in Normandy welcomes nearly 2,000 students and is situated in Rouen and Le Havre. Its headquarters are located within the Madrillet Campus in Saint-Étienne-du-Rouvray. INSA Rouen Normandie plays a major role in training engineers in France. Its missions include teaching (10 engineering programs with 3 apprenticeships and 2 specialized masters), research (8 laboratories) and the spreading of scientific culture. Training programs cover the following areas of expertise: Information and Data Science, Mathematics, Chemistry and Processes, Risk Assessment and Site reengineering, Energy, Propulsion, Mechanics, Industrial Performance, Civil Engineering and Urbanism.

In addition to the city of Rouen and its cultural and historical heritage, embodied by the

Havre UNESCO World Heritage Centre, Normandy provides a large number of tourist attractions (Mont-Saint-Michel, Étretat, La maison de Monet, Giverny, the Caen Normandie Memorial, the Centre for History and Peace, the D-day landing beaches, etc.). In addition, the Seine Valley, located between Rouen and Le Havre, boasts a flourishing industrial area, comprising petrochemical refineries, pharmaceutical industries, automotive manufacturing plants, and much more.

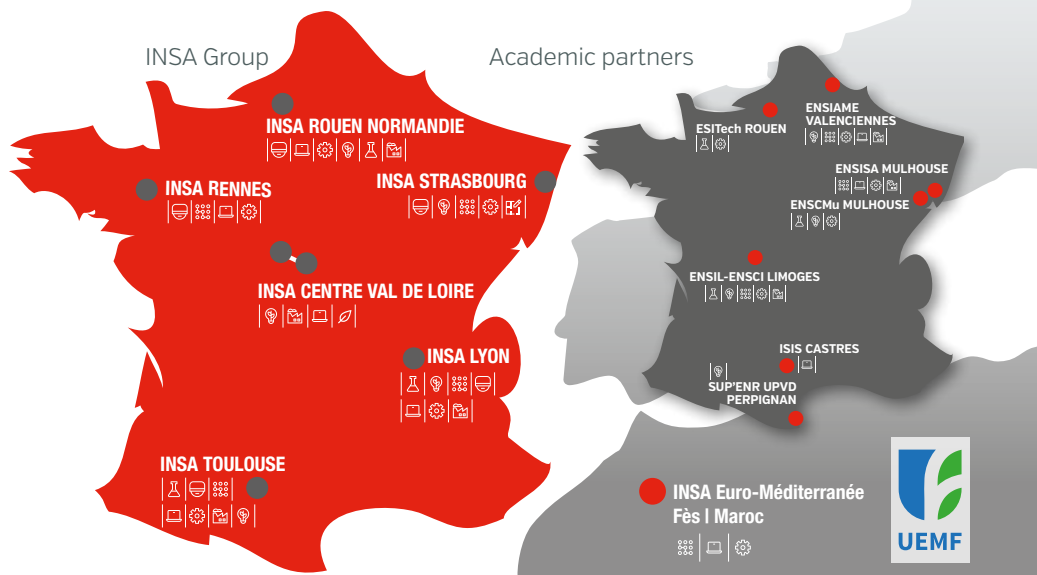
Welcome to INSA Rouen Normandie!

This welcome guide includes relevant information to ensure students enjoy a smooth stay. It features details on courses at INSA, teaching departments, housing, entry and residence formalities in France, as well as an overview of life in Normandy, Rouen and Le Havre.

Need help with day-to-day or administrative procedures? We are on hand to provide support, feel free to contact us!

Exchange students receive personal guidance throughout their entire study period.

*Sophie BINARD
Director of the International Relations
Department, INSA Rouen Normandie*



Biotechnologies
Chemistry



Environment
Energy studies



Civil Engineering
Urbanism
Topography



Electrical
Engineering,
Electronics
Automation,
Telecommunication



IT,
Mathematics,
Modeling



Mechanics,
Materials



Systems,
Industrial Risk
Management,
Engineering
Processes



Architecture
Specialization



Landscape
Specialization

Training Programs and Student Life contacts

First name - Name	Position	Adresse mail
Jean Maquet	Director of Programs and Student Life	✉ formation@insa-rouen.fr
Florence Médaerts	Director of Programs and Educational Material	✉ formation@insa-rouen.fr
Stéphanie Bocquet	Head of One-stop Desk and Student Life	✉ guve@insa-rouen.fr
Marina Holard	Head of Student Affairs	✉ scolarite@insa-rouen.fr

International Relations Department Contacts

First name - Name	Position	Adresse mail
Sophie Binard	Director of the International Relations Department	✉ sophie.binard@insa-rouen.fr
Caroline Meley	International Relations Department Coordinator - Outgoing Mobility	✉ caroline.meley@insa-rouen.fr
Coralie Mimault	International Relations Department Coordinator - Incoming Mobility	✉ coralie.mimault@insa-rouen.fr

First name - Name	Position	Adresse mail
Valérie Papamicael	International Relations Department Coordinator	✉ valerie.papamicael@insa-rouen.fr

International Relations Managers

First name - Name	Country	Adresse-mail
Ludovic Auvray	Asia & Pacific	✉ ludovic.auvray@insa-rouen.fr
Vincent Boutigny	Spain	✉ vincent.boutigny@insa-rouen.fr
Abdellah Hadjadj	Africa & Middle East	✉ abdellah.hadjadj@insa-rouen.fr
Hortense Larcheveque	North America	✉ hortense.larcheveque@insa-rouen.fr
Sébastien Leveneur	Erasmus Eastern and Southern Europe and Nordic countries	✉ sebastien.leveneur@insa-rouen.fr
Gérard-Vincent Martin	Summer School/Winter School	✉ gerard-vincent.martin@insa-rouen.fr
Mariana Renoux	Franco-German University (Université Franco-Allemande - UFA): Master of Science Degree from Kaiserslautern University of Technology, Germany Erasmus Germanic countries	✉ mariana.renoux@insa-rouen.fr
Cécila Zanni-Merk	FITEC Program (France Ingénieurs TEChnologie) and Bilateral agreements with Latin America	✉ cecilia.zanni-merk@insa-rouen.fr

Faculty Contacts

First name - Name	Departement	Sigle	Adresse-mail
David Honoré	Engineering Science	STPI	✉ jean-marc.cabanial@insa-rouen.fr
Alexandrina Rogozan	Information System Architecture	ASI	✉ alexandrina.rogozan@insa-rouen.fr
Christophe Hoarau	Fine Chemical Engineering	CFI	✉ christophe.hoarau@insa-rouen.fr
Jean Cousin	Energetics and Propulsion	EP	✉ jean.cousin@insa-rouen.fr
Elie Rivoalen	Civil Engineering and Sustainable Building	GCCD	✉ elie.rivoalen@insa-rouen.fr
Cécilia Zanni-Merk	Engineering Mathematics	GM	✉ jean-guy.caputo@insa-rouen.fr ✉ sonia.fourati@insa-rouen.fr
Matthieu Tourbier	Mechanics	MECA	✉ matthieu.tourbier@insa-rouen.fr
Sébastien Leveneur	Industrial and Environmental Risk Management	MRIE	✉ sebastien.leveneur@insa-rouen.fr
Vincent Boutigny	Humanities	HUMA	✉ guy.dubuis@insa-rouen.fr



PREPARING FOR YOUR ARRIVAL

Checklist

Students are required to bring following mandatory documents:

For all students:

- At least one translated and certified birth certificate [by an official French service].
- A valid passport [for European Economic citizens: an identity card is sufficient] with a student short- or long-stay visa [unless exempted].
- For French state scholarship holders: the Campus France scholarship certificate
- If you intend to drive in France, a valid driving license.
- If you wish to practice a sport in France [association or club], a current-year medical certificate to compete in any university event or competition will be required
- Items symbolizing your homeland [flags, recipes, postcards, posters and

documentation on your University, etc.).

For European Economic Area students:

- European Health Insurance Card

For students from Quebec:

- Passport
- Health Insurance Form SE401 Q106/ SE401 Q102 bis

For non-European students:

- Private valid insurance as you enter France

Visas

Visas are issued by the French Embassy of France in your home country. The CEF [Centre d'Études pour la France] procedure is compulsory in most countries. Please check whether:

- You are exempted from visa requirements.
- You need a «short-stay» visa [stay

under 90 days). Visa fees: €60. If you obtain a «short-stay» visa, there are no additional formalities to complete once you have arrived in France.

- You need a “long-stay « visa [stay over 90 days]. Visa fees: €90. Our staff provides you with guidance on preparing your file for the authorization of your long-stay visa [LSV valid as residence permit for students. > More information here ppage 13.
- Find out all information on visas on the Campus France website [Campus France](#)

Welcome Program

The two-week program before the beginning of courses (mid-August/early September) includes French courses, cultural visits and activities, as well as guidance on administrative formalities (bank, insurance, etc.).

- For Exchange and Master’s Students from all nationalities, the Welcome Program is optional; a €75 fee is charged, payable upon registration. It corresponds to two ECTS for exchange students. de l’inscription au Welcome Program). Il correspond à 2 ECTS pour les étudiants en échange.

- For students enrolled in the Bilingual Program, the Welcome Program is mandatory and included in the registration fees.

If you are interested in completing the program, please send an email to: welcomprogram@insa-rouen.fr. You will then receive a registration form to complete and to send back to the school.

€ Provisional budget

To reside in France and obtain a residency permit in Normandy, international students must provide a proof of sufficient financial resources during their stay. Students should expect they will need a monthly budget of at least €615 to live adequately. This amount covers everyday expenses (housing, meals, recreational activities, transport, etc.). For more information, please go to the [France Campus website](#)

Although the cost of living in Rouen is lower than in many other French cities, **international students should plan on a monthly budget of at least €700 to €800 to live adequately.** This budget represents everyday expenses (housing, meals, recreational activities, transport, etc.).

Estimation of the total cost of a study period at INSA Rouen Normandie

Budget may differ between students, according to their status [full-time or exchange student], their needs and their lifestyle.

Expense item	Cost
Housing at INSA residence halls	B/W €309 and €389: Madrillet Campus. For more information on other residence halls, click here. Students can request financial aid for monthly rent [APL - Aide personnalisée au logement]
Damage deposit (mandatory)	Expect one month's fee rental
Housing insurance (mandatory)	€45 per year
Liability insurance (mandatory)	€20 per year
Meals	€300 per month
Transportation	€27 per month (student rate)

Expense item	Cost
«Short-stay» visa or “long-stay” visa [depending on nationality]	€60 to €90 per visa
Validation stamp for residence permit [depending on nationality]	€60 for entire visa term
Phone, internet, TV contract	€30-€40 per month
Other [entertainment, activities, etc.]	€150 per month
Personal health insurance [optional]	€340 per year
Potential expenses for settling in [sheets, towels, cooking utensils, etc.]	Variable

Additional costs for students completing Master's degrees or the Bilingual Program

BILINGUAL PROGRAM

A specific and unique program, the Bilingual Program, integrated into the European Higher Education Area, leads to a five-year engineering diploma, awarded by INSA Rouen

Normandie and delivers a Master's degree. The INSA Rouen Normandie training programs are accredited by the Commission des titres d'ingénieur and awarded by the internationally recognized European EUR-ACE® label.

Bilingual Program fees (non-refundable) + tuition fees	For European students <ul style="list-style-type: none"> First year: € 700 + tuition fees for European Economic Area students Following years: tuition fees are set by the French State 	Included services <ul style="list-style-type: none"> Welcome Program : airport pick-up, administrative support, cultural activities. FFL [French as Foreign Language] courses Guidance and monitoring throughout the 2-year undergraduate program “ES”;
	For international students (non-European) <ul style="list-style-type: none"> First year: €4.750 [Summer Welcome Program] or €3.500 [Winter Welcome Program] + tuition fees Following year: tuition fees are set by the French State 	
	For all each year <ul style="list-style-type: none"> “Student Life” subscription, €91 payable online: https://www.messervices.etudiant.gouv.fr 	

MASTER'S PROGRAMS

Tuition fees	<ul style="list-style-type: none"> Tuition fees are set by the French State “Student life” subscription, €91 payable online : https://www.messervices.etudiant.gouv.fr
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Registration fees are updated every new academic term and available on: www.insa-rouen.fr, Student life section: <https://www.insa-rouen.fr/vie-etudiante/cout-des-etudes>

Payment

- Online (you will receive a payment link by email),
- Direct debit,

- Check payable to the Agent comptable de l'INSA de Rouen,
- Postal money order or bank transfer (mentioning your name on the transfer request form).

INSA Rouen bank details:

Bank Code		Sort Code		Account Number		RIB Key		Bank Domiciliation						
10071		76000		00001000151		50		TPROUEN TG						
IBAN [International Bank Account Number]								BIC [Bank Identifier Code]						
FR76		1007		1760		0000		0010		0015		150		BDFEFRPPXXX

Please note:

- Cash payments are forbidden
- Payment in three instalments is possible for terminal credit card payment or bank transfer.
- Tuition fees are not refundable once the academic year has begun, whether the student resigns.

Arrival on campus

INSA Rouen Normandie comprises two sites, Saint-Étienne-du-Rouvray, close to Rouen and Le Havre.

Airports: Roissy-Charles de Gaulle, Orly or Beauvais (an airport which offers low-cost flights).

Léocarte Student Card

The student status enables you to enjoy special conditions and discounts on public transports and recreational activities. Feel free to show your student card!

Working in France

A long-stay student visa enables you to work, under specific conditions, during your stay in France.

For more information, click here:

 <https://www.service-public.fr/particuliers/vos-droits/F2713>

Financial aid

Students can request financial aid from their home-country or from specialized organizations.

For more information, please go to the site [Campus France](#).

Links to help you prepare for your arrival:

- Airports
 - [Aéroports de Paris](#)
 - [Aéroport de Paris-Beauvais](#)
- Public Transportation
 - [Réseau de Transport Paris-Ile de France](#)
 - [Réseau de Transport Rouen](#)
 - [Réseau de Transport Le Havre](#)
- Train
 - [Trains SNCF](#)
- Route
 - [Blablacar](#)
 - [Michelin](#)
 - [Mappy](#)

Saint-Étienne du Rouvray

The campus is located at the heart of the Rouvray forest, seven km south of Rouen. To get to INSA Saint-Étienne-du Rouvray Campus, please take the metro, towards Technopôle Saint-Étienne- du-Rouvray and get off at the last stop Technopôle..

Address:

685 Avenue de l'université, BP08 76801 Saint Etienne du Rouvray Cedex

BOUGAINVILLE building

- Information System Architecture Department [ASI]
- Mechanics Department [MECA]

MAGELLAN building

- Energetics and Propulsion Department [EP] – Mechanics [MECA] – Humanities
- International Relations Department [DRI]
- One-stop Desk and Student Life
- Library, cafeteria, IT rooms
- Sports Department
- Laboratories
- Residence halls INSA ROUEN Office

DUMONT D'URVILLE building

- STPI Department
- Administrative Department
- Student Council
- Health Services

DARWIN building

- Fine Chemical Engineering [CFI] – Industrial and Environmental Risk Management [MRIE]

Le Havre Campus

The campus is located 70 km away from Rouen, in downtown Le Havre. The Civil Engineering and Sustainable Building Department [GCCD] is located there. Address: 73 rue Bellot, 76600 Le Havre, France.

INSA Rouen Normandie Campuses maps and directions:

 <https://www.insa-rouen.fr/insa-rouen-normandie/campus-et-plan-dacces>



YOUR ARRIVAL AT INSA

Welcome

International students receive personalized guidance throughout their study period. The staff will help you in administrative registration procedures. For any question, please contact the International Relations Department or the Student Office.

Welcom'INSA

Welcom'INSA provides you with helpful information on INSA studies: housing, life in Rouen or in Le Havre, student associations, and supports you in integrating the institution by organizing cultural activities during your first semester.

Please contact Welcom'INSA via Facebook Welcom'INSA or by sending an email to: welcominsa@gmail.com

Erasmus Student Network

Erasmus Student Network in Rouen: ESN ROUEN (eROUENsmus) is an association geared towards international students and sponsored by the International Relations Department of the University of Rouen.

Comprising around ten student-volunteers, its aims are to enhance activities for international students and organize cultural and sports events. Its main objective is to integrate exchange students by introducing them to the culture of Rouen.

More information on:

 <http://rouen.ixesn.fr>

Le Havre

 <https://erasmusu.com/en/erasmus-le-havre>

Residence formalities in France

European students:


- The European Health Insurance card is sufficient.

Students from Quebec:

- Passport
- Health Insurance Form SE401 Q106 / SE401 Q102 bis

Students from other countries:

- A valid passport throughout your stay + a potential visa + a birth certificate translated in French
- A long-stay visa [LSV valid as residence permit for student's validation]: we help you with administrative procedure when you register. For any question, please send an email to: guve@insa-rouen.fr].

 A chest X-ray and a medical checkup are mandatory once you entered France.

In case you wish to continue your studies at the end of the first academic year in France:

You must apply for a residence permit from the prefecture of your place of residence two months before the long-stay visa expires [LSV valid as residence permit for student's validation]. It is recommended to keep all documents concerning studies, housing and financial resources (bank statements) as proofs. The application for a residence permit can be refused for no-show at the exams. The file will be compiled by the INSA Rouen One-stop Desk before being sent to the prefecture.

Administrative registration

Contact: INSA Registrar's Office

A notification by email will be sent to you before you leave or on your arrival at INSA.

Registration is mandatory for all students to receive the INSA student card [Léocarte]. The card can be used as entry pass to all INSA buildings and as mean of payment at university restaurants. It can be required when opening a bank account, requesting a low-rate transportation card, etc., during the examination period.

On registration day

- Check your registration file with the Registrar's Office;
- Submit any missing document to complete the file;
- Pay tuition and housing fees;
- Register with French Social Security (<https://etudiant-etranger.ameli.fr/>)
- Pay the CVEC (contribution to student life), if not already done. The contribution is required via Campus France BEFORE administrative registration;
- Collect your student card, your certificates of attendance at school and your student social security registration form at the Registrar's Office. Certificates of attendance at school will also be available on your VLE (<https://ent.normandie-univ.fr/>).
- Proceed with the validation of the visa if required.

For more information, please send an email to:

scolarite@insa-rouen.fr
Saint-Étienne-du-Rouvray Campus Registrar's Office



HOUSING

🏠 Student residence halls

Saint-Étienne-du-Rouvray Campus

International students registered at ASI, CFI, EP, GM, MECA, MRIE Departments can stay at one of our halls, located near the Saint-Étienne-du-Rouvray Campus (Madrillet Technopôle), and near public transportation (metro-bus) and shops.
Residence halls maps

🔗 <https://www.insa-rouen.fr/vie-etudiante/se-loger-sur-les-campus>

INSA residence halls provide with a range of services and are managed by the INSA Housing Office.

Furnishing and equipment

For more information about residence halls' equipment, please go to:

🔗 <https://www.insa-rouen.fr/vie-etudiante/se-loger-sur-les-campus>

For internet access, a contract with an external internet service provider is required [Quantic telecom]. Expect to pay around €10 per month and €10 for connection wire purchase.

What you need to bring

Sheets, blankets, dishes, cleaning equipment (broomstick, mop, sponge, etc.), washcloths, towels. Welcom'INSA can assist you in purchasing such items. For any question, please send an email to.

🔗 welcominsa@gmail.com

Studio cleaning

Cleaning is performed by an outsourced company. It is mandatory and an additional €30 is charged to your rent. Cleaning is scheduled on weekends, while students are on campus.

Housing rental agreement

Students sign a full-year rental agreement (September 1 - August 31). They receive a key upon completing an inventory of fixtures. The agreement may be terminated, provided a three-month notice period is observed.

Housing fees

Two-bedroom apartments (2 persons): €321 + €30 for mandatory cleaning fees per month and per person.

Single rent (1 person): €391 + €30 for mandatory cleaning fees per month and per person.

Fees include costs for heating, electricity, hot and cold water, etc.). Fees apply to current year rates. Rent is subject to increase on July 1st according to the housing rent Index.

More information on:

🔗 <https://www.insa-rouen.fr/vie-etudiante/se-loger-sur-les-campus>

APL Funding (Aide personnalisée au logement)

Students can request financial aid for monthly rent (APL - Aide personnalisée au logement). International students must provide proof of a valid residency permit and a social security number, which will be issued upon administrative registration.

APL request must be completed once your arrival at residence is confirmed. Residence halls Office will provide relevant information and assist you in administrative matters.

🔗 For more information, click here: <https://www.caf.fr/wps/portal/cafr/aidesetservices/lesservicesenligne/estimervosdroits/lelogement>

⚠️ Financial aid is never disbursed to recipients but deducted from rents. The amount granted depends on the housing area, the type of housing, and the financial resources of the student. It is never credited

during the first month of occupancy.

VISALE

Visale, the free security deposit online service can also be used by international students.

To be eligible, students must be between 18 and 30 years old and enrolled in a higher education institution.

European students only need a valid ID card. Non-European students, scholarship holders or not, must have a valid long-stay visa equivalent to a valid residence permit mentioning «Student» or a valid «Student» residence permit or even a valid «Talent» passport.

A deposit can be requested for rents not exceeding €800 in Île-de-France and €600 in other regions, both in private and public rental housing (APL-regulated housing owned by legal entities, residential housing, and housing with or without agreements within university residences).

Conditions for admission to INSA residence halls

Only students who have received a letter of admission to INSA can apply for housing rental. However, INSA Rouen Normandie registration authorization does not mean that housing is granted to students. Priority is given to regular students in university residences. Persons who are not registered at INSA cannot be housed.

Due to the high number of requests and limited availabilities, we are unable to take into consideration your preferences in terms of locations and fees. However, you can select either “flat sharing» or “single room”, as housing option.

Booking a housing


Pre-reservation

For students enrolled in the Bilingual Program, housing is reserved as of right, once you have received a final admission letter.

Exchange students are required to mention housing preferences when applying online on the MoveOn website.

Master's students must make their own arrangements for accommodation in or near Rouen or Le Havre.

The Residence halls Office will send a "housing proposal" by email, mentioning the residence and the rent you will pay per month (only one proposal per student).

 Please note: if you refuse a housing proposal, you will be expected to find accommodation on your own, through the private rental market.

Final reservation

Your reservation will be confirmed once:

- You have accepted the proposal.
- You have paid the first month's rent and the deposit (the amount of the deposit is equivalent to one month's rent).
- You have completed and submitted «The deed of third-party guarantee» (document issued by the residence hall with the proposal). The document has to be signed by your parents..

Le Havre campus

Students enrolled in the GCCD department INSA Rouen Normandie does not provide housing in Le Havre but can help you find accommodation.

To that end, please [download an Accommodation Request Form](#), fill out and send it by email to: arnaud.jouette@insa-rouen.fr

Deadline:

- Before June 10 > autumn semester or full-year.
- Before November 30 > spring semester.

Incomplete applications or post-deadline applications will not be considered.

Household insurance

Article 18 of Act No. 82,526 dated 22 June 1982 requires tenants to insure themselves against the risks for which they are bound by law.

Depending on your personal situation, you will be required to provide the INSA Residence halls Office or the owner with a multi-risk home insurance certificate insuring against fire, water damage, furnishings, neighbors' claims, explosions, and any rental risks for which you, as tenant, are responsible.

Two health insurance centers offer such services, LMDE (La Mutuelle des Étudiants) and SMENO (Société Mutualiste des Étudiants de la Région Nord-Ouest). Fees: from €40 per year.

Arrival at residence halls

 Checking is not possible on Saturdays, Sundays and public holidays.
Arrival: before 5pm on weekdays, 2pm on Fridays.

Exchange students

In order to welcome you in the best conditions, please inform us a few weeks before you arrive, by sending an email, mentioning surname, first name, day and time of your arrival. Please note that accommodation is available from the first of September and the first of February.

✉ Email contact: international@insa-rouen.fr

Students enrolled in the Bilingual Program

As the Welcome Program is mandatory, you will be required to arrive on a specific date, which will be stated on your admission letter, in order to pick you up at the airport.

✉ For any special circumstance, please contact: welcomeprogram@insa-rouen.fr

Your contacts at residence halls:

Name - First name	Position	Email
JOUETTE Arnaud	Head of Residence halls Office	✉ residences@insa-rouen.fr
CAZIER Colin	Coordinator	
ROS Edith	Coordinator	

INSA Rouen Normandie

Campus du Madrillet
Bâtiment Magellan, Services de la logistique et des résidences
685 Avenue de l'Université - 76801 Saint Etienne du Rouvray - France



FRENCH SOCIAL SECURITY

Until you complete procedures, you are required to hold valid personal insurance coverage till October 1st of the academic year. The Registrar's Office will help you to complete French Social Security registration, as soon as your administrative registration has been confirmed.

Documents in foreign languages must be translated by a sworn translator.

Registration is mandatory and free of charge for non-EU students.

If necessary, the Caisse Primaire d'Assurance Maladie ([CPAM](#)) of your place of residence can assist

Liability Insurance

INSA is not legally responsible for acts or harmful acts caused by student engineers during a company internship in France or abroad.

Depending on the company, it is mandatory to provide a proof of insurance which includes coverage of academic internships in companies (The mention «internship» or «academic and extracurricular activities» must be stated on the proof of insurance).

(Subscription via a student health insurance center or a private insurance).





STUDENT AFFAIRS

✓ Academic registration

Exchange students

At teaching departments

Academic registration must be completed in the relevant teaching department. The second part of registration concerns mainly teaching and assessment validation. You are required to go to the relevant academic department offices, as stated on your letter of admission, in order to establish a final educational contract.

Build your academic curriculum

The final choice of courses must be arranged with the relevant international relations coordinator/ manager: <https://www.insa-rouen.fr/international/contacts>.

We highly recommend that you select courses in the same year and in the same teaching department, so as to make the study process smoother and avoid scheduling conflicts,

The program approved by you, the Head of

Department and the Project Manager/Academic International Relations Coordinator must be submitted to the International Relations Department by the end of October (for the first semester,) or by the end of February (for the second semester), at the latest.

At INSA, class attendance is mandatory and any absence must be justified (medical certificate, force majeure). If you decide not to attend a course scheduled in your academic program, you are required to inform the Project Manager or the International Relations Coordinator who will consider providing you with an alternative course.

Contacts list page 5

📖 French as a Foreign language courses

The teaching language for most courses is French, although INSA also provides with fourth- and fifth-year courses in English. A minimum B1 level is required in both languages.

Non-French-speaking international students can also take French courses [French as Foreign Language] - FFL - during their study period at INSA. Courses are open to «B1 - Intermediate» level students.

Curriculum

The INSA Rouen Normandie engineering program complies with the Master level, under the European LMD system (Licence - Master - Doctorate). It is organized in 10 semesters (S1 to S10), i.e. 5 years; no degree is delivered at Licence level. Students can continue their studies to obtain a Doctorate.

INSA Rouen Normandie provides you with a high quality management framework. In this context, student engineers are surveyed at the end of each semester, in order to assess the courses they attended. They are also surveyed to assess the quality of the teaching departments.

Academic calendar, holidays and bank holidays

Academic year

The academic year is divided into 2 semesters:

- 1st semester (autumn): September to Mid-January
- 2nd semester (spring): Mid-January to end of June

The beginning and end dates of courses may differ according to the specialization of each department. For more information, please feel free to contact the International Relations Department or the relevant academic department coordinator that will welcome you.

Holidays and Bank holidays in Normandy

Holidays

In France, holidays depend on the place of study. Schools are organized in academic areas, divided into three holiday periods A, B and C. INSA Rouen Normandie is part of the Académie de Rouen, located in B zone. To find out about holiday dates, [here](#). Please note that INSA does not offer all academic holidays.

Bank holidays

During bank holidays, most public services, banks and shops are closed:
<https://www.joursferies.fr/jours-feries-2019.php>

Engineering curriculum with a student status at INSA Rouen Normandie

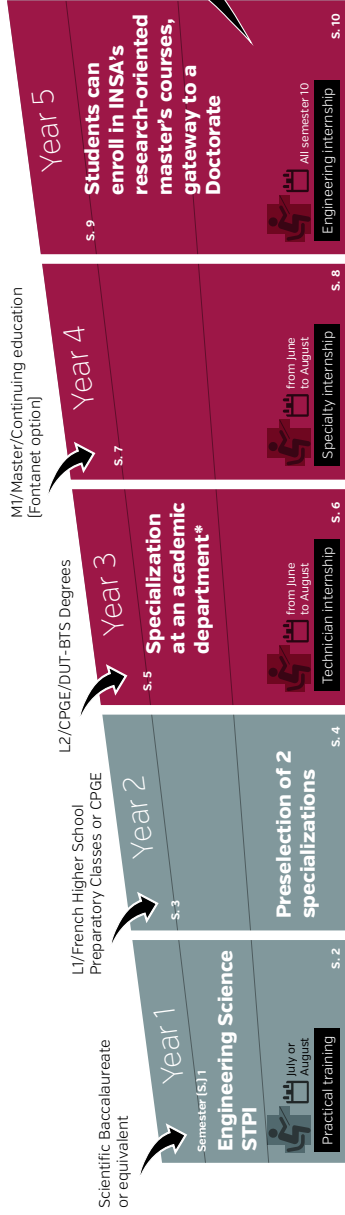
*Specializations

Information System Architecture (ASI)
Fine Chemistry and Engineering (CFI)
Energetics and Propulsion (EP)

Civil Engineering and Sustainable Building (GCCD)
Engineering Mathematics (GM)
Industrial and Environmental Risk Management (MRIE)
Mechanics (MECA)



INSA
Engineering degree
INSA de Rouen Normandie



Humanities



CAMPUS LIFE

Eating on campus

INSA provides a wide choice of meal options: cafeteria, university restaurants and many other locations on both campuses.

Saint-Étienne-du-Rouvray Campus

INSA cafeteria

The INSA cafeteria, in the Magellan building, is open to students and staff, Monday to Friday, from 8 am to 3:30 pm.

Madrillet Technopôle University Restaurant

Opening hours: Monday to Friday, from 11:30 am to 1:30 pm

Located opposite INSA Rouen Normandie, the university restaurant is in the Faculty of Science premises at the University of Rouen. Student rate: €3.25 per meal.

ESIGELEC cafeteria

Located at ESIGELEC premises.

Centre Leclerc cafeteria

The Centre Leclerc is located in front of the “Technopôle” metro station stop. The cafeteria serves hot dishes and sandwiches.

Saint-Étienne-du-Rouvray Campus

Restaurants in the area

The cafeteria located at ISEL [Institut Supérieur d'Études Logistiques] premises, is open from 8:30 am to 3 pm. Tickets are sold on the spot at meal times.

Léocarte student card


Léocarte [student card] is issued during your administrative registration day for the whole academic year. It can be used to:

- Enter the different INSA buildings
- Pay at the INSA cafeteria and the CROUS, once you have subscribed to IZLY [online payment service]
- Borrow books at the library.

You will receive an email from IZLY on your INSA email, as soon as you have activated Léocarte.

The IZLY service enables you to manage your CROUS account, from any computer through a secure Internet connection and to credit it [from €5].

At any moment, you will have the option of getting your account balance refunded or closed.

 Please note, in case of loss or theft, you must inform the Student Life Office so that your Léocarte can be deactivated. You need to make a request for a new card and you will be charged a €10 fee.

Library

The library is located at Saint-Étienne-du-Rouvray Campus, on the first floor of the Magellan building.

It comprises 30,000 specialized publications covering a wide range of scientific and technical literature for students, professors and researchers, 150 subscriptions to paper reviews, 4,000 subscriptions to electronic reviews. In conjunction with the Student Council [Bureau des élèves], the library also promotes a leisure and general knowledge collection: novels, comics, mangas [over 1,500 vol.] and DVDs [currently 120 movies]. On-site consulting: 120 workstations and 2 relaxing areas, as well as 6 computers dedicated to literature search and connected

to internet.

Loans

5 academic publications and 3 books from the Bureau des élèves collection for a 28-day period, renewable once;
2 reviews or magazines per 7 days, renewable once;

Our staff can assist you with inquiries: introduction to the online catalogue, the French university libraries' main catalogue [SUDOC] and help in getting online information.

Students may:

- Make copies on site [cards are sold at the library reception desk, payment by check only]
- Use printers [students must bring their own paper in case of large print runs]
- Use internet and check their emails.

Contacts

Magellan building - 1st floor

Working hours: Monday to Friday, from 8:30 am to 7:30 pm and Saturday, from 8:45 am to 12:45 pm

Phone: +33 [0]2 32 95 98 30

Email: biblio@insa-rouen.fr

Link to the catalogue:

catalogue.insa-rouen.fr

Reprography

A free-access reprography department enables you to photocopy and print all your documents in black and white and colour [fee-based service], or to scan and upload them to a USB drive or by e-mail [free of charge]. For theses and reports, the library provides you with binding-machines and plastic and cover boards [free of charge].

Health

The school offers a health service headed by a state-registered nurse. Its role consists in providing students with information on «prevention, education, health». The nurse is also the Health Coordinator for students and staff.

Choosing a doctor: the nurse provides you with a list of general practitioners located near the campus. **In France, you must choose a referring doctor** and consult this doctor in case of illness. Don't wait until you feel sick before choosing one!

The health service is located near the Durmont D'Urville building [CRC-RC-23]

Contact: Nurse/Head of Department
Health email contact: zahira.bettouati@insa-rouen.fr

Phone: +33 [0]2 32 95 65 99/+33 [0]6 08 86 02 97

More information on:

<https://www.insa-rouen.fr/vie-etudiante/sante>

Student Associations

Student Council (Bureau des élèves - BDE)

The BDE is an association managed by INSA Rouen Normandie student engineers. Its mission is to enhance cultural, recreational and social life on campus. Annual subscription: €15

Aims

- Facilitate cultural, recreational and sports activities, social and humanitarian projects on campus.
- Offer helpful services to members such as university restaurants and bus cards sale, printing and binding reports, photocopying, INSA'Shop etc.
- Build ties among students.
- Promote INSA student talents inside and outside the university.

For more information, please contact:

BDE-Durmont Durville building (garden level)

 <http://www.bde-insa-rouen.fr>

 www.facebook.com/bdeinsarouen

Sports Association

The Sports Association aims to encourage participation in sports by students, INSA staff and users of the Madrillet Technopôle's higher education program. It represents INSA during academic sports events and gives students the opportunity to participate in approximately thirty university activities in the school's gymnasium, opposite the campus. Annual subscription: €60

Contacts


 <https://www.insa-rouen.fr/vie-etudiante/vie-associative#tab-lassociation-sportive>

 www.facebook.com/asinsarouen/timeline

Opening hours: Monday, Wednesday and Thursday at Magellan building, office H-R1-17

Guy DUBUIS

President of the Sports Association

 guy.dubuis@insa-rouen.fr

Johanne MAROS

Sports Association Coordinator

 johanne.maros@insa-rouen.fr

 +33 [0] 02 32 95 65 72

Cultural Service

Its aims are to:

- Enhance students' personal development as they complete their training.
- Bring together INSA members (students and staff) through a range of artistic and cultural activities.
- Build partnerships with regional cultural stakeholders in various fields of performing, plastic or graphic arts.

The Cultural Service enables you to:

- Be informed on local cultural life (performing arts, exhibitions, cinema, conferences, etc.).
- Enjoy special rates for regional shows
- Visit museums by participating in social outings organized on weekends or on Thursday afternoons.
- Attend shows, conferences or movies, to discover artistic or scientific cultural exhibitions within school or on campus.
- Foster the achievement of your cultural, personal or team projects (foundation of an artistic association at INSA, organization of conferences, festivals, cultural or artistic outings or events...)

by providing logistical or financial aid and expertise..

Staying informed

- By keeping an eye out for billboards and displays.
- By regularly checking the INSA electronic mailbox Artémis; the Cultural Service newsletter is sent quarterly; the «Culture news» is emailed to you once a week to keep you informed with a single click!

For more information, please contact:

Cultural Service: Magellan building in front of the cafeteria.

 culture@insa-rouen.fr





SOCIAL AND CULTURAL LIFE IN NORMANDY

Transportation

Transportation in Rouen

Public transport

More information on [Réseau de transport Rouen ASTUCE](#)

Traveling at night with Noctambus

The service is available from downtown Rouen to the Saint-Étienne-du-Rouvray Campus (Madrillet) until 1:30 am, Sunday to Thursday, and until 4 am from Friday to Saturday.

Bicycle

Cy'clic is a fast and easy bike rental service for every need. There are a variety of subscriptions ranging from 1 day, 7 days, 6 months or 1 year. The first half hour is free, no matter the subscription.

<http://cyclic.rouen.fr>

Public transport

LIA network

Students are offered discount rates.

<http://www.transports-lia.fr>

Bicycle

Bikes can be rented for both short and long-term periods.

<https://www.lehavre.fr/pratique/velo>

Transport in Le Havre

Practical information [shopping, banks, communication, etc.]

Shops

In Rouen

- Supermarkets are open from 9 to 8 pm or 9 pm, Monday to Saturday and occasionally on Sunday mornings.
- Other shops are generally open Tuesday to Saturday, from 9 or 10 am to 12 am and from 2 to 7pm, and sometimes on Sunday mornings.
- Shops are generally closed on bank holidays.
- Hypermarkets are generally located

- outside the city in shopping centers.
- Markets: Rouen boasts a variety of markets; every week approximately twenty markets enliven the city squares. Each regional town or village also offers its own weekday market, which provides a large choice of local specialties, while enjoying an unique and special atmosphere in comparison to the Normandy capital.

But on Sundays, people gather at Clos Saint Marc [Rouen Rive Droite]. A true walkabout in a traditional and friendly atmosphere! There is another huge market on Thursday and Sunday mornings in Sotteville-les-Rouen [Hôtel de ville de Sotteville stop on the Technopole metro line].

The most popular shopping centers and shopping malls

Geographical area	Nom	Accès
Rive Gauche	Saint Sever	Public transport
Rive Droite	Docks 76 Espace du Palais Galerie Lafayette	Public transport
Barentin	Zone de la Carbonnière Centre commercial	By car
Tourville la Rivière	Centre commercial	By car

Le Havre

The city is divided into two parts, the Lower City with its older districts and the Upper City with its outlying districts. You will find your favorite shops and brands downtown! Go to the shopping centers [Docks Vauban](#), [Espace Coty](#)

Please click here to find the list of [hyper-marchés](#)

A large selection of ready-to-wear fashion stores, restaurants, groceries and design stores is available.

Banks

Opening a personal bank account and checkbooks are generally free of charge. However, withdrawal or credit cards (Visa-Mastercard etc.) are usually charged. The rate varies between banks, so feel free to shop around and don't forget to mention you are an INSA student. In addition, some banks can offer you special partnerships.

To open an account, you are required to present the following documents:

- Passport or identity card
- Proof of residence

Depending on banks, a minimum deposit ranging from €5 and €150 is mandatory.

Phone

French phone numbers contain 10 digits: the first 2 digits refer to 5 different geographical areas.

- 01: Paris and Ile de France.
- 02: Northwest [Rouen/Le Havre/Saint-Étienne-du-Rouvray].
- 03: Northeast,
- 04: South-East and Corsica,
- 05: Southwest.

How to call:

- France from abroad: dial [00] then 33 and the phone number, excluding the 0. For example: 00 33 [0]2 35 52 83 65
- France from France: dial the 10-digit number which always begins with a 0. For example 02 32 95 66 69
- Abroad from France: dial [00], then the country code and the phone number.

More information on fees and country codes:

🔗 <http://www.orange.fr>

Media

Press/newspapers

Major international newspapers and magazines [The Times, Herald Tribune, Cambio 16, El Pais, Der Spiegel...] are available at the SNCF station press booth and at some retailers. The main French daily newspapers are Le Monde, Libération, Le Figaro, France-Soir, Le Parisien and l'Humanité. Average price: €1. The leading regional daily newspapers are: Ouest France, L'Est Républicain, Le Dauphiné Libéré, La Dépêche du Midi, Sud-Ouest... and in Normandy, Le Paris-Normandie. Online French media: Le Monde, Libération, Le Figaro, Le Parisien and L'Humanité.

La radio

Here is a selection of French radio frequencies [podcasts also available on websites].

All-news radios

- Europe 1

- France Info
- France Inter
- Radio France

For more information on frequencies, please click [ici](#)

General-interest radios and music stations

- Chérie FM
- Ouï FM
- Virgin Radio
- NRI
- RTL
- RTL 2

INSA Rouen Normandie radio: Radium

For more information on frequencies, click [here](#)

Television

25 free channels, including 4 public: France 2-France 3-France 4- France 5.

To enjoy some foreign TV channels, you must sign a one-year subscription with a digital TV or cable provider:

🔗 TV Programs (<http://www.programme-tv.net/>)

Mail

La Poste is the national French mail service. In France, yellow mailboxes are located in the street and on the facade of each post office where the time of the latest post collection is mentioned.

Stamps are sold at post offices and tobacconists. Postage rates vary according to mail weight and destination.

Delivery delays: a 24 to 48 hour-period for mail sent from France to France and a 1 to 5 day-period for mail sent from France to other countries, [standard delivery, without specific fee].

🔗 <http://www.laposte.fr/>

Electricity

In France, electric voltage is 220 V - 50Hz with 3-pin round input plugs. If necessary, get an adaptor.

Weather

In Normandy, climate is oceanic; winters are rather mild and summers are temperate. Autumn and spring may be quite rainy. Be sure to bring warm and waterproof clothes.

Tourism and recreational activities

Rouen

Rouen is situated in the north west of France. Rouen has 110,000 inhabitants and is located in the Seine-Maritime department [76], at the heart of Normandy. Nestled in a loop along the Seine, midway between Paris and the sea; Rouen is less than 350 km away from the major capitals, such as London and Brussels.

River and seaport, Rouen is a vibrant city and a thriving “student” city where life is pleasant. Every year, over 40,000 students come to the University Campuses of the city. Capital of Normandy, Rouen is also called “the city of a hundred spires”; it is both a city of art and a city of history. Its wealth comes from its cultural and historical heritage, which has shaped its streets, its churches and its monuments.

The city has maintained its traditional districts unspoiled, pedestrian-only and characterized by high medieval buildings and has been the “muse” of great writers and

artists such as Pierre Corneille and Gustave Flaubert. Many of you will visit its museums and discover its pedestrian streets, its half-timbered houses, the cathedral, the Gros Horloge, the Palais de Justice, the Aître and the Saint-Maclou Church, the Saint-Ouen Abbey, and the Dungeon where Joan of Arc was imprisoned.

 <http://www.rouentourisme.com>

Gastronomy

Many regional meals, inspired by the traditional and contemporary French cooking, are served in the different restaurants of Rouen and its area.

Address book

Here are some tour operator addresses; do not hesitate to visit them. Many free brochures are available at their offices, providing information about the city and the surroundings, museums, monuments, shows, leisure activities, practical information, accommodation lists, guided tours, sightseeing tours, etc.

In addition, comprehensive travel guides are sold at book stores:

- «Le Viking» a guide to the best outings and visits in Rouen
- Office du tourisme de Rouen
- Mairie de Rouen
- Seine-Maritime Tourisme
- La Métropole Rouen Normandie

Events and Festivals Calendar in Rouen

Month	Festivals
January	<u>Les Puces rouennaises d'hiver</u>
March	Rouen Nordic Festival
April	<u>International Fair of Rouen</u>
May	<u>24-hour speed-boat of Rouen</u> , <u>Joan of Arc festival</u> , <u>Medieval market</u>
June	<u>Viva Cité, Street Arts Festival, Sotteville-lès-Rouen</u>
September	<u>Les Puces Rouennaises d'automne</u> , <u>European heritage Days and Night</u>
October	October Festival in Normandy
November	<u>Foire Saint-Romain (a major funfair)</u>

Month	Festivals
December	Christmas in Rouen (Christmas market, exhibitions, etc.).

Le Havre

UNESCO World Heritage Centre

The INSA Rouen Normandie's Le Havre Office, located a few minutes from the seaside and the city center, was built by the French architect Auguste Perret and listed as a UNESCO World Heritage Site in 2005. It is the first European urban ensemble in the 20th century to be listed as a UNESCO World Heritage Site. Le Havre also offers a wide range of activities. More information on:

<http://www.lehavretourisme.com/>

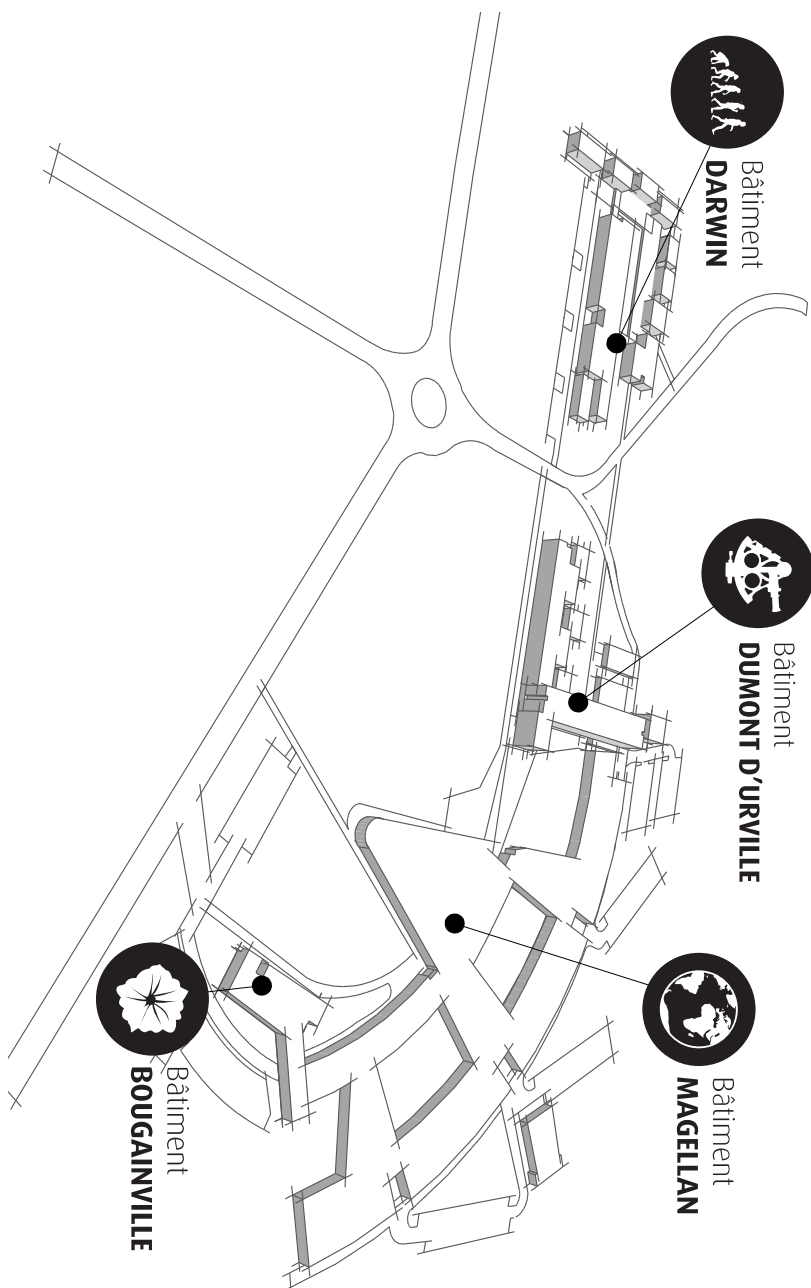
Tourism in Normandy

Normandy means sea and countryside within easy reach of Paris. Many visits are waiting for you, follow the guide! Please find [here](#) Rouen, [Le Havre](#) Tourism Office websites and the [Normandy Region](#).

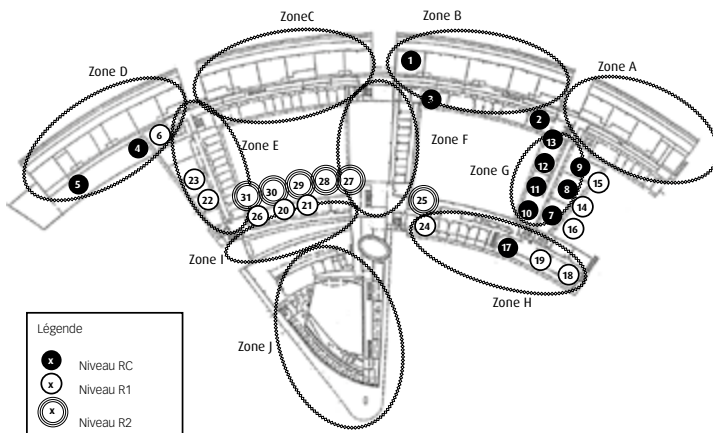
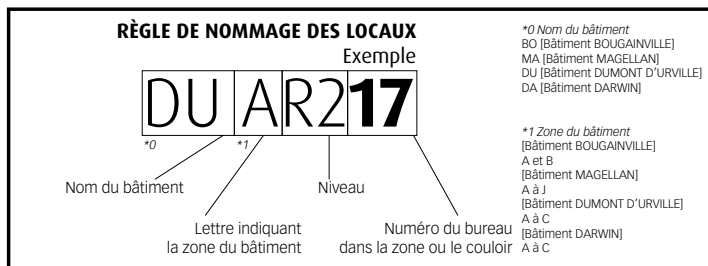
You will also find the [list](#) of Normandy Festivals and the [list](#) of concerts and shows.



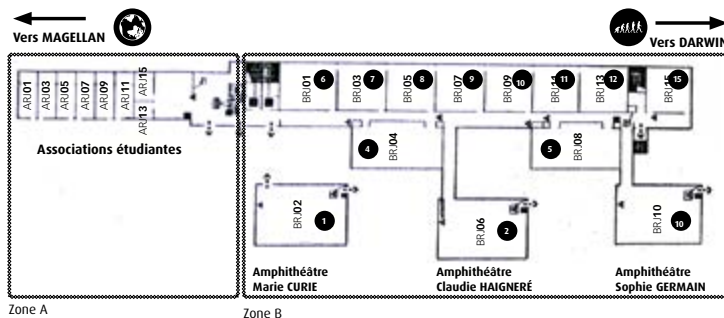
CAMPUS MAP



Bâtiment MAGELLAN			
●	zone	Niveau	Salle
1	B	RC	MA B RC10
2			MA B RC01
3			MA B RC17
4	D	RC	MA D RC01
5			MA D RC13
6	E	R1	MA E R111
7	G	RC	MA G RC02
8			MA G RC04
9			MA G RC06
10			MA G RC01
11			MA G RC03
12			MA G RC05
13			MA G RC07
14		R1	MA G R106
15			MA G R108
16			MA G R104
17	H	RC	MA H RC13
18		R1	MA H R101
19			MA H R103
20	I	R1	MA I R108
21			MA I R106
Salles "Humanités"			
22	B	R1	MA E R103
23			MA E R105
24	H	R1	MA H R119
25		R2	MA H R226
26	I	R1	MA I R110
27		R2	MA I R202
28			MA I R204
29			MA I R206
30			MA I R208
31			MA I R210



Bâtiment DUMONT D'URVILLE			
●	Zone	Niveau	Salle
1	B	RJ	DU B RJ02
2			DU B RJ06
3			DU B RJ10
4			DU B RJ04
5			DU B RJ08
6			DU B RJ01
7			DU B RJ03
8			DU B RJ05
9			DU B RJ07
10			DU B RJ09
11			DU B RJ11
12			DU B RJ13
13			DU B RJ15





HISTORY OF THE SCHOOL



1917

CREATION OF ICR
Rouen Chemical Institute

1959

CREATION OF INSCIR
National Higher Institute
of Industrial Chemistry of Rouen



1985

CREATION OF INSA DE ROUEN
Member of the INSA network



1997

**INAUGURATION
OF MADRILLET SITE**
Saint-Étienne-du-Rouvray



80
students-engineers



535
students-engineers

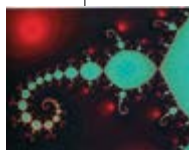


872
students-engineers

1917... ...1959... **1985** 1988 1991 1994 1997



1986
OPENING OF CFI SPECIALITY



1987
OPENING OF GM SPECIALITY



1987
OPENING OF EP SPECIALITY



1993
OPENING OF MECA SPECIALITY



1999
OPENING OF ASI SPECIALITY



2008

OPENING OF THE HAVRE ANTENNA

The Civil Engineering section is temporarily housed at ISEL (University of Le Havre).
2012: The Civil Engineering department will move into its new offices at Quai Frissard in Le Havre.

2009

INAUGURATION OF THE CAMPUS INSA ROUEN

Regroupement in Saint-Étienne-du-Rouvray

2013

INAUGURATION OF THE HIGHER EDUCATION CLUSTER AND RESEARCH IN THE HAVRE

in association with Sciences Po, INSA Rouen, University of Le Havre



1049

students-engineers



1392

students-engineers



1770

students-engineers

2000

2003

2006

2009

2013

2019...



2008

OPENING OF MRIE SPECIALITY



2008

OPENING OF GCCD SPECIALITY



2013

OPENING OF THE FIRST APPRENTICESHIP TRAINING ENERGY PERFORMANCE TRAINING PROGRAM



2014

OPENING OF THE SECOND APPRENTICESHIP TRAINING INDUSTRIAL PERFORMANCE AND INNOVATION TRAINING PROGRAM



2017

OPENING OF THE THIRD APPRENTICESHIP TRAINING PERFORMANCE AND INNOVATION IN SAFETY PROCESSES TRAINING PROGRAM

INSA Rouen Normandie

Campus du Madrillet
685 Avenue de l'Université - BP 08
76 801 Saint-Étienne-du-Rouvray cedex

Campus du Havre
75/77 rue Bellot
76600 Le Havre

www.insa-rouen.fr



Membre de



Institut National
des Sciences Appliquées



Normandie Université

Accréditations, labels



Commission
des Titres d'Ingénieur



Nos financeurs



UNION EUROPÉENNE



MINISTÈRE
DE L'ENSEIGNEMENT SUPÉRIEUR,
DE LA RECHERCHE
ET DE L'INNOVATION



NORMANDIE



MÉTROPOLITAIN