ACADEMIC YEAR 2022-2023

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Academic Calendar

02 INSTITUTIONAL INFORMATION

KEY DATA

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

INTERNATIONAL TEAM

BORDEAUX CAMPUS
Florence CARLOT
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+33 5 57 87 70 47

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Wioleta WEGOROWSKA
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STUDENT GENERAL INQUIRY:
international.bbainseec@inseeec.com
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.

/ 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 CEFR (C1 CEFR level strongly recommended).

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. 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:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 semester:</td>
<td>30 ECTS / 15 US credits</td>
</tr>
<tr>
<td>Full-Year:</td>
<td>60 ECTS</td>
</tr>
</tbody>
</table>

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.

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, 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:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester:</td>
<td>September - December</td>
</tr>
<tr>
<td>Spring semester:</td>
<td>End of January - Beginning of June</td>
</tr>
<tr>
<td>Semester Break:</td>
<td>2-week semester break at Christmas. One-week break during each semester</td>
</tr>
</tbody>
</table>

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

ORIENTATION
The mandatory Orientation is arranged twice a year taking place during the first week of the programmes.
03 APPLICATION

APPLICATION PERIODS

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>May 31</td>
</tr>
<tr>
<td>Spring semester</td>
<td>November 15</td>
</tr>
</tbody>
</table>

APPLICATION DEADLINES

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>May 31</td>
</tr>
<tr>
<td>Spring semester</td>
<td>November 15</td>
</tr>
</tbody>
</table>

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 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

**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.

LIVING COSTS

The budget will depend on the BBA INSEEC location.

Estimate of general living expenses per month (Euro):

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Bordeaux</th>
<th>Lyon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>550-900</td>
<td>550-900</td>
</tr>
<tr>
<td>Meals</td>
<td>200-400</td>
<td>200-400</td>
</tr>
<tr>
<td>Transport</td>
<td>65</td>
<td>65</td>
</tr>
<tr>
<td>Extra</td>
<td>150-300</td>
<td>150-300</td>
</tr>
</tbody>
</table>

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 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 in 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 (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 web link below:
Academic Offer BBA INSEEC

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

ACADEMIC CALENDAR 2022-2023

<table>
<thead>
<tr>
<th>Exchange Programme</th>
<th>Term Dates*</th>
<th>Campus</th>
<th>Language</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BELCO 3D</td>
<td>Sept – Dec.</td>
<td>Bordeaux</td>
<td>EN</td>
<td>Students are expected to be onsite</td>
</tr>
<tr>
<td>ATLANTIS</td>
<td>Sept. –Dec.</td>
<td>Lyon</td>
<td>EN</td>
<td>Students are expected to be onsite</td>
</tr>
<tr>
<td>BBA 3</td>
<td>Sept. – Dec.</td>
<td>Bordeaux / Lyon</td>
<td>EN</td>
<td>Students are expected to be onsite</td>
</tr>
<tr>
<td>BBA 4</td>
<td>Sept. – Dec.</td>
<td>Bordeaux / Lyon</td>
<td>FR and EN</td>
<td>Students are expected to be onsite</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBA 3</td>
<td>Feb. – May</td>
<td>Bordeaux / Lyon</td>
<td>EN</td>
<td>Students are expected to be onsite</td>
</tr>
</tbody>
</table>

**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.