

**INTERNATIONAL  
STUDENT  
HANDBOOK**

**WELCOME**  
TO INSA LYON  
2017-2018





# INTERNATIONAL STUDENT HANDBOOK

## CONTENTS

Editorial	page 3
Studying at INSA Lyon	page 4
Calendar	page 9
Administrative formalities	page 11
A few reminders before you leave	page 15
Lifestyle at INSA Lyon	page 16
The city of Lyon	page 22
On arrival	page 27
Useful links	page 28
Map of INSA Lyon campus	page 30

# WELCOME TO **INSA Lyon**

February 2017

The *Institut National des Sciences Appliquées* (INSA) of Lyon is an international, multidisciplinary university-level School of Engineering at the heart of the European Higher Education scene.

From its foundation in 1957, INSA Lyon has included international, human and social aspects in the curriculum of its engineers. In fact, as much importance is given to international relations and openness as to the quality of its education and research.

The International Relations Office is pleased to give you this “welcome guide”. This handbook will provide you with useful information so that you can settle smoothly into the school and into your new student life in Lyon. You will find an explanation of most of the administrative formalities to be undertaken, both before your departure and upon your arrival.

We are proud that you have chosen our school, located in the vibrant city of Lyon within the very active Auvergne-Rhône-Alpes region. Please be assured that we will make every effort to make your stay both enjoyable and worthwhile.

See you soon on campus.

Internationally yours,

Dr Eric Maurincomme  
President of INSA Lyon

Dr Marie-Pierre Favre  
Vice-President  
for International Affairs  
of INSA Lyon

# STUDYING AT INSA LYON

**INSA** INSTITUT NATIONAL  
DES SCIENCES  
APPLIQUÉES  
LYON

## **INSA LYON: AN INTERNATIONAL CENTER OF EDUCATION AND RESEARCH**

### • **INSA Lyon**

INSA Lyon was founded in 1957 and is part of the INSA Group (Lyon, Rennes, Rouen, Strasbourg, Toulouse, Val-de-Loire in France and Fès, in Morocco) from which around 10% of all French engineers graduate every year.

INSA Lyon is a leading European university of Technology - School of Engineering and a dynamic center for scientific research. It produces highly qualified engineers, whose skills meet the needs of industry.

INSA Lyon is located on the Lyon Tech Campus in La Doua, 15 minutes away from the center of Lyon, capital city of the Auvergne Rhône-Alpes region. The success of INSA Lyon is linked to the teaching set up to favor the students' personal development throughout their engineering studies.

The degree course lasts 5 years and students are admitted through a selective process. INSA Lyon offers on-campus accommodation and a wide choice of clubs and associations; there are also excellent sporting facilities.

Special programs exist for students who want to combine their engineering studies with national or international sporting careers or with artistic activities.

### • **A major international reputation**

Since it was created in 1957, INSA Lyon has insisted on training its engineers for international careers. International mobility has become mandatory, either in one of the 200 partner universities located in 50 countries, or in companies abroad.

To graduate at INSA Lyon, students have to learn two foreign languages. French-speaking students must be fluent in English and learn a second foreign language; non-French speakers must be fluent in French as a foreign language and English. To prepare their stay abroad, 10 foreign languages courses are offered to students. International activities include scientific co-operation between researchers and teachers, and the organization of international scientific seminars and symposia.



## • A large international population

INSA Lyon is a multicultural campus gathering more than 90 nationalities. 30% of INSA Lyon students are international. They live side-by-side with French and international students.

## PREPARATORY LEVEL INTERNATIONAL PROGRAMS

INSA Lyon provides four preparatory level programs.

### 3 geographically oriented programs.

**EURINSA, ASINSA and AMERINSA** are preparatory level international program (a 2-year core program).

- EURINSA with students from France and from other European countries > 100 new registrations every year.
- ASINSA with students from both France and Asia, > 75 new registrations every year
- AMERINSA with students from both France and Latin America > 100 new registrations every year

Those programs provide the students with a specially adapted syllabus and learning approach.

### A program in English

**SCAN** is a special preparatory level program where all the teaching is carried out in English > 50 new registrations from English speaking students every year

## A DEPARTMENT OF FRENCH AS A FOREIGN LANGUAGE (FLE)

It provides the opportunity for international students to improve their skills in French through:

### - An intensive summer school for:

- preparatory level [ international programs ] : up to 5 weeks regarding the teaching department
- exchange and double degree students: 3 weeks (85 hours), 4 ECTS.

### - An intensive winter school: 2 week courses (40 hours), 2 ECTS.

Every course includes classes in small groups from 12 to 18 people, combining teaching and visits.

Extensive courses to provide students with learning support throughout the academic year: on average 2 hours per week.

Other French courses are available on request for same level groups: basic French courses or French applied to specific contexts.

A specific rate is established for students who come for one semester (689€).

**Caution :** This rate is applied even if the student changes his exchange option after the selection committee. The rate is charged regardless an extension or an ending of the student's stay.

## FILIFE

A service which provides free online linguistic and intercultural preparation for science and technology.

<http://international.insa-lyon.fr>

[www.insa-lyon.fr/en/preparatory-level-abroad](http://www.insa-lyon.fr/en/preparatory-level-abroad)

[www.insa-lyon.fr/en/scan](http://www.insa-lyon.fr/en/scan)



<http://fle.insa-lyon.fr/fr/servfran@insa-lyon.fr>

[ecole-ete.insa-lyon.fr](http://ecole-ete.insa-lyon.fr)

[www.e-filife.org](http://www.e-filife.org)

## • Admission at Bachelor's level

Foreign students can apply for admission as regular students (degree seeking students) or as students under exchange agreements. There are two different registration processes depending on whether students are applying for the degree course or whether they want to validate credits obtained during an exchange program.

Regular student status requires the student to meet the admission qualifications and the French language requirements.

## • PhD program

The PhD is a professional research degree, where the student is awarded the title of Doctor. The research conducted by the student is supervised by the PhD supervisor in a research laboratory which is part of a doctoral school. The PhD student, his/her supervisor, possible co-supervisors, the management of the host research laboratory and the management of the doctoral school mutually commit to the degree by signing the PhD charter. The PhD ends with the presentation of a thesis constituting the validation of the scientific work that enabled the development and acquisition of knowledge.

[www.insa-lyon.fr/  
en/phd-studies](http://www.insa-lyon.fr/en/phd-studies)

## • Research

Research at INSA Lyon is conducted by 23 specialized laboratories, supported by the help of 604 PhD students, 728 teacher-researchers and researchers.

The research covers the main fields of science and engineering. INSA uses the latest technology and is actively involved in joint projects with national research institutions, such as the CNRS, INRIA, INSERM, with international laboratories as well as with companies such as EDF-GDF, France Telecom, Alcatel...

[www.insa-lyon.fr/en/  
search-centre-  
open-and-engaged](http://www.insa-lyon.fr/en/search-centre-open-and-engaged)

## • An institute committed to development schemes

INSA Lyon is also a resource center distributing French expertise in the field of engineering studies, education and research to partners in developing countries. 70% of INSA laboratories are involved in this type of cooperation.



## Key figures from INSA Lyon

### CHARACTERISTICS

- Students**
- 1,400 graduates each year
  - 6,100 students (including 4,500 engineering students)
- International**
- 200 partner universities
  - 30% of foreign students, over 92 nationalities represented on campus
  - Mandatory international mobility for all students
  - 5 representative offices worldwide
- Staff**
- 658 members (engineers, administrative staff, technical staff, workers)
  - 728 teacher-researchers and researchers
  - 604 PhD students
- Campus**
- 134 000 m2 surface area
  - 11 student residences
  - 4 restaurants (1,000,000 meals a year)
  - 130 student clubs and associations
  - 1 student center
  - 1 large concert hall
  - 1 library
  - Extensive sports facilities: stadium, gymnasium, swimming pool...

### INTEGRATED 5-YEAR MASTERS PROGRAMS

- . a two-year preparatory level (general scientific and technical education) including 4 international programs Eurinsa, Asinsa, Amerinsa and Scan
- . a three-year second cycle in one of the 9 specialization departments:

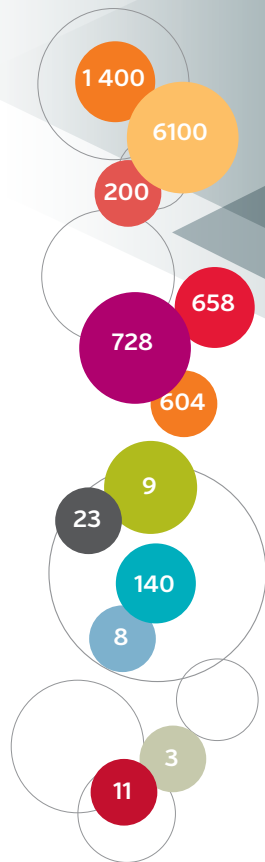
- Biosciences [BS]
- Civil Engineering and Urban Planning [GCU]
- Electrical Engineering [GE]
- Energy and Environmental Engineering [GEN]
- Industrial Engineering [GI]
- Information Technology [IF]
- Mechanical Engineering [GM]
- Materials Science and Engineering [SGM]
- Telecommunications [TC]

### RESEARCH

- 23 laboratories
- Master Nanoscale Engineering [NSE]
- 8 doctoral schools
- 145 PhD theses presented each year

### INSA LYON AND INDUSTRY

- The SEFDI allows lifelong learning programs
- INSAVALOR promotes relations between laboratories and companies seeking technological solutions, skills and training for their innovative projects.



KEY FIGURES

[www.insa-lyon.fr/en/  
cycle-formation/  
formation-continue](http://www.insa-lyon.fr/en/cycle-formation/formation-continue)

[www.insavalor.fr](http://www.insavalor.fr)

## THE EUROPEAN CREDIT TRANSFER SYSTEM (ECTS)

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The ECTS was developed by the European Commission. It has set up a common process for the presentation of syllabus in order to facilitate the accreditation of courses followed in foreign countries. The ECTS is designed to help European institutions measure and compare the learning achievements of students, and to easily transfer them from one European institution to another.

### EDUCATION

The catalog program is available on the INSA Lyon website:  
<https://www.insa-lyon.fr/en/education>

[www.insa-lyon.fr/  
en/content/second-cycle](http://www.insa-lyon.fr/en/content/second-cycle)

### THE COURSE DESCRIPTION

It provides information to students and staff on the institutions/ departments/faculties such as the organization and structure of the studies and modular units. Courses contents and their ECTS credits can be found on the following web page:

<http://www.insa-lyon.fr/en/formation/offre-de-formation>

### THE LEARNING AGREEMENT

It covers the study program and the ECTS credits to be awarded. It guarantees that the stay abroad is an integral part of the student's higher education; the home institution is committed to give full academic recognition to the credits gained abroad and the host institution provides the agreed course units subject to help and support the student during his stay.

Usually, 1 Semester=30 ECTS and 1 Academic Year=60 ECTS.

### INDUSTRIAL INTERNSHIP

The internship must appear in the initial learning agreement. The selection committee must accept the application for a one-year exchange period. Internship will take place during the second semester.

The student, INSA Lyon and the company welcoming the student for an internship must sign a three-party internship agreement. For more pedagogical information about the internship please contact your department.





## THE TRANSCRIPT OF RECORDS

It shows the student's learning achievement, which can easily be transferred from one institution to another.

ECTS	% of successful students normally achieving the grade	Definition
A	10	<b>Excellent</b> -outstanding performance with only minor errors
B	25	<b>Very Good</b> - above the average standard but with some errors
C	30	<b>Good</b> - generally sound work with a number of errors
D	25	<b>Satisfactory</b> - fair but with significant shortcomings
E	10	<b>Sufficient</b> - performance meets the minimum criteria
FX	...	<b>Fail</b> - some more work required before the credit can be awarded
F	...	<b>Fail</b> - considerably more work is required

1 full academic year = 60 credits  
1 semester = 30 credits

Besides the engineering credits (80% from the department), the student can take additional optional courses, if he follows them entirely (up to 20%).

## THE 2017-2018 ACADEMIC CALENDAR FOR INTERNATIONAL EXCHANGE STUDENTS

### Semester 1

- From Monday September, 11<sup>th</sup> 2017 to Friday January, 26<sup>th</sup> 2018<sup>1</sup>

### Semester 2

- From Monday January, 29<sup>th</sup> to Friday June, 22<sup>nd</sup> 2018<sup>1</sup>

## SCHOOL HOLIDAYS

**Half-term:** from Saturday October, 28<sup>th</sup> to Monday November, 6<sup>th</sup> 2017

**Christmas:** from Saturday December, 23<sup>rd</sup> 2017 to Monday January, 8<sup>th</sup> 2018

**Half-term:** from Saturday February, 17<sup>th</sup> to Monday February, 26<sup>th</sup> 2018

**Spring:** from Saturday April 7<sup>th</sup> to Monday April 23<sup>rd</sup> 2018

## BANK HOLIDAYS

**Saturday, November 11<sup>th</sup> 2017 (Armistice Day)**

**Monday, April 2<sup>nd</sup> 2018 (Easter Holiday)**

**Tuesday, May 1<sup>st</sup> 2018 (Labor Day)**

**Tuesday, May 8<sup>th</sup> 2018 (Armistice 1945)**

**Thursday, May 10<sup>th</sup> 2018 (Ascension Day)**

**Monday, May 21<sup>st</sup> 2018 (Whit Monday)**

**Wednesday, August 15<sup>th</sup> 2018 (Assumption)**

<sup>1</sup> Final exam dates may vary according to the department. Be sure to contact your department for further details.

## ACADEMIC CALENDAR FOR INTERNATIONAL EXCHANGE STUDENTS

- **August 16<sup>th</sup>, 2017** Students participating in the summer school are welcomed
- **August 17<sup>th</sup>, 2017** Language level test at 8.45 am  
Building Les Humanités – 3<sup>rd</sup> Floor
- **August 17<sup>th</sup>, 2017**  
**September 8<sup>th</sup>, 2017** Summer School: intensive French language courses  
Compulsory for foreign students whose French is not up to standards  
Science course for international Program Students
- **September 2017** Show to celebrate the end of Summer School
- **September 11<sup>th</sup>, 2017** School term starts
- **October 2017** Welcome speech for international students
- **January 26<sup>th</sup>, 2018** End of semester 1
- **January 29<sup>th</sup>, 2018** Second semester starts
- **February 2018** Welcome speech for international students
- **June 22<sup>nd</sup>, 2018** End of academic year



# ADMINISTRATIVE SUPPORT

## YOUR CONTACTS

The in-coming students team at INSA LYON can be contacted for any inquiries regarding your stay at INSA Lyon.

### REGISTRAR'S OFFICE

INSA Lyon - Camille Claudel  
8, allée du Rhône - 69621 Villeurbanne CEDEX France

- **In-coming Students Coordinator:**  
**Mrs Magdalena CORNECI** - [welcome@insa-lyon.fr](mailto:welcome@insa-lyon.fr)  
Phone: +33 [0]4 72 43 71 69
- **In-coming Students Assistant for Asia, Europe North America and Oceania**  
**Mrs. Geneviève LOMBARD** - [welcome1@insa-lyon.fr](mailto:welcome1@insa-lyon.fr)  
Phone: +33 [0]4 72 43 71 69
- **In-coming Students Assistant for Africa, Latin America, Spain and Portugal**  
**Mrs. Marta GUTIERREZ** - [welcome2@insa-lyon.fr](mailto:welcome2@insa-lyon.fr)  
Phone: +33 [0]4 72 43 84 33
- **Help desk for international preparatory levels**  
**Elayne GIRY** - [fipc@insa-lyon.fr](mailto:fipc@insa-lyon.fr)  
Phone: +33 [0] 4 72 43 64 38



### THE ACCOMMODATION OFFICE

The accommodation office takes care of housing issues at INSA Lyon and also manages the assignment of the rooms among the 11 campus residences.

INSA Lyon - Résidence J  
11, allée du Rhône - 69621 Villeurbanne cedex  
[ddr@insa-lyon.fr](mailto:ddr@insa-lyon.fr) - Phone: +33 [0]4 72 43 79 68 / 79 61 / 88 91

### FOOD AND ON-CAMPUS RESTAURANTS

Le Galilée 6/8 Avenue Jean Capelle  
69 621 Villeurbanne CEDEX France  
[accrest@insa-lyon.fr](mailto:accrest@insa-lyon.fr) - Phone: +33 [0]4 72 43 72 70

## INTERNATIONAL ACADEMIC ADVISORS IN THE DEPARTMENTS

Students should also get in touch with their department upon arrival.

- **Biosciences (BS)**

Stéphane CHAMBERT / [stephane.chambert@insa-lyon.fr](mailto:stephane.chambert@insa-lyon.fr)

- **Civil Engineering and Urban Planning (GCU)**

Jean-François GEORGIN / [jean-francois.georgin@insa-lyon.fr](mailto:jean-francois.georgin@insa-lyon.fr)

- **Electrical Engineering (GE)**

Florin HUTU / [florin-doru.hutu@insa-lyon.fr](mailto:florin-doru.hutu@insa-lyon.fr)

- **Energy & Environmental Engineering (GEN)**

Gaëlle DUCOM / [gaelle.ducom@insa-lyon.fr](mailto:gaelle.ducom@insa-lyon.fr)

- **Industrial Engineering (GI)**

Eric NIEL / [eric.niel@insa-lyon.fr](mailto:eric.niel@insa-lyon.fr)

- **Information Technology (IF)**

Omar HASAN / [omar.hasan@insa-lyon.fr](mailto:omar.hasan@insa-lyon.fr)

- **Mechanical Engineering**

Minh Tu PHAM / [minh-tu.pham@insa-lyon.fr](mailto:minh-tu.pham@insa-lyon.fr)

- **Materials Science and Engineering (SGM)**

Bruno MASENELLI / [bruno.masenelli@insa-lyon.fr](mailto:bruno.masenelli@insa-lyon.fr)

- **Telecommunications (TC)**

Isabelle AUGÉ-BLUM / [tc.ri@insa-lyon.fr](mailto:tc.ri@insa-lyon.fr)



## ADMINISTRATIVE FORMALITIES

If you want to study at INSA Lyon through an exchange program (such as Erasmus) or a bilateral agreement between your home university and INSA Lyon, please contact your university the year preceding your departure.

### YOUR STATUS AT INSA LYON :

Once accepted, you can be enrolled as:

- **An exchange student** - if you come under an agreement between INSA Lyon and your home university.
- **A twinning exchange student** - if you come from a university or a network (e.g. ISEP) with a specific twinning agreement with INSA Lyon
- **A graduate program student** - if you come under a double degree agreement signed between your home university and INSA Lyon
- **A visiting student** - if there is no bilateral agreement between INSA Lyon and your university\*

\* In this case you will be asked to pay the full subscription fees (615€ in 2016).



## RIGHT OF RESIDENCE AND VALIDATION OF VISA

The Incoming Mobility Board team of the INSA Lyon Registrar's Office (Camille Claudel building, see campus map page 30) will help you with the administrative procedures.

- **for the validation of your long-stay visa by the OFII (French Immigration and Integration Office)**
- **for the request of your residence permit at the Rhône Prefecture (Official regional instance for the Rhône department)**

In order to complete your applications for OFII or the Prefecture, you need to provide the following documents:

- **Your original birth certificate and its translation in French if necessary:** translations can be operated by the French Consulate/Embassy in your country of origin or, by a certified translator\* in Lyon.

\*List available at the Registrar's office or online at: [http://www.ca-lyon.justice.fr/images/stories/experts/liste\\_des\\_interptes\\_traducteurs\\_extrait\\_de\\_la\\_liste\\_principale\\_des\\_experts\\_judiciaires.pdf](http://www.ca-lyon.justice.fr/images/stories/experts/liste_des_interptes_traducteurs_extrait_de_la_liste_principale_des_experts_judiciaires.pdf)



OFII: <http://www.ofii.fr/>  
Préfecture :  
<http://www.rhone.gouv.fr/>

### • Students applying for a long-stay visa,

- At your arrival in France, the INSA Lyon Registrar's Office will help you with your file application for a long-stay visa. Then, you'll be convened at the OFII (within 6 weeks after your application)

## SOCIAL SECURITY AND OTHER INSURANCES IN FRANCE

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Students accepted for exchange or double degree programs are enrolled both in their home institution and in their host institution [INSA Lyon].

Mandatory insurance during your stay in France:

### • Private Insurance only for the Summer School students arriving in August

Before departure, exchange students must contract at their own expense a private insurance (health, accident and liability insurance) covering the period from their arrival in France until August 31<sup>st</sup> 2018.

[www.smerra.fr/](http://www.smerra.fr/)  
[www.lmde.com/](http://www.lmde.com/)

### • French Social Security if you stay more than 3 months

Regarding health insurance, international students registered at INSA Lyon must match one of the following criteria:

#### - EUROPEAN UNION (EU) CITIZENS:

- must have their European Health Insurance Card (EHIC) valid for the period of their stay in France. If not, they have to subscribe to French Social Security [SMERRA or LMDE]; FYI 2016-17 rate: 215 €.

#### - NON-EUROPEAN UNION (NON-EU) CITIZENS :

- have to subscribe to French Social Security [SMERRA or LMDE]; FYI 2016-17 rate: 215 €.

\* *Canadian (Québec) students with the SE 401 Q 106 Form are exempted.*

### Important:

#### - Students coming to France for an exchange of less than 3 months are not covered by the student health insurance system.

It is therefore essential, especially for the non-EU citizens or those without a European Health Insurance Card, to subscribe to an insurance in their country of origin, which will also be valid in France during their whole stay.

- **International students above the age of 28 (or 28 on September 1<sup>st</sup> 2017 or before)**, on an exchange program for a period longer than 3 months, will be affiliated to the French Social Security Fund CPAM. The Incoming Mobility team of INSA Lyon will explain to students how to register.

## • Rental liability insurance and civil liability insurance

Students living in one of the INSA Lyon campus residences or in town (private landlord) have to subscribe to rental liability insurance and to civil liability insurance. Both of these insurances can be subscribed either separately or as part of a package (SMERRA, LMDE, private insurers, banks etc...)



# REMINDER BEFORE YOUR DEPARTURE

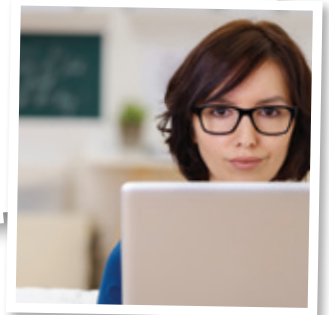
Bring with you in France the originals of the following documents:

• **If you are an EU or EEA national:**

- Valid national identity card or passport
- Birth certificate and its translation into French, if necessary
- European Health Insurance Card (EHIC)

• **If you are a non-EU or non-EEA national:**

- Valid passport containing a long-stay visa [obtained at the Embassy / Consulate of France in your country]
- Health/medical insurance covering the period between your arrival to August 31<sup>st</sup>, 2018
- Birth certificate and its translation into French, if necessary



# LIFESTYLE AT INSA LYON

## ACCOMMODATION ON CAMPUS

There are **11 students residences** for those wishing to live on campus. Please also visit INSA website “**Campus Life**”

[www.insa-lyon.fr/en/life-campus](http://www.insa-lyon.fr/en/life-campus)



[www.insa-lyon.fr/en/residences](http://www.insa-lyon.fr/en/residences)

### • Residences

All apartments are provided with bed, desk, chair, closet, bathroom and a small kitchen. Sheets and blankets are provided to foreign students on request. Clean sheets can be provided every 15 days. Launderettes can be found within the campus (managed by the Students' Office) or outside INSA. All contract leases end **by June, 30<sup>th</sup> 2018**.

	Types	Prices 2016/17/per month and per student
T1	1 single room	from <b>363 to 462 €</b>
T1 bis 1	2 single rooms	from <b>371 to 459 €</b>
T1 bis2	1 double room	from <b>259 to 373 €</b>
T1 bis3	1 single room 1 double room	from <b>346,50 to 367 €</b> from <b>310,50 to 341 €</b>

Please note that INSA collects direct housing financial assistance (CAF) for residents that benefit from it.

### Important

- 1/ Every new incoming student has to pay a 45€ administrative fee
- 2/ A €300 deposit must be paid together with the first monthly payment. This deposit is refunded on departure (within 2 months). Please keep your French bank account opened 3 months after your departure or give your home country account details to the Accounting Agency. If the deposit is refunded on the bank account in your country, note that the bank fees will be taken from your deposit.
- 3/ The civil liability housing insurance is mandatory and can be underwritten with one of these student insurance companies: SMERRA or LMDE, or with a bank (the monthly cost is about 12 €). The insurance certificate must be submitted, within 15 days after the signature of the lease, to the Direction des Résidences [Residence Directorate].
- 4/ Any deterioration assessed in common areas will be borne by the person or people responsible.





Accommodation charges include heating, electricity, water (and the related subscriptions), furniture, taxes, Housing and garbage removal, free access to Internet and the use of common premises.

### STUDENTS “TWINNING”

IIT Delhi (India) and ISEP network (USA) students are eligible for another rate, due to special agreements between their home universities and INSA Lyon. For further information, please contact the Incoming Students team.

#### • Housing rules

Life on campus depends on the behavior of the residents. Students are expected to respect sanitary rules, local and regional authority decrees and residence rules regarding safety or day-to-day life. These rules are submitted to the students when they arrive and are displayed in each residence. Not respecting the rules can lead to an exclusion from the residence. INSA Lyon is guarantor for accommodation on campus

#### • Students who choose to live off campus

You can contact estate agents for apartment or room rental, or the CROUS (Centre Régional des Oeuvres Universitaires et Scolaires). The CROUS is an organization which governs 6,500 flats in student residences and approximately 1,500 rooms in private homes (this accommodation is substantially subsidized and is reserved first and foremost for the students most in need). To benefit from this service, you should get in touch with them directly. <http://www.crous-lyon.fr>

For university residence off campus, contact CROUS :  
+33 (0)4 72 80 17 70  
[www.crous-lyon.fr](http://www.crous-lyon.fr)



> **N.B. Estate agents usually require a French resident to stand surety before drawing up a lease for a student.**

## CATERING

[www.insa-lyon.fr/en/catering](http://www.insa-lyon.fr/en/catering)  
+33 (0)4 72 43 81 32

We hope you will have the opportunity to taste the French cuisine that Lyon is famous for. For your daily needs however INSA Lyon offers a choice of restaurants:

	Breakfast	Lunch	Afternoon	Dinner
<b>Le RI</b> Self-service (900 seats)	/	11.30am 1.30pm	/	6pm 8pm
<b>Le Prévert</b> Sandwichs (120 seats)	7am- 8.30am	11.30am 1.30pm	2pm 5pm	6pm 8.30pm
<b>Le Grillon</b> Grill (230 seats)	/	11.45am 1.30pm	/	/
<b>L'Olivier</b> Italian meals (220 seats)	/	11.45am 1.30pm	/	/
<b>Point A</b> (at the bottom of the residence A)	6.50am- 7.50am	/	/	/

### 2016-2017 MEAL RATES

#### Mandatory 7/7, 5/7 or 'liberté 5/7' meal plans for 1<sup>st</sup> - 2<sup>nd</sup> year students living on-campus and optional for the students living off-campus

Meal plan 7/7	5 breakfasts +13 lunches/dinners per week, from Monday to Sunday	amount per week: 52,39 €
Meal plan 5/7	5 breakfasts + 10 lunches/dinners per week from Monday to Friday (during Scol terms)	amount per week: 48,00 €
Meal plan 5/7 « liberté »	5 breakfasts + 10 lunches/dinners per week from Monday to Sunday	amount per week: 50,70 €

#### Meal plan for 3<sup>rd</sup>-5<sup>th</sup> year students living on the campus and 1<sup>st</sup> and 5<sup>th</sup> year students living off campus

Meal plan 15	15 lunches/dinners per month	amount per week: 62,25 €
<b>Individual meal</b>		
Meal for the 3 <sup>rd</sup> to 5 <sup>th</sup> year students living on campus; the 1 <sup>st</sup> -5 <sup>th</sup> year students living off campus; and the PhD students non payed by INSA Lyon.		4.35 € + 2.15€ for breakfast
Meal for a student from Université de Lyon		4.50 € + 2.30€ for breakfast
Meal for a guest on a student card		5.30 € + 2.65€ for breakfast



#### Good to know:

- The restaurant RI is the only one opened on Saturdays and Sundays
- Thélème's Sandwicherie also offers breakfasts and sandwichs (no meal plans included – payment by cash or credit card)
- The monthly package is especially aimed at students present only part of the year.
- Billing is established each month.

Apart from their studies, students will have the opportunity to discover many different activities as well as the exceptional cultural heritage of Lyon. INSA Lyon has excellent facilities for sports and is a great center for cultural activities. Since the personal development of its students is a prime concern, the institute offers them the opportunity to develop their talents and skills or just to relax by taking part in a wide range of associations and clubs.

### • Associations

These are organized by the **Student Office (Bureau des Elèves)** which gathers more than 130 clubs. The Student Council plays an important role in improving student life on-campus by providing a large range of services. Since June 1997, it is housed in the **Student Community Center (Maison des Etudiants) and benefits from a surface area of 1,000m<sup>2</sup>**. This center is concerned with developing social life on campus, giving support to student initiatives while providing information on academic matters, cultural activities, clubs and associations.

In an attractive environment, you will have access to many leisure time opportunities and services (photocopying, stationery, newspapers, magazines, phone cards...). You can take out magazines and comics, use a photocopying room, and take advantage of the study and meeting rooms, TV room, and the student retail services.

### • The Marie Curie Library

Available collections:

- 80,000 books and 20,000 e-books
- 360 subscriptions to printed reports
- 5900 subscriptions to online reviews
- 24 specialized databases : press, scientific, French and English encyclopedias
- Courses support (printed and scanned)



**Student Office (BdE)**  
**+33(0)4 72 43 82 29**  
**Maison des Étudiants (1<sup>er</sup> étage),**  
**18 avenue des Arts 69621**  
**Villeurbanne**  
**<http://bde.insa-lyon.org>**  
**[bde.courrier@insa-lyon.fr](mailto:bde.courrier@insa-lyon.fr)**



**Library:**  
**+33 (0)4 72 43 61 87**  
**[contact-rd@insa-lyon.fr](mailto:contact-rd@insa-lyon.fr)**

#### Opening hours

• During term time:

Monday to Friday : 9am-10pm  
/ Saturday: 9am-5pm

• During school holidays:

Monday to Friday : 1pm-7pm /  
Saturday: 9am – 12am.

<http://rotonde.asso.insa-lyon.fr/wordpress/>  
33(0)4 72 43 85 67



## • Cultural

Next to “La Maison des Etudiants”, **you will find a large concert hall, «la Rotonde des Humanités», which is run by the students.** Throughout the year this hall hosts shows organized by the students

**Among the most famous cultural events organized by the Institute, we should mention «Les 24 heures de l'INSA»** [a 24-hour cycling race held in May with approximately 20,000 visitors], the increasingly well-known **«Un Doua de Jazz» festival, a comic strip festival, and a charity Carnival...** The Cultural Service publishes a program twice a year giving details of all performances held at INSA Lyon.

## • Sports at INSA Lyon

The excellent results of the sports clubs put INSA Lyon amongst the best French Universities. The Institute is also extremely proud to send some of its students to the Olympic Games.

The high level sports section was established in 1981 and enables high performing sportsmen and women to combine their INSA engineering degree course with their sporting careers.

Sports at INSA Lyon are organized by the Sports Department. Students who decide to integrate sport in their studies have three possibilities to do so.

**> Students who choose not to validate sports credits:**

- **Can join teams representing INSA Lyon during university sporting events (if selected)**
- **Can join the different Sports clubs managed by the Student**

Council [the Sports Department does not organize any self-service practicing]

*Note: In order to participate in sporting events organized by the Sports Association the students are required to provide a medical certificate stating that there is no contra-indication to practicing competitive sport. This certificate must be delivered by a French doctor or by a doctor in your country and if so, validated by the French Embassy in your country.*

## • Student support services

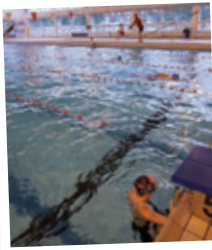
They are welcoming students throughout the year to listen, advice and help solving any problems.

## • Students with disabilities

To facilitate the success of everyone, the Student Disability Unit offers facilities to enable disabled students [with motor, sensory, mental disabilities, disabling diseases, language disorders...] to succeed and graduate as well as any other engineering students.

The Student Disability Unit provides help and support in coordination with the other departments of INSA: educational assistance, including for exams, technical aid, accessibility...

**Sports center: building**  
**Piscine Universitaire**  
**+33 (0)4 72 43 81 38 or 85 98**  
**<https://www.insa-lyon.fr/en/sporting-life>**  
**[sports@insa-lyon.fr](mailto:sports@insa-lyon.fr)**



**+33 (0)4 72 43 83 01**  
**[service.social-etudiants@insa-lyon.fr](mailto:service.social-etudiants@insa-lyon.fr)**

**Contact Student**  
**Disability Unit**  
**+ 33 (0)4 72 43 74 50**  
**[cellule.handicap-etudiants@insa-lyon.fr](mailto:cellule.handicap-etudiants@insa-lyon.fr)**



### • The CAP service [Psychological support]

The CAP ('Conseil Accompagnement Personnalisé') allows you to meet psychologists throughout your studies in INSA Lyon.

### • Nursery

The service includes 3 nurses, 1 prevention doctor, 1 psychiatrist and 1 secretary. They are here to take care of you, to guide you and to listen to you in strict adherence to medical secrecy.

It is a walk-in office from 7.30 am to 6pm [except during school holidays].

### • Delivery service

This services sorts, delivers and stamps the mail. Mail is daily posted at 3.30pm. The delivery service manages the mail of the students living on-campus :

- Mail is delivered every day in each residence
- Registered mail : the student is informed by email when his mail has arrived and can collect it directly at the delivery service with his student card.

### Opening hours

- Monday and Friday : 10am-4.30pm
- Tuesday, Wednesday, Thursday : 10am-11.45am and 1.30pm-4.30pm

### • Wifi network

If you live on campus, your Internet access will be activated soon after your arrival. Nevertheless, rooms are not equipped with computers and you must bring your own Ethernet wire. Further information is available in the student guide on your arrival or on the following website: <http://www.lyoncampus.org>

300 Wifi hotspots are available on campus (library, restaurants, classrooms...). To be connected to the EDUROAM network, you can find your username and password on the following link : <http://cat.aduroam.org>

+33 (0)4 72 43 81 10 (nurses)  
 +33(0)4 72 43 79 98  
 (secretary)  
 building Camille Claudel -  
 RDC - 8, allée du Rhône  
 69621 Villeurbanne  
[smpe@insa-lyon.fr](mailto:smpe@insa-lyon.fr)

Contact for stamping  
 +33(0)4 72 43 88 82  
 and for the registered mail :  
 +33(0)4 72 43 88 83

[http://dsi.insa-lyon.fr/  
 content/reseau-wifi](http://dsi.insa-lyon.fr/content/reseau-wifi)

# THE CITY OF LYON

## CLIMATE

Lyon has a continental climate with hot summers (25° to 30°C on average) and winters that are rarely harsh (5° to -2°C on average) with snow falls. Rain falls mostly in autumn and spring.

## LYON, A UNIVERSITY CENTER

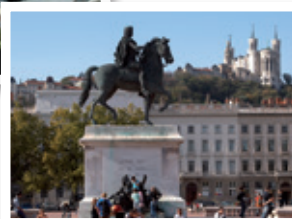
More about the city:  
[www.lyon.fr](http://www.lyon.fr)

The city of Lyon - the second largest in France - with 1.2 million inhabitants and with more than 120,000 students. Located at the heart of Europe, Lyon is steeped in history and culture. It has a rich industrial network which includes many large companies. Its international scope and exceptional cultural environment have made it a powerful center of communication.

Lyon is easy to get to by car, train, bus or plane. Paris is only two hours away from Lyon by train and many international and high speed trains (TGV) come into the city daily. 49 international and 30 domestic airlines pass through the Lyon-Saint-Exupéry airport.

Paris-Charles de Gaulle airport is also easy to reach, in 2 hours by train from the center of Lyon.

Lyon is also a great university center which attracts considerable numbers of students every year.



Contact UDL :  
+33 (0)4 37 37 43 36  
[international@universite-lyon.fr](mailto:international@universite-lyon.fr)  
[www.universite-lyon.fr](http://www.universite-lyon.fr)

**The Université de Lyon group (UdL)** brings together 11 Higher Education Institutions and 1 Research Organization. INSA Lyon is one of the founding members of Université de Lyon. Each year, 16,000 foreign students are enrolled in these universities, and 2,500 of them are exchange students.

Université de Lyon has signed an agreement allowing any foreign student enrolled in one of these universities to follow courses of interest to them free of charge in any of the others.

### • Public transport in Lyon (TCL)

The city has an excellent public transport network (funicular, metro, tramway, bus...).

The services operate from 5 am to midnight every day. Some special bus lines "Pleine Lune" operate until 4 am between campuses and town center on Thursdays, Fridays and Saturdays.

One ticket is valid for all kinds of transport (bus, tramway or subway) for a one-hour travel and costs **€1.80**.

**Travel cards "Tecely" are available at TCL offices (the nearest one: Part-Dieu, Metro B) with your student card, identity card, one photo and 5 €. The Tecely card is afterwards rechargeable with a credit card in every metro or tramway station.**

**Reduced rates for students (under 28 years old):**

- Monthly travel rate "CAMPUS": 31 €.

- Book of 10 tickets: 16.60 €.

The campus is located on the tramway lines T1 and T4. There are two stations on the campus : "La Doua-Gaston Berger" and "INSA - Einstein".

Time-tables and bus guides are available in the TCL offices or on [www.tcl.fr](http://www.tcl.fr).



### • Bicycles hiring: Velo'v

Velo'v is an innovative bike service that is simple and practical for short journeys. It provides bikes, available for anyone, 24 hours a day, 7 days a week. You can find them at strategic locations all over Lyon and Villeurbanne, thanks to a large network of stations. You can find bikes every 300 meters on average. Hiring a bike is quick and simple: you just need to go to a Velo'v station, swipe your Vélo'v card, take a bike, go wherever you want and return the bike to any Velo'v station.

**First 30 minutes: free**

**0.75 € during the following first hour and 1.50 € each half hour thereafter.**

**Registration fee for young people under 25 years old: 15€. This card works like a prepayment card.**



## PRATICAL GUIDE

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### • Currency and banks

As in most of European Union countries, the currency in France is the Euro (€) divided into cents of Euros. There are 1, 2, 5, 10, 20, 50 cent coins, €1 and €2 coins. The bank notes are 5, 10, 20, 50, 100, €200, and €500. Be careful: a lot of shops do not accept €200 and €500 notes.

You can open a **bank account** in a post office or any bank (branches to be found in all districts of Lyon). In most cases, it is very easy to open a nonresident's account: your passport and proof of a fixed address in France are all you need (the INSA Lyon Residence Directorate delivers a residence certificate to students accommodated on campus). We recommend you to have **Visa or master card** for your shopping in France.

### • Shopping

In the center of Villeurbanne, in Gratte-Ciel district, there are many small shops, open mostly from Mon. to Sat. from 10 a.m. to 7 p.m. Sunday is closing day for most shops.

The large supermarkets (Carrefour, Auchan, Leclerc...) are generally open from Mon. to Sat. from 9 a.m. to 10 p.m. The shopping center La Part-Dieu is open from 9.30 a.m. to 8 p.m (closed on Sundays).

There are also fruit and vegetable open-air markets during the week (Croix Luizet, Place Wilson, Gratte-Ciel).

### • Phone and mail service

In France, **the telephone number are made of 10 digits**. It begins with a zero followed by a code number per region (01 for the Paris region, 04 for the Lyon region...) In order to phone the overseas territories or abroad, you dial 00 then the country code, then the town code and then the local number.

You will find the various code numbers in all the phone directories. To send mail, stamps can be purchased in post offices and in tobacconist's shops.

### • Mobile phone

A few mobile operators:

[www.sfr.fr](http://www.sfr.fr)

[www.orange.fr](http://www.orange.fr)

[www.bouyguestelecom.fr](http://www.bouyguestelecom.fr)

[www.free.fr](http://www.free.fr)



Post offices are generally open Mon. to Fri. from 8.45 a.m. to 6.30 p.m. and on Sat. 8.30 a.m. to 12 a.m.





## • Mail

A letter sent to France from abroad must have the following items: the name of the institution, the name of the person, the building, the room number, the street number and the street name, the town post code and the name of the country.

*[ex : INSA Lyon*

*Service de la scolarité – Bât. Camille Claudel*

*8, allée du Rhône*

*69621 Villeurbanne CEDEX – France]*

## • Electricity in France

France uses electricity at 220 volts.

If you come from a country where appliances are designed for 110 volts, you will need a voltage converter or a transformer depending on the type of appliances or equipment you plan to use in France.

As the wall outlets configurations [2-pin plugs] can be different in France from your country, you may also have to buy adaptors [be careful: plug adaptors don't change the voltage].

## LEISURE IN LYON

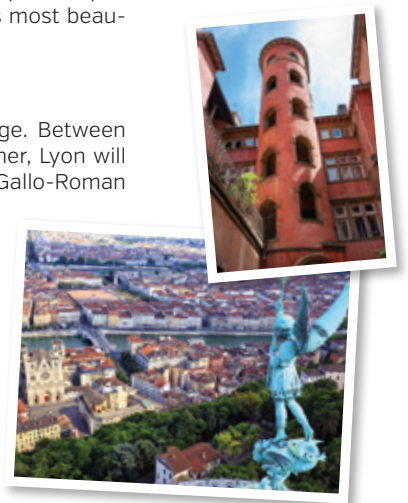
If you choose to come to INSA Lyon you will have the opportunity to learn about the cultural heritage of France in one of its most beautiful cities.

### • Lyon and its historical background

Two thousand years of history have left a rich heritage. Between the Rhône and the Saône rivers, from one hill to another, Lyon will delight you with all its treasures dating back to the Gallo-Roman period, Medieval times, and the Renaissance.

But Lyon is also rich in contemporary culture and in its industrial environment. Silk weaving is one of the industries that established Lyon's reputation. You will discover famous names from Lyon: Ampère, Pasteur, the Lumière brothers... on the Lyon wall fresco, rue de la Martinière.

If you like strolling through the city, you should visit the old town [le Vieux Lyon] and the district of St Jean. This district bears witness to the history of the Middle Ages with Saint Jean cathedral built between the XII<sup>th</sup> and XV<sup>th</sup> centuries.



It is a perfect illustration of architectural transformations from the Roman to the Gothic periods. Within this exceptional collection of Renaissance architectural features, you will walk along old streets with interior courtyards and the famous traboules, narrow covered alleys and passages which connect one street to another. In 1998, the historic site of Lyon was classified on the World Heritage List by UNESCO. If you walk up a little higher, you will find your way to the colline de Fourvière which provides magnificent panoramic views over the city.

If you cross over the Saône river, you will make your way to the Presqu'île where one of the largest squares in Europe can be found: Place Bellecour, and further on, other famous squares like the Place des Célestins, Place des Terreaux where the Opéra and l'Hôtel de Ville are to be visited. You can also wander down pedestrian precincts like rue de la République and rue Victor Hugo.

Along the Rhone River, make a tour to the "Rhône River Banks", a 10 hectares urban park, with restaurants and nice places to stroll along or rest.

Around December 8<sup>th</sup> each year, discover the "Festival of lights": light shows are displayed all around the city.

### • Culture and leisure

The city's biggest park and green area with a zoo, le Parc de la Tête d'Or, is located just a few minutes' walk from the campus.

It is famous for its vast lawns, its lake, the extraordinary rose gardens, the tropical greenhouses and the free zoo. Jogging, cycling and roller-skating are available all around the 4 km ring.



Near the park, the Cité Internationale is housing the Palais des Congrès, the Museum of Contemporary Art and a large movie complex. Did you know that the inventors of cinema at the end of XIX<sup>o</sup> Century are the brothers Auguste and Louis Lumière, from Lyon? You may visit their museum, the Musée de l'Institut Lumière.

Finally, for those who like winter sports and water sports, the nearest ski slopes are 150km from Lyon and the Mediterranean Sea [French Riviera] is 300 km away!



For more information  
about the city:  
[www.lyon.fr](http://www.lyon.fr)  
<http://www.auvergnerhonealpes.eu/>

## TO GET TO LYON AND TO INSA

### • By air

#### - FROM LYON SAINT EXUPÉRY AIRPORT

Lyon has an international airport, Lyon Saint Exupéry (25 km/15 miles from Lyon town center) with flights to most of the major cities in Europe.

The regular shuttle service «Rhônexpress» runs every 15 minutes from the airport to the city center (Part Dieu Railway station) and the journey takes 30 minutes. It costs about 13 € (if you are between 12-25 years old) and a taxi fare from the airport to the city center or to INSA Lyon is about 50 €.

[www.rhonexpress.com](http://www.rhonexpress.com)  
[www.lyon.aeroport.fr](http://www.lyon.aeroport.fr)  
[www.voyages-sncf.com](http://www.voyages-sncf.com)

#### - FROM PARIS CHARLES DE GAULLE AIRPORT

Paris Charles de Gaulle airport is only 2 hours away by train, directly from the airport the Lyon Part-Dieu railway station (in the city center). Regular departures (at least every 2 hours).

### • By train

Lyon has two main railway stations - Lyon Part-Dieu and Lyon Perrache, connected to several cities in Europe. Lyon offers direct connections with Paris (2h), Lille (3h), Marseille (2h) Brussels (4h) and even London.

#### - FROM PART-DIEU OR PERRACHE RAILWAY STATIONS TO INSA

Buy a ticket for €1,80.

From Part-Dieu: catch the tram T1 to «IUT-Feyssine» and get off at «INSA-EINSTEIN»

From Perrache: catch the metro A to «Vaulx-en-Velin-La-Soie», get off at «Charpenne» and take the tram T4 or the T1



# USEFUL LINKS

## CONSULATES

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- **List of all consulates in Lyon available at**

[www.lyon.fr](http://www.lyon.fr) > [Accueil](#) > [Consulats](#)

## OTHERS

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- **Association Lyon International**

7, rue Major Martin - 69001 Lyon - Phone: +33 [0]4 78 30 59 37

The association is made up of families from Lyon who are willing to welcome foreign visitors for lunch or dinner.

- **Tourist office**

Place Bellecour - 69002 Lyon - Phone: +33 [0]4 72 77 69 69.

[www.lyon-france.com](http://www.lyon-france.com)

### **SHOPS AND SERVICES NEARBY**

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- **Banks**

- **LCL Crédit Lyonnais :**

128 bd du 11 novembre 1918, Villeurbanne – Phone: +33 [0]820 824 905

- **Caisse d'Epargne : Agence Croix Luizet**

171 av. Roger Salengro, Villeurbanne – Phone: +33 [0]4 78 89 86 16

- **Banque Populaire Loire et Lyonnais :**

8, av. Condorcet, Villeurbanne – Phone: +33 [0]811 905 600

- **Police station Villeurbanne**

225, cours Emile Zola, Villeurbanne – Phone: +33 [0]4 72 69 10 60

- **Clinic du Tonkin :**

29, rue du Tonkin, Villeurbanne – Phone: +33 [0]4 72 44 66 00  
[Hospital emergency]

- **Pharmacy:**

- Pharmacy Condorcet :

- 15, av. Condorcet, Villeurbanne – Phone: +33 (0)4 78 89 67 05

- Pharmacy Croix-Luizet [7/7] :

- 151 Avenue Roger Salengro 69100 Villeurbanne

- Pharmacy Villegas :

- 166, av. Roger Salengro, Villeurbanne – Phone: +33 (0)4 78 93 51 40

- **Post Office Croix Luizet**

- 160, av. Roger Salengro, Villeurbanne – Phone: +33 (0)4 72 69 57 40

- **Supermarket Carrefour Market :**

- 61, avenue Roger Salengro – Villeurbanne

- **Petit Casino (Supermarket)**

- 11 Avenue Condorcet 69100 Villeurbanne

## **TEMPORARY ACCOMODATION**

- **Youth Hostel**

- 41, Montée du Chemin Neuf – 69005 Lyon Tél. : +33 (0)78 15 05 50

- 51, rue Roger Salengro - 69200 Vénissieux Tél. : +33 (0)4 78 76 39 23

- [www.fuaj.org](http://www.fuaj.org)

- **Etap Hôtel**

- 3, rue du 8 mai 1945 - 69100 Villeurbanne

- Phone: +33 (0)8 98 68 09 41 - <http://etaphotel.com>







## **INTERNATIONAL RELATIONS OFFICE**

Building Coulomb  
34, avenue des Arts  
69621 Villeurbanne CEDEX - France

Phone: + 33 [0]4 72 43 83 91  
Email : dri@insa-lyon.fr

## **INSA LYON Campus LyonTech La Doua**

20, avenue Albert Einstein  
69621 Villeurbanne CEDEX - France

Phone: + 33 [0]4 72 43 83 83  
Fax : + 33 [0]4 72 43 85 00

[www.insa-lyon.fr](http://www.insa-lyon.fr)



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**La Région**   
Auvergne-Rhône-Alpes