



WELCOME TO INSA LYON

2023 EDITION



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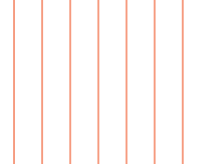
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WELCOME

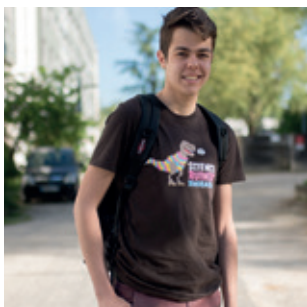




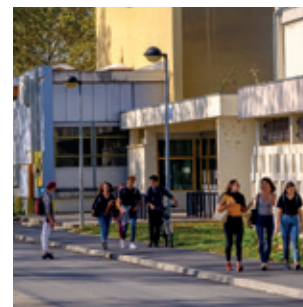
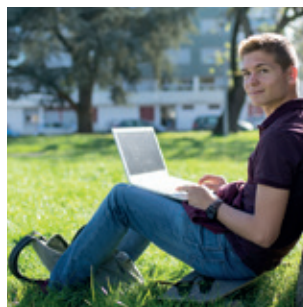
TO **HELP** YOU
TAKE YOUR FIRST STEPS



TO **GUIDE** YOU
THROUGH
DIFFERENT
PROCEDURES



TO GIVE YOU
AN OVERVIEW
OF INSA



« *Welcome to INSA Lyon.
We wish you a successful
experience with us.* »

Prof. Damien Fabrègue
Vice-President for
International and
European Relations



Dear New Students

Welcome to INSA Lyon and congratulations on enrolling on one of our study programmes. INSA Lyon is one of the best engineering universities in France and we are proud to host more than 1,700 international students every year - a point that is recognized in the QS and Times Higher Education World University Rankings.

This handbook is designed to give you a proper overview of your new environment to make your arrival and your everyday life easier. As you progress through your new adventure, take advantage of the many services available to help you achieve your full potential.

The Registrar's Office, the European and International Relations Office and the Academic Advisors in the Departments are your key contacts to support your academic and personal goals.

Your safety is, and always will be, our greatest concern. Do not hesitate to contact health and medical staff on campus if needed.

You have probably heard that we have a very active campus life, and it's true. Our Student Union is the biggest in France, so I encourage you to get involved in one of INSA's 113 societies and take part in the many activities and events offered on campus throughout the year.

Again, welcome to INSA Lyon. We wish you a successful experience with us.

Prof. Damien Fabrègue

Vice-President for International and European Relations

CATERING (☑C)

There are six restaurants on campus, which prepare and distribute a wide range of meals every day.

Traditional or world cuisine, takeaway fast food, breakfast, grills, pizzas and more! Vegetarian and white meat options with a low carbon footprint are also available in all restaurants.

In short, there's something for everyone!

 **More information about catering, see page 11**

SPORTS FACILITIES (☑D)

Sport and physical education is a major part of engineering training and is included in every student's timetable.

INSA Lyon believes that sport shapes creative, open and inventive minds as it contributes to personal development.

Outside of class, many facilities and associations will allow you to play your favourite sport all year long!

 **More information about sport, see page 11**

HOUSING (☑E)

One of the things that makes INSA stand out is the opportunity for students to live on campus.

After admission, you can apply for a room or apartment in one of our 11 residences.

THE MARIE CURIE LIBRARY (BMC) (☑F)

At the core of the campus, our library offers a wide choice of printed and online documents, as well as study areas and innovative services that will help you succeed in your studies.

Press, encyclopaedias, novels, comics and more! A student ID card allows you to borrow up to 9 books [6 magazines and 3 multimedia] for 15 days.

The library also organises science and cultural activities, documentary research and information analysis lessons.

OPENING HOURS

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

SECURITY (☑G)

Emergency interventions [fire, break-in, rescuing people in need, etc.], building patrols, equipment checks and maintenance, etc. Security staff ensure the safety of everyone on campus, day and night.

We recommend saving the number on your phone : **+33 4 72 85 85**, in case you need to contact security in an emergency, or to report any suspicious behaviour or event.

A SUSTAINABLE CAMPUS

Since 2019, INSA Lyon has been awarded the French 'DD&RS Développement Durable & Responsabilité Sociétale' certificate for its commitment to sustainable development in its education, research, management and policies. At the same time, many initiatives have popped up on campus, such as compost bins, insect shelters and sharing boxes.

The Sustainable Development Unit leads a working group of teachers, researchers and students who take care of campus sustainability and support new ideas from the community.

 **More information on page 12**

B. ACCOMMODATION



All residences are equipped with a bed, desk, chair, wardrobe, bathroom and small kitchen. Sheets and blankets are provided upon request. Launderettes are available both on and off campus (managed by the Student Union). All leases end by June 30th. Students who come only for the 1st semester must give notice of their departure one month before their move. Otherwise they will be charged for one month from the day they confirmed the departure date.

	Types	2021-2022 prices per month and per student
T1	1 single room	from €368 to €479
T1 bis 1	2 single rooms	from €376 to €476
T1 bis2	1 double room	from €340 to €349
T1 bis3	1 single room 1 double room	from €346.50 to €380 from €310.50 to €349

RECEPTION: RESIDENCE J, GROUND FLOOR

- ▶ Monday to Thursday: 8:30 am-12 pm / 1pm - 5pm
- ▶ Friday: 8:30 am-12 pm / 1pm - 3pm

Please note that INSA collects direct financial assistance for housing (www.caf.fr) for eligible students. This amount is deducted from their rent.

IMPORTANT NOTE

All incoming students must pay a €45 administrative fee and a €300 deposit along with the first month's rent. This deposit is refunded after departure (within 2 months).

Please keep your French bank account open for 3 months following your departure or give your home country bank account details to the accounting department. Note that bank fees will be taken from your deposit if it is refunded to your home country bank account.

Civil liability housing insurance is mandatory and can be purchased from either insurance companies or banks. You must email your certificate of insurance to the Accommodation Office within 15 days of signing the lease. Any damage in communal areas will be charged to the person responsible. The tenant is expected to carry out household chores. Accommodation charges also include heating, electricity, water, furniture, taxes, rubbish removal, use of communal areas and the delivery service.

DELIVERY SERVICE

The delivery service sorts, delivers and stamps the post of students living on campus:

- Post is delivered daily to each residence
- Registered post: students who receive registered post are informed by email. This post may be collected at the delivery service by presenting your student card.

OPENING HOURS

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

▶ www.insa-lyon.fr/en/residences
residences@insa-lyon.fr

+33 (0)4 72 43 79 68 / 79 61 / 88 91

STUDENT 'TWINNING'

Catering and accommodation costs (except the €300 housing deposit) are covered by INSA Lyon for ISEP network (USA) students, under 'twinning' agreements. For more information, please contact the Incoming Mobility Team (welcome@insa-lyon.fr). Indian students under 'twinning' agreements have their accommodation costs covered by INSA. However, the €300 housing deposit and catering costs (if applicable) remain at their expense. The accommodation costs of Charpak scholarship holders are not covered.

HOUSING RULES

Life on campus depends on residents' behaviour. Students are expected to obey health rules, local and regional authority decrees and residence rules regarding safety and everyday life. These rules are given to students when they arrive and are displayed in each residence. Failure to follow these rules may result in eviction from the residence. INSA Lyon is the guarantor of campus accommodation.

PRIVATE RENTAL AGREEMENTS:

Students who choose to live off campus can contact estate agents for flat/room rentals or get in touch with the CROUS (Regional Centre for School and University Services). CROUS is an organisation that oversees 6,500 flats in student residences and approximately 1,500 rooms in private homes. This accommodation is subsidised, reserved first and foremost for disadvantaged students. To benefit from their service, students must contact CROUS directly.

N.B. Estate agents usually require French residents to stand surety before arranging a lease

▶ **For more information:**
www.crous-lyon.fr
+33 (0)4 72 80 17 70

C - CATERING

You can access the restaurants by presenting your student ID card. You have full access to any of the six restaurants under various meal plans:

2022-2023 MEAL RATES		
Mandatory meal plans for 1st and 2nd year students living on campus. Optional for students living off campus.		
Meal plan 7/7	5 breakfasts +13 lunches/dinners per week, from Monday to Sunday	amount per week: €57.97
Meal plan 5/7	5 breakfasts + 10 lunches/dinners per week from Monday to Friday (during university terms)	amount per week: €53
Meal plan 5/7 « liberté »	5 breakfasts + 10 lunches/dinners per week from Monday to Sunday (during university terms and holidays)	amount per week: €55.95
Meal plan for 3rd to 5th year students living on campus and 1st to 5th year students living off campus		
Meal plan 15	15 lunches or dinners per month	amount per month : €68.85
Individual meals		
Individual meals for 3rd to 5th year students living on campus, 1st to 5th year students living off campus, and PhD students not paid by INSA Lyon.		€4.81 / €2.43 for breakfast
Individual meal for a non-INSA Lyon students		€4.97 / €2.59 for breakfast
Meal for a guest on a student card		€5.83 / €2.97 for breakfast

Students staying on campus are not required to take out a meal plan. If they do so and then change their mind, the change will only be taken into account at the beginning of the following term.

This can be done via the website: inkk-restaurants.insa-lyon.fr.



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

Useful information:

- The RI is the only restaurant open on Saturdays (for lunch) and Sundays (for lunch and dinner).
- A monthly package is especially designed for students attending INSA Lyon for only part of the year.

 For more information, <https://www.insa-lyon.fr/en/catering>

PAYMENT FOR ACCOMMODATION AND MEALS

Invoicing and payment are monthly and can be done either:

• **online by credit card**
> <https://paiement.insa-lyon.fr>

• **by direct debit**, which can be set up permanently if you have a guarantor

• **by wire transfer**, cheque, credit card or cash at the accounting department.

Invoices are issued each month according to the number of days in the chosen plan.

ACCOUNTING DEPARTMENT

Galilée Building
6/8 avenue Jean Capelle
69 621 Villeurbanne CEDEX France
▶ accrest@insa-lyon.fr
▶ + 33 (0)4 72 43 61 84





D. SPORT

SPORT AND PHYSICAL EDUCATION (EPS)

EPS isn't mandatory for exchange students, but it is strongly recommended. At INSA Lyon, practising sport is considered to be a crucial component of engineering studies. Indeed, it contributes to personal development, creativity and openness. It also helps to develop soft skills such as team spirit, flexibility and a taste for challenge.

THE SPORTS SOCIETY (AS)

You can join the AS, which has more than 1,500 licensed students, 1,200 competitors and 300 recreational students.

> In competition

Specialist courses lead to a grade, are supervised by a sports teacher, replace EPS and take place between 12 and 2 pm, after 6 pm or on Thursday afternoons.

After qualifying at the beginning of the year, the student is given a licence to participate in competitions organised by the French Federation of University Sports (FFSU).

> For leisure

The AS also allows students to practise physical activity that is managed by student societies and not supervised by a teacher.

Note:

In order to participate in sporting events organised by the AS, students are required to submit a medical certificate stating that there are no contraindications to their practice of a competitive sport. This certificate must be issued by a French doctor or validated by the French Embassy in your country.

EPS ACTIVITIES

CARDIO

Bodybuilding
Cycling in preparation for Raid
Long-distance running-track and field
Orienteering
Running and cycling Step

TEAM SPORTS

Basket-ball
Handball
Football
Rugby
Ultimate
Volley

COMBATIVE SPORTS

French boxing
Judo
Mixed combat

RACKET SPORTS

Badminton
Squash
Table tennis
Tennis

INDIVIDUAL SPORTS

Rowing
Dance
Climbing
Golf
Swimming
Archery

Rhythmic gymnastics
Rowing
Rugby
Soccer
Squash
Swimming
Tennis, table tennis
Volleyball
Water polo

SPECIALIST COURSES

within the AS framework, for competition and supervised by sports teachers

Archery
Artistic gymnastics
Athletics & cross country

Badminton
Basketball
Bodybuilding
Climbing
Dance
Fencing
French boxing
Handball
Horseback riding
Judo

ADAPTED SPORTS

for all students with physical disabilities, with a medical prescription

Adapted bodybuilding
Adapted swimming
Gym Pilates
Somatic practices
Sophrology
Table tennis
Wheelchair basketball

TOP ATHLETES SECTION

Thanks to our students' excellent achievements, INSA Lyon ranks amongst the best French universities: some students even qualify for the Olympic Games!

The Top Athletes Section was established in 1981 and enables high performing sportsmen and women to combine their INSA engineering studies with their athletic careers. If international students are top-level athletes in their own countries, they can join our section and even compete for INSA.

 **Contact:** sshn@insa-lyon.fr

SPORTS CENTRE

(University swimming pool, 2nd floor)

 sports@insa-lyon.fr

 04 72 43 81 38 or 85 98

 sports.insa-lyon.fr/en





E. COMMUNITY LIFE

INSA Lyon has an intense community life on campus: it is one of the factors that sets the institution apart and enriches our students' daily life. With more than a hundred societies on campus, you're bound to find one that's right for you!

GET INVOLVED

Technical, cultural, humanitarian or social, our societies allow students to take a break, meet and learn from each other.

A societies fair is organised every year in September so you can find out about them.

You can also find the list of all of INSA's societies at:

 <https://portail.asso-insa-lyon.fr/association/botinsa/>

STUDENT UNION (BDE)

The Bureau des Eleves (BdE) is similar to a Student Union. It's the main association for all 'Insaliens', helping students in their daily life and actively supporting other societies. The BdE provides many services for its members (printers, laundry facilities, cooking appliances, etc.) and

special rates for shows, parties, outings, etc. Students must pay a contribution of €60 to obtain a VA card and get access to special offers and events throughout the academic year.

For more information,
 bde.insa-lyon.org



STUDENTS ASSOCIATIONS AND HIGHLIGHTS

INSA LYON OPENS ITS DOORS TO 6 SUMMER SCHOOLS

which host about 350 international students each year. Summer Schools are great for meeting and bonding with fellow students, improving French language skills, preparing to study at INSA Lyon and earning 4 ECTS before the semester even starts!



AUGUST

From late August to mid-September (exchange and double-degree students)

From early August to early September (AMERINSA, ASINSA, EURINSA, SCAN)



UNIVERSITY TERM STARTS



SEPTEMBER

INTEGRATION WEEKEND

An unmissable weekend organised in the South of France for new students to meet their peers

<https://www.facebook.com/weiinsalyon/>

FORUM OF ASSOCIATIONS

The best way to get a complete overview of INSA's 130 associations and find out which ones are of interest to you.

WELCOME CEREMONY FOR INTERNATIONAL STUDENTS

coming for semester 1 and the full academic year



OCTOBER



OPEN HOUSE

INSA Lyon opens its doors so that students can discover its campus and wide range of courses while getting a sense of what it's like to live and study at INSA Lyon.

<https://www.insa-lyon.fr/fr/evenement/journee-portes-ouvertes>



JANUARY

FRENCH WINTER SCHOOL

10-day programme with French lessons and social activities before the start of semester 2.



WELCOME CEREMONY FOR INTERNATIONAL STUDENTS

coming for semester 2 and the calendar year



FEBRUARY

END OF SEMESTER 1 AND START OF SEMESTER 2



KARNAVAL HUMANITAIRE

This annual week-long event, mixing entertainment and solidarity, began in 1992. The Karnaval Association aims to raise student awareness about international solidarity by taking part in African projects and efforts.

www.karnaval.fr



MARCH

GRADUATION CEREMONY

An intense and symbolic moment for all members of the INSA community who are invited to this celebration evening. Come hear the President's congratulatory speech, enjoy diverse entertainment, and celebrate INSA student achievements.

<http://gala.bde-insa-lyon.fr/>



LE CROSS DE L'INSA

INSA Lyon's fun and emblematic race is open to all students in Lyon and the surrounding areas.

<https://www.facebook.com/crossdelinsa/>



APRIL



RAID INSA LYON ORANGE

A long-distance trek combining cycling, hiking, climbing and orienteering, this event has remained very popular since its launch 10 years ago. And now, it is also open to athletes with disabilities.



STUDENT BALL

The end of year ball is an essential part of the INSA experience. You're bound to have a memorable night!



MAY

24H DE L'INSA

Originally a cycling race, this event is now the biggest student festival in France with multidisciplinary races, electro concerts and fun activities.

<https://www.24heures.org/>



JUNE

END OF ACADEMIC YEAR

F. A SUSTAINABLE CAMPUS



WASTE REDUCTION AND SORTING

The departments and laboratories have easily recognisable sorting rooms for recycling paper, metal cans, plastic bottles and cups. In the residences, waste is managed by the local authority (Grand Lyon). Each residence has an indoor or outdoor sorting room where you can find grey containers for household waste and green containers with yellow covers for all recyclable packaging (paper, cardboard, metal, plastic packaging).

In order to facilitate the sorting process, shopping bags can be picked up at the Coop located on the first floor of Student House (MdE). Precise sorting instructions are posted in all residences. Several glass containers are located on campus or nearby.

For fermentable waste, two compost bins are available on campus: near residence F and G-J.

If you would like to donate some of your belongings, two donation boxes are available on campus. The charity Objectif 21 collects and distributes them to newcomers the following academic year. In May, Ingénieur.e.s Sans Frontières also organises a solidarity thrift.

 **For more information,**
<https://intranet.insa-lyon.fr/content/gestion-dechets>

ENERGY SAVINGS

Don't hesitate to report water leaks, lighting faults or any other malfunctions in buildings and residences on the following page:


 <https://www.samfm.net/samfminsa>






MOBILITY

- A carpool service is available free of charge to the entire campus community:

 <https://encovoit-grandlyon.com>

- The Board of Mangroove society is open to everyone who would like to discover longboard, as a board sport but also a green mode of transport to stroll around campus.

 linktr.ee/boardsofmangroove


DIGITAL

- In order to offset INSA's carbon footprint, we have partnered with Lilo, a French search engine that finances solidarity projects for free thanks to internet searches.

Each internet search performed with Lilo accumulates 'water drops' that become donations to Parrain'Arbre an ambitious development aid project in Haiti.

 **To install this search engine, visit:**
https://www.lilo.org/?utm_source=insalyon

The protection of personal data and privacy is an essential issue. To protect your data, our BMC library offers a list of free and trustworthy software, as alternatives to the most popular ones.

 [Moodle > DocINSA > Outils d'auto-formation > Outils numérique responsable](#)

FOOD

- All INSA restaurants offer a vegetarian alternative at every meal as well as seasonal, local, organic food with a low carbon footprint.
- INS'AMAP is a peasant agriculture association, which sells baskets of locally grown vegetables. You can subscribe to baskets every semester and collect them once a week.
- The Le Doua Vert association manages a shared garden near residence F. All Insaliens are welcome, even novice gardeners.

SUPPORT FOR NEW PROJECTS

The DD&RS Unit helps you carry out your sustainable development projects at the technical, administrative and financial level.

The eco-citizen initiative fund supports any project that improves quality of life on campus, whether it is carried out by students, staff or an association. The call for projects is launched every year.

 **Contact: ddrs@insa-lyon.fr for more information**
See the calendar of events at
<https://intranet.insa-lyon.fr/content/calendrier-actions-recurrentes>



A. HISTORY AND IDEAL

OUR STORY

At the end of the 50s, after the war, France was in the midst of an industrial boom and was short of engineers and technicians.

At that time, engineering studies were not very popular: the training was long, families had access to little information on these topics and most engineering schools were concentrated in the capital. With this in mind, a proposal was made to offer scientific and technical higher education in Lyon, on the La Doua site.

INSA's two founders, philosopher Gaston Berger and rector Jean Capelle, imagined a new kind of university to provide contemporary answers to contemporary problems. Founded in March 1957, INSA had to be, in the words of the time, a 'great national teaching experiment' and a 'pilot' university that would train one thousand engineers and one thousand technicians per year.

From February 1957 onwards, the one hundred hectares of La Doua were gradually freed up by the army, the Lyon horse-riding society and the Postal Administration. The construction of the buildings, designed by Jacques Perrin-Fayolle, was a flash in the pan in the first academic year.

Inspired by various foreign technical universities, INSA includes an integrated first cycle and various options divided between the departments of physics, mechanics, chemistry, humanities and internships. Recruitment was particularly open for the time, to secondary school leavers, self-taught students through a competitive examination, young women and young men, French or foreign. The training was also designed to be accessible to all, with reduced tuition fees for students and housing facilities on campus. This was unheard of at the time.

OUR MODEL

The extraordinary richness of the INSA Group is based on its model of education imagined by its founders: to adopt forward-looking training and think about the engineer's role in society.

In order to shape engineers to the challenges of the future, Gaston Berger's project emphasised the importance of citizenship for engineers. **INSA had to be a social school and home for diversity, and had to train 'humanist engineers'.**

Today, this model has not aged a bit and continues to evolve in line with the challenges of our time.

Multidisciplinary training mixes scientific and technical disciplines with human sciences and seems more relevant now than ever as it integrates the social and environmental responsibility of engineers.

 Visit our website dedicated to the institution's history: 517.insa-lyon.fr



« Tomorrow will not be like yesterday. It will be new and it will depend on us. It is less to be discovered than it is to be invented. »

Gaston Berger, founder of the INSA model

B. INSA LYON GENERAL CURRICULUM



INTEGRATED 5-YEAR MASTER'S PROGRAMMES

The general curriculum at INSA Lyon takes 5 years to complete, and students are admitted through a selective process for:

- a 2-year **Core Foundation Engineering Programme** (general scientific and technical education), including 4 international sections: EURINSA, ASINSA, AMERINSA and SCAN
- a 3-year course of study (**Master's degree**) in one of 9 fields of study, referred to as departments:
 - > **Biotechnology Engineering and Bio Computer Science (BS)**
 - > **Civil Engineering and Urban Planning Engineering (GCU)**
 - > **Electrics Engineering (GE)**
 - > **Energetics and Environmental Engineering (GEN)**
 - > **Industrial Engineering (GI)**
 - > **Computer Science (IF)**
 - > **Mechanical Engineering (GM)**
 - > **Materials Science (SGM)**
 - > **Telecommunications (TC)**

CORE FOUNDATION ENGINEERING PROGRAMME: INTERNATIONAL SECTIONS

The INSA Core Foundation Engineering Programme is a 2-year course that aims to prepare students for the Master's degree, with high-level courses in Mathematics and Computer Science, Physics, Chemistry and Physical Chemistry, Mechanics, Construction, Manufacturing and Human Sciences.

There are 7 training sections, 3 of which are geographically oriented:

- **EURINSA** with students from France and other European countries
> 100 new registrations each year.
- **ASINSA** with students from both France and Asia
> 75 new registrations each year
- **AMERINSA** with students from both France and Latin America
> 75 new registrations each year
- **SCAN**, an English-only section
> 75 new registrations each year.

For more information,

 <https://www.insa-lyon.fr/en/cycle-formation/preparatory-level>

ADMISSION AT BACHELOR'S LEVEL

International students may apply to INSA Lyon as regular students (degree-seeking students) or as students under exchange agreements. There are two different registration processes depending on which path students choose.

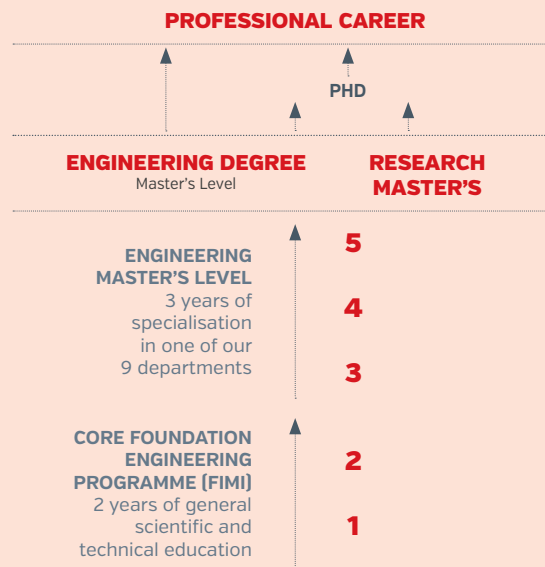
Regular student status requires students to meet qualification and French language requirements for admission.

For more information,

 <https://www.insalyon.fr/en/cycle-formation/master-s-degree>



COURSE OF STUDY





FRENCH AS A FOREIGN LANGUAGE (FLE) DEPARTMENT

INSA Lyon offers international students a golden opportunity to attend French as a Foreign Language (FLE) courses all year round. Initiated by the state, FLE certification recognises language centres whose teaching and services provide assurance of quality. International students can take advantage of FLE courses through:

THE FRENCH SUMMER SCHOOL

- For students on the Core Foundation Engineering Programme: 5-week course
- Mandatory for double-degree students
- Exchange and double degree students: 3-week course
- Both award 4 ECTS.
- Cost: about €600 for double-degree and exchange students, including housing and meals until 31st August.

 **For more information,**
ecole-ete.insa-lyon.fr


THE FRENCH WINTER SCHOOL

- 2-week course (40 hours), 2 ECTS
- Cost: about €150

International students can also attend extensive French-language courses throughout the academic year: on average 2 hours per week.

French lessons are available upon request for same-level groups: standard French or French applied to specific contexts. They are free of charge for international students. Why you should attend FLE courses and schools:

- To improve your French language skills
- To enhance your knowledge of French culture and society
- To learn how to adapt to a new environment and be at ease in daily social life
- To prepare yourself to study at INSA Lyon

For more information,
 fle.insa-lyon.fr/fr/

www.qualitefle.fr/en

servfran@insa-lyon.fr

C. SPECIALIST COURSE IN HUMANITIES ARTS STUDIES SECTIONS

Thanks to the arts studies sections, students can take up or pursue an artistic and cultural activity during their engineering studies.




The arts studies sections, including plastic arts, cinema, dance, music and drama (acting and technique), are an essential component of the INSA model. They give students the opportunity to sharpen their artistic sense and creativity while developing multiple skills that will benefit them throughout their professional life.

For more information,
 www.insa-lyon.fr/fr/conjuguer-etudes-et-passion

Even though exchange students cannot join these arts studies sections, they happen to be linked with cultural societies that everyone can join.

Arts students often organise shows at the Rotonde, INSA's theatre located in front of the MdE.

For more information,
 rotonde-asso-insa.kazeo.com

A. ACADEMIC ADVISORS

International students are assigned an academic advisor whose role is to help them with academic issues: courses, timetable, exams, etc.

Academic advisors are assigned according to the student's main department (i.e. the department providing most of the student's courses).

Students are invited to get in touch with their academic advisor when applying to INSA Lyon, to make sure they choose the right courses in their learning agreement.



- **BIOTECHNOLOGY ENGINEERING AND BIO COMPUTER SCIENCE (BS)**

Céline COSTAZ
ri-bs@insa-lyon.fr

- **CIVIL ENGINEERING AND URBAN PLANNING ENGINEERING (GCU)**

Claire SILVANI
gcu-ri@insa-lyon.fr

- **ELECTRICS ENGINEERING (GE)**

Vincent LECHAPPE
ge-ri@insa-lyon.fr

- **ENERGETICS & ENVIRONMENTAL ENGINEERING (GEN)**

Gaëlle DUCOM
gen-ri@insa-lyon.fr

- **INDUSTRIAL ENGINEERING (Gi)**

Emil DUMITRESCU
emil.dumitrescu@insa-lyon.fr

- **COMPUTER SCIENCE (IF)**

Omar HASAN
omar.hasan@insa-lyon.fr

- **MECHANICAL ENGINEERING (GM)**

Kerem EGE
kerem.ege@insa-lyon.fr

For classes taught in English:
Emmanuel MIGNOT
emmanuel.mignot@insa-lyon.fr

- **MATERIALS SCIENCE (SGM)**

Abdelkader SOUIFI
sgm-echanges@insa-lyon.fr

- **TELECOMMUNICATIONS (TC) AND 1ST SEMESTER**

Oana IOVA
tc.ri@insa-lyon.fr

THE INCOMING MOBILITY TEAM

The Incoming Mobility Team is here to help students tackle concerns about registration formalities, immigration issues and health: in short, all administrative formalities. Mobility coordinators are multilingual and assigned to students in accordance with their knowledge of the country.

INCOMING STUDENT ASSISTANT FOR AFRICA, LATIN AMERICA, SPAIN & PORTUGAL

- +33 (0)4 72 43 84 33
- welcome2@insa-lyon.fr

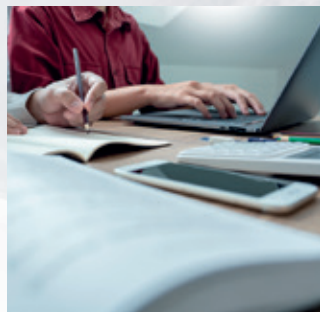
INCOMING STUDENT ASSISTANT FOR EUROPE (EXCEPT SPAIN AND PORTUGAL), ASIA, NORTH AMERICA & OCEANIA

- +33 (0)4 72 43 72 07
- welcome3@insa-lyon.fr

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

COORDINATOR OF THE MOBILITY UNIT

- +33 (0)4 72 43 71 69
- welcome@insa-lyon.fr



B. ELECTED REPRESENTATIVES

YOUR ELECTED REPRESENTATIVES ON INSA COUNCILS

INSA has several statutory councils on which students are represented:

- The Board of Administration, which is the institution's decision-making body. It determines INSA's general policy, votes on the institution's budget and approves its accounts .
- The Board of Studies, which decides on all matters relating to education and student life.
- The Board of Science, which determines the principles of research policy and scientific and technical documentation as well as the distribution of research credits on the contracts of laboratories and international collaborations.

The duty of elected students is to bring your voice and demands to these councils and the institution's management. Elections for student representatives are held every 2 years in November.

STUDENT LIFE GROUP (G6)

The G6 is a group of students from different bodies such as the Student Union [BdE] and the institution's elected councils. It acts as an interface between the students and the institution's management, who meet on average once a month.

CONTACT

- contact.g6@insa-lyon.fr

CONTACT

- elus.etudiants@insa-lyon.fr

C. HELP AND SUPPORT SERVICES

	Services				
	CAP: Counselling and Personal Support	Health Centre	Welfare Unit	Disability Unit	Listening Unit against discrimination, harassment, sexual and gender-based violence
I don't understand anything anymore, I'm getting low marks	<input type="radio"/>				
I'm unmotivated, I have questions about my project	<input type="radio"/>				
I can't organise myself or manage my time	<input type="radio"/>				
I'm a victim of sexism or discriminatory harassment	<input type="radio"/>				
I have financial difficulties			<input type="radio"/>		
I'm stressed or worried	<input type="radio"/>	<input type="radio"/>			
I have health problems that are interfering with my academic life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
I have personal problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
I'm considering leaving INSA and changing direction	<input type="radio"/>				



CAP: COUNSELLING AND PERSONAL SUPPORT

The psychologists of the CAP service can advise and support you throughout your studies to help you succeed on your course.

Individual appointments can be one-off or regular, depending on your request. They take place in a caring environment, without judgement and with respect for professional secrecy.

The CAP team is there for you: they will help you take time for yourself, identify your needs and develop personalised solutions.

CONTACT

📧 service.cap@insa-lyon.fr
Ground floor of the
Jean d'Alembert building
Visit on appointment

You can share with CAP whatever's on your mind:

ADAPTING TO INSA LYON

- studies, organisation and time management
- dealing with stress
- life on campus
- social and/or cultural shock

A PERSONAL OR PROFESSIONAL PROJECT

- training course at INSA
- perception of engineering professions
- change of direction

PERSONAL DIFFICULTIES

- psychological distress
- a specific event
- relationships with others





DISABILITY UNIT

The Disability Unit welcomes and supports students with a permanent disability and coordinates all the arrangements to be made in collaboration with various INSA services: Health Centre, management, teaching staff, Welfare Unit, residences, restaurants, the Sports Centre, library, etc.

The unit has 3 main functions:

RECEPTION AND FOLLOW-UP

- assessment of needs
- personalised follow-up
- link between the student and all services

INTEGRATION

- adjustment to teaching and/or exams
- setting up technical assistance (e.g. hiring equipment)
- finding helpers (note-taking, tutoring, other support, etc.)
- making the premises more accessible
- facilitating integration to community life, events and activities

SUPPORT

- help finding internships and jobs
- support with all types of administrative procedures (e.g. MDPH)

CONTACT

▶ cellule.handicap-etudiants@insa-lyon.fr

04 72 43 74 80

Humanities Building

▶ <https://institut-gaston-berger.insa-lyon.fr>



CONTACT

📧 centresanteinsa@insa-lyon.

☎ 04 72 43 79 98

Ground floor of the Camille Claudel building

Opening hours:

Monday to Friday, from 7.30am to 6pm

Closed during holidays.

HEALTH CENTRE

INSA's Health Centre opened its doors in January 2022, combining preventive and curative medicine. Its team consists of 3 doctors, 4 nurses, a secretary and a nurse coordinator. The centre helps students with mental and physical health issues, provides advice and signposting, and responds to emergencies.

Medical secrecy is mandatory for all health professionals, in accordance with Article 226-13 of the French Criminal Code. No information will be disclosed without the patient's consent.

PREVENTION

Preventive medicine supports students and their health during their studies, mainly through health check-ups which are compulsory for all students. Every day, health professionals see students without appointments to advise and signpost them to the appropriate organisation. They also raise awareness through small conferences about various health topics such as stress, sleep, addiction and nutrition.

Medical staff also help implement arrangements for students with disabilities. Specific needs are determined during an interview with an occupational health doctor.

NURSING

Consultations are offered as well as general care (bandages, suture removal, injections, etc.). Appointments must be made at: <https://insa-lyon.contactsante.fr>; or by calling the Health Centre's secretary. Students can declare INSA's general practitioner as their referring doctor.



LISTENING UNIT

📧 cellule.ecoute@insa-lyon.fr

WELFARE UNIT

📧 service.social-etudiants@insa-lyon.fr
04 72 43 81 10
Ground floor of the Camille Claudel building

WELFARE UNIT

The Welfare Unit assists students who encounter permanent difficulties (financial, material, administrative, personal, etc.). The welfare assistant is committed to professional secrecy.

Through confidential and individual interviews, the Welfare Unit:

- listens carefully
- assesses the situation to identify the sources of the problem
- releases the INSA Solidarity Fund for urgent and exceptional situations
- liaises with external organisations for very complicated administrative situations (CPAM, CAF, landlord, etc.)
- provides legal advice
- provides referrals to specialist services and personal assistance.

LISTENING UNIT AGAINST DISCRIMINATION, HARASSMENT, SEXUAL AND GENDER-BASED VIOLENCE

Sexism and discriminatory behaviour have no place at INSA.

This unit provides a welcoming space and listens in confidence to people who feel they are victims or witnesses of discrimination, harassment, sexual or gender-based violence.

The team is made up of staff members who have been trained into deal with these matters. The unit informs, supports and guides victims and witnesses. It also organises activities and events to raise awareness, often in collaboration with student societies.



D. SCHOLARSHIPS AND FINANCIAL HELP

Through the actions of the Gaston Berger Institute and the INSA Lyon Foundation, INSA Lyon is committed to equal opportunities for success by supporting students' needs and ensuring they have adequate living conditions for their studies. The need for financial aid and scholarships has changed in recent years, so the INSA Lyon Foundation and INSA Lyon are working in synergy on these issues, mobilising various sources of funding.

SCHOLARSHIPS

- **Social scholarships for foreign students**

Intended for students living at INSA, these scholarships are awarded on social criteria and cover moving and living expenses on campus.

- **Emergency help**

There are three INSA Solidarity Funds: one is based on social criteria, another is financed by the INSA Lyon Foundation and the third is dedicated to international students. The funds aim to support students in complex social situations. They are complementary and can be requested through the Welfare Unit, which reactively assesses the student's situation.

- **'Coups de Pouce'**

Through this programme, the INSA Lyon Foundation supports professional projects, passions and talents in art, sport, science or technology.



MORE INFORMATION

▶ <https://bourses-aides.insa-lyon.fr>

CONTACTS

Social scholarships:

▶ bourses-sociales@insa-lyon.fr

Emergency help:

▶ service.social-etudiants@insa-lyon.fr

'Coup de Pouce':

▶ fondation@insa-lyon.fr



A. EVERYDAY APPLICATIONS

You'll pick up the 'Insalian' language over time, but this short glossary will help you understand INSA's IT tools.

• Your INSA account

At the beginning of the academic year, you will receive a username and password to access various INSA network

computer services. You will keep these login details until your graduation. All messages from management, departments and teachers will be sent to this address.

Make sure you check your emails daily and that your inbox doesn't get overloaded. Emails are the main channel used by internal bodies for communication.

• INSA intranet

This is an internal tool that will keep you up to date with practical and daily news at INSA Lyon.

You will also find restaurant menus, latest updates about works on campus, the organisation chart and platforms to report a problem with your computer or in a building.

• Department intranet

Your main department may have its own intranet or Moodle, which brings together timetables, room bookings, official documents for your studies, registration for educational activities, collaborative work spaces, contacts, events, security, regulations, etc.

• INKK application

You must install this app on you mobile.

Designed to make your everyday life easier, you will find a summary of all the essential information: campus life, classroom maps, internships, etc. This practical solution brings together and gives you access to all information in one space.

• Moodle

This is first and foremost an educational platform that hosts online courses and encourages interactions between students, teachers and educational content. Some departments use Moodle as an intranet.

B. INTERNET CONNECTION

Throughout your studies, you will have lessons or coursework to do remotely, some of which require a good internet connection. It is therefore essential that you set up a reliable home internet connection, either with good 4G coverage or a wired connection.

On campus, you can connect to the internet via two free Wi-Fi networks:

- **INSA Invité, which you can access with your INSA account**
- **Eduroam, a secure service developed for the international research and education community. To download the eduroam installer on your device, go to: <http://cat.eduroam.org>**

Your device will then identify a valid eduroam access point and log in automatically. Your password for your online identity is provided to you by your 'home' institution (i.e. where you are enrolled as a student).

The INSA library (BMC) gives you free access to computers during opening hours. Free Wi-Fi is not available in the residences, so you will have to subscribe to Quantic Telecom for either:

- > An annual package (€120/year)
- > A monthly package (€15/month).

These subscriptions allow:

- > Unlimited high-speed internet access, up to 100 Mb/s or 1Gb/s depending on eligibility;
- > television on computer or tablet.

The internet access provided is totally open and neutral, with no filtering or restrictions. The standard mode of connection is to use an Ethernet cable, but a modem for wireless connection can be purchased at the Student House (MDE).
RJ-45 Ethernet cable: €5
QuanticBox: €30

Wi-Fi connection details are available here:

 www.insa-lyon.fr/fr/residences

C. MULTISERVICE CARD

The blue multiservice card, also known as the 'CUMUL card', is a genuine student identity card.

It is given to you free of charge upon arrival and allows you to:

- be recognised as an INSA Lyon student
- pay for your meals at campus restaurants
- borrow documents from university libraries
- access buildings and parking on campus
- open the computer rooms
- photocopy and print documents

In case of loss or damage, contact the Registrar's office, who will issue a new one for you at the standard rates.

D. USEFUL DOCUMENTS

• INSA LYON GENERAL RULES AND REGULATIONS

<https://intranet.insa-lyon.fr> > vie de l'INSA > statuts, règlements et décision

• STUDY RULES

<https://intranet.insa-lyon.fr> > vie de l'INSA > statuts, règlements et décisions

• CAMPUS RULES

<https://intranet.insa-lyon.fr> > vie de l'INSA > statuts, règlements et décisions

• COURSE CONTENT AND ECTS CREDITS

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

• ACADEMIC CALENDARS

<https://intranet.insa-lyon.fr> > Formation > Scolarité > Calendriers

• IT SUPPORT

<https://intranet.insa-lyon.fr> > support informatique > Outils et services numériques

6 - LIVING IN A FRENCH CITY

A. RIGHT OF RESIDENCE

VISA

Right of residence in France must be requested in the home country and then registered upon arrival in France.

EUROPEAN UNION CITIZENS

Visas for European citizens are not required within the EU.

NON-EUROPEAN UNION CITIZENS

There are 2 visa categories:

- short-stay visas (< or = 90 days)
- **long-stay visas (> 90 days)**

If a student is staying longer than 90 days, one of the following 3 long-term visas will be provided to him/her:

- > Visa Long Séjour Valant Titre de Séjour (VLS-T) : 3-12 month stay; the student must validate it online:
<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>
- > Visa Long Séjour Temporaire (VLST): 3-12 month stay, no validation and the student cannot apply for social benefits or a work permit. He will not be able to obtain a residence permit when the visa expires.
- > Long-stay visas (VLS), such as the 'carte de séjour à solliciter': the student must apply for a residence permit via the dedicated page:
<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

The Incoming Student Coordinator helps students with some aforementioned procedures upon their arrival :
titre-de-sejour@insa-lyon.fr

**Translation: Some official documents must be translated upon arrival at INSA Lyon*

DOCUMENTS TO BRING TO FRANCE

EU CITIZENS

- Valid national identity card or passport
- Birth certificate
- European Health Insurance Card (EHIC)

NON-EU CITIZENS

- Valid passport and a long-stay visa (obtained at the Embassy or Consulate of France in home country)
- Birth certificate





B. HEALTH SECURITY AND INSURANCE

FRENCH SOCIAL SECURITY SYSTEM

All international students should subscribe to accident and health insurance, valid upon arrival in France. The Incoming Mobility Team can provide you with the right contacts.

EUROPEAN UNION CITIZENS

Students must have a valid European Health Insurance Card (EHIC) for the duration of their stay in France. If students do not have a valid EHIC, they will be required to subscribe to French Social Security beginning in September (start of the academic year).

 <https://etudiant-etranger.ameli.fr>

NON-EUROPEAN UNION CITIZENS

Students arriving before September must take out private insurance (Pack SMERRA, LMDE, etc.) at their own expense. This insurance must cover the period from their arrival in France until September. From then on, they will have to subscribe the French Social Security System through.

 <https://etudiant-etranger.ameli.fr>

Canadian students (Quebec) in possession of the SE 401 Q106 form must ask our Incoming Mobility Team how to register for French Social Security.

OTHER TYPES OF MANDATORY INSURANCE

SUMMER SCHOOL

Students attending a summer school must take out private insurance (health, accident and liability) at their own expense. This insurance must cover the period from their arrival in France until the beginning of the school year. We recommend that students take out insurance on arrival for 3 months as it may take some time to register for the French Social Security.

HOUSING

Students residing on the INSA Lyon campus or in town (private landlord) must subscribe to:

- rental liability insurance
- **civil liability insurance which is also compulsory for your INSA registration.** A copy of your certificate must be provided to the Incoming Mobility team and to your department. Students may subscribe to both insurance types separately or as part of a package (SMERRA, LMDE, private insurers, banks etc.)

C. LYON, A STUDENT CITY



LYON, BEST STUDENT CITY

The city of Lyon is the second largest in France, the metropolis counts 1.3 million inhabitants and more than 130,000 students. Located at the heart of Europe, Lyon is steeped in history and culture. It has a rich industrial network, which includes many global companies. Its international scope and exceptional cultural environment have made it a powerful centre of communication.

Paris, Geneva and Marseille are only two hours away from Lyon by train, and many international high-speed trains (TGV) stop in Lyon City Centre daily.

Lyon is the gateway to Europe and also a great university center which attracts numerous students every year.

The Université de Lyon Group (UdL) brings together 11 higher education institutions and 1 research organisation. INSA Lyon is one of the founding members of the Université de Lyon. This union represents 140,000 students, 20,000 of which are international.

 <https://www.lyon.fr/>

<https://www.universite-lyon.fr>

By choosing INSA Lyon, students will discover much about France. As the country's 2nd largest city, Lyon has a rich historical and cultural heritage.

A BIT OF HISTORY

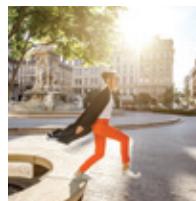
Two thousand years of history have given the city a rich heritage. Between the Rhône and the Saône rivers, from one hill to another, Lyon will delight you with its treasures dating back to the Gallo-Roman period, Medieval times and the Renaissance.

In 1988, the historic site of Lyon was classified a UNESCO World Heritage Site. The Fourvière hill provides magnificent panoramic views of the city. The Presqu'île is home to one of the largest squares in Europe, Place Bellecour, and further on down are other famous squares such as the Place des Célestins. You can visit the Opéra and the Hôtel de Ville at the Place des Terreaux. Along the Rhône River, the 'Rhône River Banks', a 10-hectare urban park, has restaurants and nice places to stroll or rest.

The Parc de la Tête d'Or, the city's biggest park with a green area and zoo, is located just a few minutes' walk from the campus. Inventors of the cinema, the brothers Auguste and Louis Lumière (end of XIX century) were from Lyon and there is a museum in their honour named the Musée de l'Institut Lumière. Finally, for those who like winter or water sports, the nearest ski slopes are 150 km from Lyon and the Mediterranean Sea (French Riviera) is only a 2-hour train ride away.

CLIMATE

Lyon has a continental climate, with hot summers (25° to 30°C on average) and sometimes harsh winters (5° to -2°C on average) with snowfall. Rain occurs mainly in the autumn and spring.





PUBLIC TRANSPORT IN LYON (TCL)

The city has an excellent public transport network (funicular, metro, tramway, bus, etc.). It operates from 5 a.m. to midnight every day. The 'Pleine Lune' bus lines run between campuses and the town centre on Thursdays, Fridays and Saturdays. One ticket is valid for all transport types (bus, tramway or metro) for a one-hour travel period. The price of a ticket is €1.90 and tickets may be purchased at any tramway station.

'Tecely' travel cards are available at TCL offices (the nearest one: Part-Dieu, Metro B) or online. You will need your student card, identity card, one photo and €5. You can also purchase tickets via the TCL app, or pay contactless with your credit card directly on board.

A reduced rate for students under 27 years of age: €25/month.
Book of 10 tickets: €15.40.

tramway lines T1 and T4.

There are 3 stations on campus: **'La Doua-Gaston Berger', 'INSA-Einstein' and 'Croix-Luizet'.**

 **Timetables and bus guides are available in the TCL offices or on www.tcl.fr**

"VELO'V" BICYCLES

Vélo'v is a bike service that is both simple and practical. To rent a bike, simply create an account on the official Vélo'v mobile app or the Vélo'v website.

The Vélo'v must be returned to a free dock at one of the 348 stations.

You can find them all over Lyon and Villeurbanne.

Single ride:

first 30 minutes free, €1.80 for a single ride ticket then payment per additional minute.

 <https://velov.grandlyon.com>

The campus is located on the

ARRIVING TO LYON

BY AIR

Lyon has an international airport, Lyon Saint-Exupéry, with flights to many capitals and cities in Europe.

The regular shuttle service, 'Rhônexpress', runs every 15 minutes from the airport to the city centre (Part-Dieu Railway station), and the journey takes 30 minutes. It costs between €15-30 (depending on age). Taxi fare from the airport to the city centre or to INSA Lyon is about €50.

BY TRAIN

Lyon has **two main railway stations – Lyon Part-Dieu and Lyon Perrache, connected to several cities in Europe.**

By train, Paris Charles de Gaulle Airport is only 2 hours away from the Lyon Part-Dieu Railway station (in the city centre).

Regular departures (at least every 2 hours).

Trip times by train:

- To Paris, Marseille or Geneva: 2 hours
- To London by Eurostar, Stuttgart: 5 hours 30 minutes
- To Frankfurt, Milano or Barcelona: 6 hours

 <https://www.rhonexpress.fr/>
<https://www.lyonaeroports.com/>
<https://www.oui.sncf/>
www.tcl.fr/en

ARRIVING TO INSA LYON

FROM PART-DIEU OR PERRACHE

RAILWAY STATIONS

Buy a TCL ticket for €1,90.

Catch tram T1 to 'IUT-Feyssine' and get off at 'INSA EINSTEIN'.



D. HELPFUL LINKS

CONSULATES

List of all consulates in Lyon available at www.consulats-lyon.fr/pages/liste/liste-des-consulats-a-lyon.html

ASSOCIATION LYON INTERNATIONAL

7, rue Major Martin - 69001 Lyon

Phone: +33 (0)4 78 30 59 37

This association is formed by families from Lyon who are willing to welcome foreign visitors for lunch or dinner.

JEUNES AMBASSADEURS PROGRAMME

This association helps international students become familiar with the rich cultural environment of Lyon and meet major institutional and business leaders. Foreign students from top colleges and universities are put in contact with companies and can participate in a wide range of activities for free. They become members of the JA4 Ever World-Wide Network.

www.jeunes-ambassadeurs.com

TOURIST OFFICE

Place Bellecour - 69002 Lyon

Phone: +33 (0)4 72 77 69 69

www.lyon-france.com

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

- BNP Paribas
Villeurbanne Place Wilson

Phone: +33 (0)4 37 47 24 40

VILLEURBANNE POLICE STATION

225, cours Emile Zola, Villeurbanne -

Phone: +33 (0)4 72 69 10 60

PHARMACY

- Condorcet Pharmacy: 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

CROIX LUIZET POST OFFICE

160, av. Roger Salengro, Villeurbanne

Phone: **Phone: +33 (0)4 72 69 57 40**

CARREFOUR MARKET [SUPERMARKET]

61, av. Roger Salengro - Villeurbanne

PETIT CASINO SUPERMARKET

11, av. Condorcet 69100 Villeurbanne

YOUTH HOSTEL

41, montée du Chemin Neuf
69005 Lyon

Phone: +33 (0)78 15 05 50

51, rue Roger Salengro
69200 Vénissieux

Phone: +33 (0)4 78 76 39 23

www.fuaj.org

IBIS HOTEL

3, rue du 8 mai 1945 - 69100
Villeurbanne

Phone: +33 (0)8 98 68 09 41

etaphotel.com



E- PRACTICLE GUIDE

CURRENCY AND BANKS

As in most European Union countries, the currency in France is the Euro (€), divided into euro cents. You can open a bank account in any bank branch in Lyon. In most cases, it is very easy to open a non-residential account: a passport and proof of a fixed address in France are required. You can also open a bank account via online banks such as Revolut or N26. It is instantaneous and enables you to transfer funds without paying additional fees. The INSA Lyon Accommodations Office provides a residence certificate to students living on campus. We recommend having a Visa or a Mastercard to make purchases in France.

MAIL

To send mail, stamps can be purchased in post offices and in tobacconist's shops.

A letter sent to France from abroad must include the following items: the name of the institution or person, the building, the street number, the street name, the postal code and the country.

First name NAME
Résidence J - Room 5
Campus INSA Lyon
20 avenue Albert Einstein
69621 Villeurbanne Cedex
FRANCE

SHOPPING

Lyon has numerous retail shops throughout the city. Most are open Monday through Saturday (from 10 a.m. to 7 p.m.) and closed on Sunday. The large supermarkets (Carrefour, Auchan,

Leclerc, etc.) are generally open from Monday through Saturday (from 9 a.m. to 10 p.m).

The «La Part-Dieu» shopping centre is open from 9.30 a.m. to 8 p.m. (closed on Sunday). All neighbourhoods have open-air markets 7 days a week (Croix Luizet, Place Wilson, Gratte-Ciel, etc).

PHONE

In France, telephone numbers are composed of 10 digits.

In order to phone the overseas territories or abroad, dial 00, then the country code, then the town code and then the local number. You will find the various code numbers in all phone directories.

Here are a few mobile operators:
www.sfr.fr / www.orange.fr / www.free.fr
www.bouyguestelecom.fr

APPROXIMATE COST OF LIVING

Daily life
Student monthly subscription for transport - €30
INSA residence: €200-500
Studio in Lyon: €480-700
Flatshare in Lyon: €370-550
Internet: €20* / Phone: €20* *[*Depending on the operator]*
Groceries: €50 per week

Leisure

Cinema: €8 - Restaurant: €8-25
Museums (12-25 years of age): €4-15

F. EMERGENCY NUMBERS



FRENCH EMERGENCY NUMBERS

Medical emergency (SAMU): **112 or 15**

Firefighters: **18**

Police: **17**

Evenings, weekends and bank holidays: out-of-hours service at
+33 (0)4 72 33 00 33.

You will be directed to the closest out-of-hours facility.

SOS MÉDECINS 24 HOUR SERVICE

3624 (0.12€/min.)

PSYCHOLOGICAL EMERGENCY

+33 (0)4 72 11 00 40

Hôpital Edouard Herriot - Pavillon N
5 place Arsonval, 69003 LYON - Metro D: Grange Blanche

INSA PREVENTIVE MEDICINE

open Monday through Friday from 7.30 am to 6 pm

+33 (0)4 72 43 81 10 - smpe@insa-lyon.fr
8, allée du Rhône - 69621 Villeurbanne
Camille Claudel building, ground floor

INSA SECURITY STAFF

trained as volunteer firefighters:

+33 (0)4 72 43 85 85

NEAREST MEDICAL CLINIC TO INSA LYON

Médipôle open 24 hours a day

+33 (0)4 87 65 00 00
158 rue Léon Blum - 69100 Villeurbanne

NEAREST HOSPITAL

Hôpital Edouard Herriot

0 825 08 25 69 (0.15 €/min + call charge)
5 Place d'Arsonval - 69003 Lyon
Direct bus from INSA: C26 (30 min ride)

7 - ACADEMIC CALENDAR

ACADEMIC YEAR 2022 - 2023		
The number of teaching weeks is set at 34 weeks.		
	Start (Friday evening)	End (Monday morning)
Administrative registration	18/07/2022	01/09/2022
Academic year (without Summer Schools)	29/08/2022	29/09/2023
1st Semester	19/09/2022	03/02/2023
<i>Fall holidays</i>	28/10/2022	07/11/2022
<i>End of year holidays</i>	17/12/2022	03/01/2023
2nd Semester	06/02/2023	23/06/2023
<i>Winter holidays</i>	10/02/2023	20/02/2023
<i>Spring holidays</i>	07/04/2023	24/04/2023
Public holidays	Tuesday, 1 November 2022 [All Saint's Day] Friday, 11 November 2022 [Armistice Day] Monday, 10 April 2023 [Easter Holiday] Monday, 1 May 2023 [Labor Day] Monday, 8 May 2023 [Armistice 1945] Thursday, 18 May 2023 [Ascension Day] Monday, 29 May 2023 [Whit Monday] Friday, 14 July 2023 [National Day] Tuesday, 15 August 2023 [Assumption]	
Staff day [courses are suspended]	Friday, 19 May 2023	

8 - DIRECTORY AND USEFUL CONTACTS

Reception	accueil@insa-lyon.fr	04 72 43 83 83
Accounting Agency	ac@insa-lyon.fr	04 72 43 81 26
BDE Student Union	bde.courrier@insa-lyon.fr	04 72 43 82 29
Marie Curie Library	doc@insa-lyon.fr	04 72 43 81 40
Sustainable Development and Social Responsibility Unit	ddrs@insa-lyon.fr	04 72 43 82 21
Listening Unit against discrimination, harassment, sexual and gender-based violence	cellule.ecoute@insa-lyon.fr	
Student Disability Unit	cellule.handicap-etudiants@insa-lyon.fr	04 72 43 74 80
Language Resource Center	crl@insa-lyon.fr	04 72 43 87 44
Health Center	centresanteinsa@insa-lyon.fr	04 72 43 79 98
Sports Center	sports@insa-lyon.fr	04 72 43 85 98
Training Department :	scol@insa-lyon.fr	04 72 43 89 24
• Core Foundation Engineering Program	scol12@insa-lyon.fr	
• International Sections	filieresinternationales@insa-lyon.fr	
• Students in 3rd and 4th year	scol34@insa-lyon.fr	
• Students in 5th year	scol5@insa-lyon.fr	
Communication Department	dircom@insa-lyon.fr	04 72 43 83 90
Management of the Institution	dir@insa-lyon.fr	04 72 43 81 14
Training Department	df@insa-lyon.fr	04 72 43 79 75
Residences	residences@insa-lyon.fr	04 72 43 79 68 / 79 61
Corporate Relations Department	direction.dre@insa-lyon.fr	04 72 43 70 98
Career Department	carrieres@insa-lyon.fr	04 72 43 62 47
INSA Lyon Foundation	fondation@insa-lyon.fr	04 72 43 74 10
Gaston Berger Institute	igb@insa-lyon.fr	04 72 43 74 02
Restaurants	restaurants@insa-lyon.fr	04 72 43 72 70
CAP Counselling and Personal Support	service.cap@insa-lyon.fr	04 72 43 74 50
Mail delivery service	corinne.benghozi@insa-lyon.fr	04 72 43 88 82
Social Service	service.social-etudiants@insa-lyon.fr	04 72 43 83 01

9 - MAP OF THE INSA LYON CAMPUS



- | | | |
|---|---------------------|--|
| 1 International Relations Office | 4 « Humanités » FLE | 8 Restaurants |
| 2 Registrar's Office & Social Worker's Office | 5 Student Centre | 9 Linen room to collect sheets |
| 3 Residence Dept. | 6 Athletic Centre | 10 Mail and delivery service - Accounting Agency |
| | 7 Library | |

INSA LYON
Campus LyonTech La Doua

20 avenue Albert Einstein
69621 Villeurbanne cedex
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