

INTERNATIONAL STUDENT HANDBOOK

WELCOME TO INSA LYON 2016-2017



INTERNATIONAL STUDENT HANDBOOK

CONTENTS

ONSDAL

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 21
On arrival	page 26
Useful links	page 27
Maps	page 29
Index	page 31

WELCOME TO INSA Lyon

June 2016

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 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 LYON: AN INTERNATIONAL CENTER OF EDUCATION A

INSA Lyon

INSA Lyon was founded in 1957 and is part of the INSA Group (Lyon, Rennes, Rouen, Strasbourg, Toulouse, Val-de-Loire 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 worldwide 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 languages; non-French speakers must be fluent in French as a foreign language and English.

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 internationals. They live side-by-side with French 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 trains students from France and from other European countries, ASINSA from both France and Asia, and AMERINSA trains students from both France and Latin America. 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 teaching is carried out in English.

A DEPARTMENT OF FRENCH AS A FOREIGN LANGUAGE (FLE)

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 exchange and double degree students: 4 ECTS; 4 weeks (85 hours). See practical details for the summer school on p. 10 and 27
- An intensive winter school: 4 ECTS; 3 week courses (85 hours).

Every course includes classes in small groups of 12 to 15 people, combining teaching and visits.

The winter session is intended for exchange students coming to start their studies at the beginning of the second term. It starts mid-January.

- 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.

For more information, please check the following website: http://fle. insa-lyon.fr/en/

http://international. insa-lyon.fr





FILIPE

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

admiss@insa-lyon.fr stud4@insa-lyon.fr

https://www.insa-lyon.fr/

en/phd-studies

https://www.insa-lyon.fr/

en/search-centreopen-and-engaged

Admission at the Bachelor's

Foreign students can apply for admission as regular students [dearee seeking students) or as students under exchange agreements. There are two different registration processes depending on whether the student is 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 of 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.

Research

Research at INSA Lyon is conducted by 22 specialized laboratories, supported by the help of more than 770 research lecturers and 645 research students.

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, INRA, INSERM, with international laboratories as well as with companies such as EDF-GDF. France Telecom. Alcatel...

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 - 6,000 students (including 4,800 engineering students)
International	 200 partner universities 30% of foreign students, over 85 nationalities represented on campus Mandatory international mobility for all students 5 representative offices worldwide
Staff	 620 members (engineers, administrative staff, technical staff, workers) 770 teacher-researchers and researchers 645 PhD students
Campus	 134 000 m2 surface area 11 student residences 3 restaurants [1,000,000 meals a year] 130 student clubs and associations 1 student center 1 large concert hall 1 library Extensive sports facilities

.

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 years second cycle in one of the 9 specialization departments:

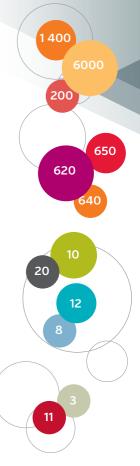
- Biosciences (BS)
- Civil Engineering and Urban Planning (GCU)
- Electrical Engineering (GE)
- Energy and Environmental Engineering (GEN)
- Industrial Engineering (GI)
- Information Technology (IF)
- Mechanical Engineering (GM)
- Materials Science and Engineering (SGM)
- Telecommunications (TC)

RESEARCH

- 22 laboratories
- Master Nanoscale Engineering (NSE)
- 8 doctoral schools
- 140 PhD theses presented each year

INSA Lyon and industry

- lifelong learning programs: http://www.insa-lyon.fr/en/node/61
- Technology transfer > www.insavalor.fr



(EY FIGURES

THE EUROPEAN CREDIT TRANSFER SYSTEM (ECTS)

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

THE COURSE DESCRIPTION

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 their stay.

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



INDUSTRIAL INTERNSHIP

The internship must appear in the initial learning agreement. Your application for a oneyear exchange period must be accepted by the selection committee. Internship will take place during the second semester.

A three-party internship agreement must be signed by the student, INSA Lyon and the company hosting the student for an intern-

ship. The internship application is acknowledged by the International Students Advisor of the Department.

For more pedagogical information about the internship please contact your university.



THE TRANSCRIPT OF RECORDS

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

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

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

Besides the engineering credits, you can take other optional course.

THE ACADEMIC CALENDAR FOR INTERNATIONAL EXCHANGE STUDENTS FOR 2016-2017

Semester 1 - From Monday September, 12th 2016 to Friday January, 27th 2017 Semester 2 - From Monday January, 30th to Friday June, 23rd 2017

SCHOOL HOLIDAYS

Half-term: from Friday October, 21st to Wednesday November, 2nd 2016
Christmas: from Friday December, 16th 2016 to Tuesday January, 3rd 2017
Half-term: from Friday February 17th (evening) to Monday February, 27th (morning)
Spring: from Friday April 14th (evening) to Monday May, 22nd (morning).

BANK HOLIDAYS

Friday, November 11th (Armistice 1918) Monday, April 17th (Easter Holiday) Monday, May 1st (Labor Day) Monday, May 8th (Armistice 1945) Thursday, May 25th (Ascension Day) Monday, June 5th (Pentecost Day) Friday, July 14th (Bastille Day) Tuesday, August 15th (Assumption Day)

INTERNATIONAL STUDENTS CALENDAR OF EVENTS 2016-2017

• August 16 th , and 17 th 2016	Students participating in the summer school are welcomed	
• August 18 th , September 9 th , 2016	Summer School: intensive French language courses Compulsory for foreign students whose French is not up to standards Science course for international Program Students	• Test begins at 8:45 am • on August 18 th Building: les Humanités First floor
• September 8 th , 2016	Show to celebrate the end of Summer School	Eric Maurincomme, President of INSA Lyon <i>Meeting Place: La Rotonde</i>
• September 12th, 2016	School term starts	
• November 7 th , 2016	Welcome speech for international students	Eric Maurincomme, President of INSA Lyon Marie-Pierre Favre, Vice President for International Relations <i>Meeting Place: La Rotonde</i>
• January 27 th , 2017	End of semester 1	
• June 23 rd , 2017	End of academic year	



ADMINISTRATIVE FORMALITIES

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

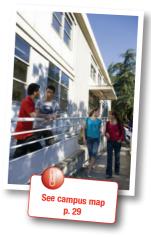
• Other contacts, once arrived

THE ACCOMMODATION OFFICE

The accommodation office takes care of accommodation related issues concerning housing at INSA Lyon INSA Lyon - Résidence J 11, allée du Rhône - 69621 Villeurbanne cedex ddr@insa-Iyon.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-Iyon.fr - Phone: +33 (0)4 72 43 72 70



INTERNATIONAL ACADEMIC ADVISORS IN THE DEPARTMENTS

Students should also get in touch with their department once arrived.

- Biosciences

 Biochemistry and Biotechnologies (BB)
 Stéphane CHAMBERT / stephane.chambert@insa-lyon.fr
 - > Bioinformatics and Modelling (BIM) Stéphane CHAMBERT / stephane.chambert@insa-lyon.fr
- Civil Engineering and Urban Planning (GCU) Jean-François GEORGIN / jean-françois.georgin@insa-Iyon.fr

• Electrical Engineering (GE) Florin HUTU / florin-doru.hutu@insa-lyon.fr

- Energy & Environmental Engineering (GEN) Rémi REVELLIN / remi.revellin @insa-lyon.fr
- Industrial Engineering (GI) Eric NIEL / eric.niel@insa-Iyon.fr
- Information Technology (IF)
 Omar HASAN / omar.hasan@insa-lyon.fr
- Mechanical Engineering
 > Design (GMC)
 Minh Tu PHAM / minh-tu.pham@insa-lyon.fr
 - > Mechanical Engineering Development (GMD) Benyebka BOU-SAID / benyebka.bou-said@insa-lyon.fr
 - > Mechanical Engineering Plastics Processes (GMPP) Abderrahim MAAZOUZ / abderrahim.maazouz@insa-lyon.fr

• Materials Science and Engineering (SGM) Bruno MASENELLI / bruno.masenelli@insa-lyon.fr

• Telecommunications (TC) Isabelle AUGE-BLUM / tc.ri@insa-Iyon.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 tuition fees.

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 29) 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: 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_interprtes_traducteurs_extrait_de_la_liste_ principale_des_experts_judiciaires.pdf







• Students applying for a long-stay visa,

- if you undergo the prescribed medical examination at the French Consulate in your country, please remember to bring the original medical certificate
- if you do not undergo the prescribed medical examination at the French Consulate in your country, you will be called upon by the French Immigration and Integration Office (OFII) after you submit your application.

SOCIAL SECURITY AND OTHER INSURANCES IN FRANCE

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

Before departure, exchange students must contract and at their own expense, a private insurance (health, accident and liability insurance) covering the period from their arrival in France until August 31st 2016.

French Social Security

For 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 (SMERA or LMDE); FYI 2015-16 rate: 215 €.

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

- have to subscribe to French Social Security (SMERRA or LMDE); FYI 2015-16 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.

• Rental liability insurance

Students living in one of the INSA Lyon campus residences have the obligation to subscribe to rental liability insurance.

• Civil liability insurance

All exchange students registered at INSA Lyon must subscribe to civil liability insurance.



REMINDER BEFORE YOUR DEPARTURE



LIFESTYLE AT INSA LYON

ACCOMMODATION



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

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 or outside INSA. All lease contracts end on lune 30th.



http://www.insa-lyon.fr/

en/residences

	Types	Types of prices [2016-2017]/per month and per student
T1	1 single room	from 362 till 461 €
T1 bis 1	2 single rooms	from 370,50 till 458 €
T1 bis2	1 double room	from 258,50 till 370 €
T1 bis3	1 single room 1 double room	from 336 till 356 € from 314,50 till 349,50 €

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 the filing fees of €40
- 2/ A €300 deposit must be paid together with the first monthly payment. This deposit is refunded on departure (within 2-3 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 \in). 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"

Some students from India and USA are eligible for another rate, due to special agreements between their home universities and INSA Lyon. For further information, please contact the Incoming mobility Welcome Desk.

• Housing rules

Life on campus depends on the behavior of the residents. Students are expected to respect sanitary rules, municipal and regional authority decrees and residence rules regarding safety or day-to-day life. These rules are submitted to the students when they arrive. Non-respecting the rules can lead to an exclusion from the residence.

• 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

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







CATERING



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	Dinner
Le RI [1100 places]	No	Self-service	Yes
Le Prévert (132 places)	No	Salads/sandwiches	Yes
Le Grillon	No	Grill	No
L'Olivier	No	Pizzas / Pastas	No

	MEAL PLAN 2016-2017	
Option	al 7 /7 or 5/ 7 Meal plans for students living on and off campu	s
Meal plan 7/7	5 breakfasts +13 lunches/dinners per week, from Monday to	o Sunday
	amount per week	51,90 €
5 breakfast + 10 lunch/ dinner per week from Monday to Friday Meal plan 5/7 (during Scool terms)		Friday
	amount per week	47,50 €
Meal plan 5/7 5 breakfast + 10 lunches/ dinners per week from Monday to Sur		Sunday
« liberté »	amount per week	50,20€
	Meal plan for 3 rd -5 th year students living on the campus and 1 st and 5 th year students living off campus	
Maal plan 15	20 lunch/dinner per month	
Meal plan 15	amount per month	61,50 €
	Single meal	
	and $4^{\rm th}$ year students living on campus; the $1^{\rm st}\text{-}5^{\rm th}$ year students and the PhD students non payed by INSA Lyon.	4,30 €
Meal for a student	t from Université de Lyon	4,45€
Meal for a guest o	n a student card	5,25€



Billing is established each month. The monthly package is especially aimed at students present only part of the year. Apart from your studies, you 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.

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...

• Student support services

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

Associations

These are organized by the **Student Council (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 1,000m2.** 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.

• 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 center: Bâtiment Piscine Universitaire Phone: +33 (0)4 72 43 81 38 or 85 98 sports@insa-lyon.fr

Fanny Gibert, INSA Lyon Student, senior French Vice-Champion and arrived 8th in the senior Climbing World Cup 2014.



Jean-Christophe Perraud, former INSA Lyon student, arrived 2nd at the 101st Tour De France (en italique) and was elected French 'Golden Bike' in 2014.



Sports at INSA Lyon

Sports at INSA Lyon are organized by the Sports Department.

- > Students who want to integrate sports in their studies can choose:
- Either : Level 1 weekly practice within the Physical Education courses as part of their timetable (validates 1 ECTS credit per semester)
- Or : Level 2 practice called "specialized course" : after succeeding the selections, the students can participate to sport competitions every Thursday afternoon (validates 1 ECTS credit per semester)
- > 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 within the frame of 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.

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.

• 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)



Opening hours

 During term time: Monday to Friday: 9am/7pm, Saturday: 9am/12am Before exams [December/ January and May/June] : Monday to Friday: 9am/10pm Saturday: 9am/5pm

• During school holidays: Monday to Thursday:1pm/5pm , Friday: 1pm/4am .

Phone: +33 (0)4 72 43 81 40 (see map P 29)

THE CITY OF LYON

THE CLIMATE

Lyon has a continental climate with hot summers $(25^{\circ} \text{ to } 30^{\circ}\text{C} \text{ on average})$ and winters that are rarely harsh $(5^{\circ} \text{ to } -2^{\circ}\text{C} \text{ on average})$ with some falls of snow. Rain falls mostly in autumn and spring.

LYON, A UNIVERSITY CENTER

The city of Lyon - the second largest in France - numbers 1.2 million inhabitants, with more than 120,000 students. Situated 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.







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 under the frame of exchange agreements.

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.

URBAN PUBLIC TRANSPORT

• 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 kind 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 \in . 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": 32.20 €.

- Book of 10 tickets: 16.20 €.



The campus is located on the tramway lines T1, which runs from "Debourg" to "IUT Feyssine" and T4 which runs from "Hôpital Feyzin Vénissieux" to "La Doua Gaston Berger". 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 . [See map of the transportation, page 30]

• Bicycles hiring: Velo'v

Velo'v is an innovative new 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 ${\ensuremath{\varepsilon}}$ during the following first hour and 1.50 ${\ensuremath{\varepsilon}}$ each half hour thereafter.

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



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 credit 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].

• The telephone and mail service

Public telephone boxes operate mainly with phone cards that you can buy in post offices or tobacconist's shops.

In France, **the telephone number consists 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. If you want to send letters, **stamps a**re on sale in post offices and in tobacconist's shops.

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. $\,$

Mobile phone

You might be able to use your own mobile phone in France, it depends on your subscription in your country but it might cost you a lot of money. You can also get a mobile phone in France.

Contact the 4 mobile operators - or their branches- to see the different rates:

www.sfr.fr www.orange.fr www.bouyguestelecom.fr www.free.fr





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)

Web access

If you choose to live on-campus in one of our students' residences, you will have internet access from your flat/room shortly after arrival (minimum stay 1 month). You need your own computer and connection devices (cables...). Remember that you have to bring your own Ethernet cable.

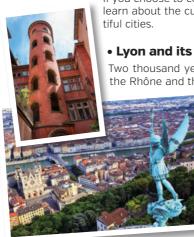
Further information is available in the student guide on your arrival or on the following website: http://www.lyoncampus.org

• 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 adapters 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 XIIth and XVth 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 "Rhone River Banks", a 10 hectares urban park, with restaurants and nice places to stroll along or rest.

Around December 8th 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° 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!



ON ARRIVAL

TO GET TO LYON AND TO INSA

• By air

- FROM LYON SAINT EXUPÉRY AIRPORT Lyon has an international airport, Lyo

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 \in (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 \in .

- 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 €

> catch the Tram T1 to «IUT Feyssine» and get off at «INSA-Einstein»



GARE DE LYON

WELCOMING YOU TO INSA LYON

 Exchange students taking the intensive French language course will be welcomed on August, 16th and 17th, 2015.

The French classes will be held from August, 18th to September, 9th in Les Humanités Building, 3rd floor

- Tariff 2016 :

- Accommodation : see p.16
- Catering during intensive French language course : 16,90 € / day
- Social program package: 55 €.
- Exchange students arriving in September will be welcomed

from Mondays to Fridays, from 8.30 am to 11.45 am and from 1.30 pm to 4.30 pm (3 pm on Fridays) at: Registrar's Office - Building Camille Claudel - 1st Floor (See campus map p.29) Reception will be closed on Saturdays and Sundays and beyond the

opening hours.

USEFUL LINKS

CONSULATES

List of all consulates in Lyon available at

www.lyon.fr > Accueil > Consulats

OTHERS

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

SHOPS AND SERVICES NEARBY

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
- BNP Paribas: 61, av. Condorcet, Villeurbanne – Phone: +33 [0]820 820 001
- Société Générale: Agence Château Gaillard 38 av. Roger Salengro, Villeurbanne – Phone: +33 (0)4 78 93 29 20

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:

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

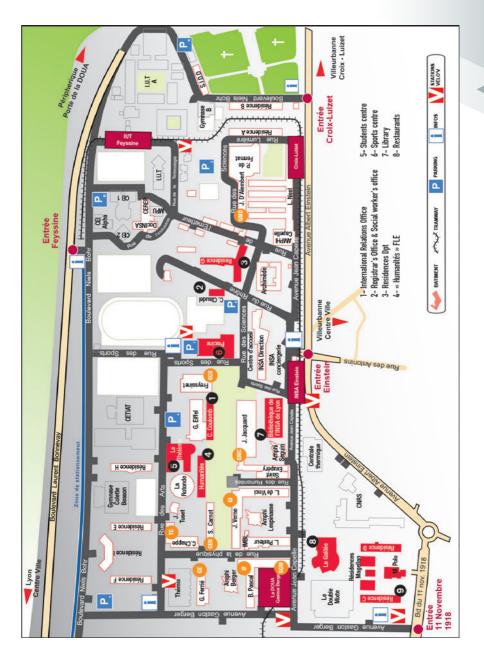
- 41, Montée du Chemin Neuf 69005 Lyon Tél. : +33 (0)78 15 05 50
- 1, rue Roger Salengro 69200 Vénissieux Tél. : +33 (0)4 78 76 39 23 www.fuaj.org

• Etap Hôtel

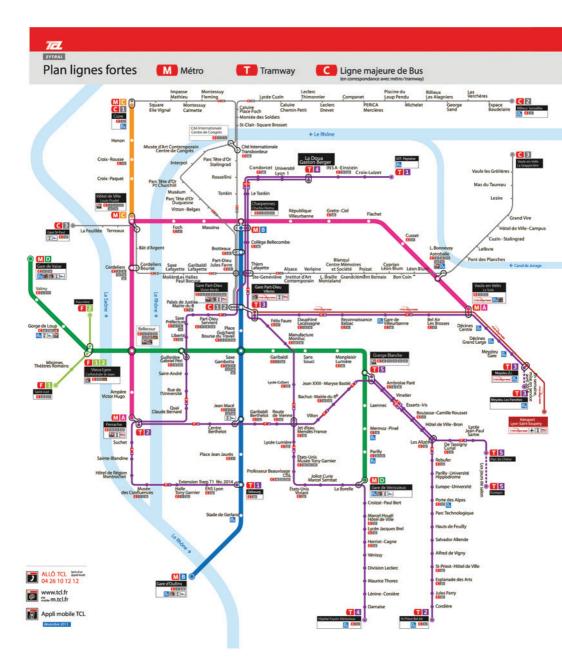
3, rue du 8 mai 1945 - 69100 Villeurbanne Phone: +33 (0)8 98 68 09 41 - http://etaphotel.com

MAPS

INSA Lyon Campus



Public transportation map (Main lines)



INDEX

A

26
16, 17
13
26
19

.

B

Bank	23, 28
Bank account	16, 23, 28
Bus	22

C

Calendars	9, 10
Catering	18
Campus map	29
Civil liability	15
Climate	21
Consulates	27
Contacts	11
Cultural events	20
Cultural service	19, 20
Currency	23

D

Departments	7, 12
Deposit	16, 17

8 7

E

ECTS	
Engineering studies	

F

French Language 4, 5, 10, 27 Center

H

Health	14, 15, 28
Hospital	28
Housing rules	17

Insurances	14, 15
L Leisure Library Life on campus Living off campus	24, 25 20 19 17
M Mail service Metro Museums	23, 24 22, 30 25
P Park Passport Pharmacy	25 15 28
R Railway station Residence permit	26 13
S Sport Student Community Center Student Council Student support services	20 19 19 19
T Telephone Tourist Office Train Transports	23 24, 25 21, 26 22, 30
U Useful addresses Université de Lyon	27, 28 22
V Vieux Lyon	24, 25

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 AUVERGNE – RhôneAlpes

