Create YOUR OWN INTERNATIONAL FUTURE

INSEEC BBA

FACTSHEET

ACADEMIC YEAR 2024-2025

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01 INSEEC BBA INSTITUTIONAL INFORMATION

INSTITUTION		
INSTITUTION	INSEEC BBA schools (members of the OMNES Education Group)	
CAMPUS	BORDEAUX	LYON
LEGAL NAME OF INSTITUTION	CEE SO (INSEEC BBA Program)	CEE RA (INSEEC BBA Program)
ERASMUS CODE	F BORDEAU45	F LYON71
OID CODE	E10196386	E10124768
PIC CODE	944657781	946706130
POSTAL ADDRESS	INSEEC BBA BORDEAUX CAMPUS Hangar 18, quai de Bacalan CS 9104 33070 Bordeaux CEDEX FRANCE	INSEEC BBA LYON CAMPUS 25 rue de l'Université 69007 Lyon FRANCE
WEBSITE	inseec.com	
GENERAL INQUIRIES	international.bbainseec@inseec.com	

INTERNATIONAL RELATIONS OFFICE

BORDEAUX CAMPUS

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PARIS CAMPUS (exchange students will be accepted from Fall 2025)

02 INSEEC BBA ACADEMIC INFORMATION

STUDY PROGRAMS

International students from partner institutions can apply for a program according to their home university institutional agreements.
Students may choose to attend one-semester or one-year programs.
A link to the academic programs can be found below in the section "**05 ANNEXE**".

LANGUAGE PROFICIENCY

/ English: an equivalent of B2 level minimum (CEFR) or a TOEFL score between 71-80 iBTS.
/ French (some programs include some courses in French): B2 CEFR (a C1 CEFR level is strongly recommended).

PROGRAM SELECTION

Please note that subjects from different study programs or different semesters cannot be mixed.

Several available spots being limited per program, a "first come – first served" basis will apply. If necessary, an alternative campus or program will be proposed.

EUROPEAN CREDIT TRANSFER SYSTEM

The programs are structured according to the ECTS system.
Estimated workload for full-time students:

Semester	Period
1 Semester:	30 ECTS / 15 US credits
Full-Year:	60 ECTS

One credit refers to the following estimated amount of work:
1 ECTS is approximately 25 / 27 hours of work produced by the student.
Lectures, assignments, and other forms of studies are all taken into consideration when the number of credits for each course is calculated.

ATTENDANCE

Attendance is mandatory and takes part in the courses' evaluation.

ASSESSMENT

An exam period is organized at the end of each semester or the end of each module.
In addition to the final examination, classes are assessed continuously (participation, projects, group and individual work, presentations, etc.). Field projects usually require written reports, sometimes accompanied by oral presentations.

GRADING SYSTEM

French higher education institutions use a numeric grading scale out of 20.
The minimum passing grade is 10/20.

TRANSCRIPT OF RECORDS

Every course and evaluation are recorded on the student's transcript issued approximately 6 weeks after the exam session.

ACADEMIC CALENDAR

The academic year is divided into 2 semesters:

Semester	Period
Fall Semester:	September - December
Spring Semester:	End of January - Beginning of June

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

ORIENTATION

Mandatory Orientation Sessions are arranged twice a year taking place during the first week of the programs.

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03 INSEEC BBA NOMINATION / APPLICATION

NOMINATION DEADLINES

Semester	Deadline
Fall Semester and Full-Year:	May 1
Spring Semester	October 15

APPLICATION DEADLINES

Semester	Deadline
Fall Semester and Full-Year:	May 31
Spring Semester	November 15

APPLICATION PROCEDURE

Step 1 / Nomination Online by Home Institution (the weblink will be sent to our partner universities upon request).
Students cannot apply without being nominated.

Step 2 / Application Online must be done by students
Supporting documentation shall be submitted by students:

- ID photo
- Identity Document (Passport or EU ID card for EU citizens)
- Recent Transcript of Records (in English)
- English Proficiency Statement (B2 minimum)
- For students studying in French: a French Proficiency Statement (B2 minimum; C1 recommended)
- For EU citizens: a copy of your European Health Insurance Card
- For non-EU citizens: a proof of International Health Insurance
- For all students: a proof of Civil Liability insurance (*Responsabilité Civile*): legal assistance in case of responsibility in an accident

Step 3 / Acceptance
The Letter of Acceptance (LoA) is issued within 4 weeks after the Application Deadline.

/ EU students: LoA is issued and sent by email. If a student needs a hard copy, it will be issued on request and sent to the Home Institution.

/ Non-EU students: a copy of the LoA is sent by email and the original is mailed to the Home Institution.

04 HOUSING & FACILITIES

WELCOME GUIDE AND ACCOMMODATION INFORMATION

OMNES Education Welcome Guide
The BBA INSEEC does not have on-campus housing but assists students through STUDAPART and other partners: Housing and Facilities Guides.

Useful websites:
ESN Bordeaux Guide
ESN Lyon Guide
ESN Paris Guide
Help center (livin-france.com)

LIVING COSTS

The budget will depend on the BBA INSEEC location. Estimate of general living expenses per month (Euro):

Expenses	Bordeaux	Lyon
Housing:	500-1000	500-1200
Meals	100-300	100-300
Transport	38	25
Extra	100-300	100-300

CAMPUS FACILITIES

Located in the heart of French cities with very good transport facilities, all INSEEC campuses have available Wi-Fi access, intranet and online timetable systems, computer lab, and working spaces.

VISA / IMMIGRATION

Non-EU Students: student visa is mandatory (European residence permits are ONLY for visits to France but not for study purposes).
An invitation letter (Letter of Acceptance) is sent to all non-EU students to start their visa process within Campus France or the French consulate.
For some nationalities, the EEF Procedure is mandatory.

HEALTH INSURANCE

EU citizens must provide a copy of their European Health Insurance Card (EHIC).
Non-EU citizens must provide proof of International Health Insurance and shall sign up for the French social security system upon their arrival in France.
More information: AMELI / CAMPUS FRANCE GUIDELINES.

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05 INSEEC BBA ACADEMIC OFFER & CALENDAR

INSEEC BBA ACADEMIC OFFER

Academic Information can be found through the weblink below:
INSEEC BBA Academic Offer

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

INSEEC BBA ACADEMIC CALENDAR

Exchange Programme	Term Dates*	Campus	Language	Instruction
Fall Semester				
BELCO 3D	September-December	Bordeaux	EN	Onsite
ATLANTIS	September-December	Lyon	EN	Onsite
BBA3	September-December	Bordeaux / Lyon	**Bordeaux** mix of EN and FR / **Lyon**: EN	Onsite
BBA4	September-December	Bordeaux / Lyon	Mix of EN and FR	Onsite
Spring Semester				
BBA3	February-May	Bordeaux / Lyon	EN	Onsite

NB:

- Dates might be specific to each campus or program. The final dates will be indicated in the Letter of Acceptance.
- Several available spots being limited per program, a "first come – first served" basis will apply. If necessary, an alternative campus or program may be proposed to students.
- The International Relations Office reserves a right to modify the program and/or campus initially chosen by a student if the application and/or academic requirements are not met.
- Programs outlines are available. Please ask the relevant International Relations Officers.

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