



LEAD FOR CHANGE



**BURGUNDY
SCHOOL OF
BUSINESS**

I. GENERAL INFORMATION

Name of the institution	BSB – BURGUNDY SCHOOL OF BUSINESS
Location	29 RUE SAMBIN, 21000 DIJON, FRANCE
Phone and Fax numbers	Phone (+33) 380 725 900 – Fax (+33) 380 72 59 88
Erasmus code	F DIJON11
Dean and Director General	Dr Stéphan BOURCIEU
Associate Dean for International Relations	Mrs Marie-José ALBERT-BATT
International Web site	http://www.bsbu.eu
Video	https://www.youtube.com/watch?v=6JnYeuScwYY&feature=youtu.be Join us on Facebook: BSB – International

II. CONTACTS

Incoming students	Ms Sarah CHEFIRAT – Assistant – Tel: (+33) 380 725 975 – sarah.chefirat@bsb-education.com Mrs Evelynne FONTERAY – Assistant – Tel: (+33) 380 725 975 – evelynne.fonteray@bsb-education.com Ms Bérangère PERRET – Coordinator – Tel: (+33) 380 725 911 – berangere.perret@bsb-education.com
Outgoing students	Ms Amandine FEUILLET – Assistant – Tel: +33 380 725 985 – amandine.feuillet@bsb-education.com Ms Fanny BARBIER – Assistant – Tel: +33 380 725 985 – fanny.barbier@bsb-education.com

III. APPLICATION

Application Procedure	- Partners must nominate students on the nomination form sent by email (in November for Spring semester and in April for Fall semester) - Required documents for application (below) must be sent email in one PDF file to sarah.chefirat@bsb-education.com - From the beginning of December (Spring semester) and from mid-June (Fall semester) students will receive an email with the online course registration procedure. Students must meet the courses prerequisites and the Home University must approve the choice of courses and number of credits. Admission documents needed for the visa application (if applicable) will be sent to the Home University once we have received all the required documents.	
Application Deadlines	Fall Semester Nomination deadline: 20 th April Documents required by: 4 th May	Spring Semester Nomination deadline: 26 th October Documents required by : 9 th November
Duration of Exchange	1 semester or 1 academic year	

Language Proficiency	Good command of English or French. English: Semester: Equivalent to a minimum of IELTS 6.0 or TOEIC 750 or IBT TOEFL 80 or CEFR B1 Double Degree: Please refer to the agreement. French: Equivalent to a minimum of TCF 4 or CEFR B2
Required Documents for Application	1. Copy of passport / identity card. 2. Official transcript of records in English from the Home University. 3. List of current courses 4. A certified copy of your degree translated into French or English (only for students who already hold a higher education degree). 5. Proof of command of English language for students wishing to study in English (only for non-English native students) or proof of command of French language for students wishing to study in French (only for non-French native students). See previous section. 6. Curriculum vitae / résumé in French or English. 7. Compulsory health Insurance (see sections V for details on each profile) <u>For European students:</u> Copy of European Health Insurance Card <u>For Non-European students:</u> Please see section V. 8. Copy of birth certificate translated into French: mandatory for all students who wish to apply for housing benefits from the French state (CAF) and more generally can be asked for French administration procedures. 9. Copy of your visa once it's granted by the French consulate (if applicable).

IV. COURSES

Level of study	<u>Programmes open to Exchange Students</u> It is not possible to mix courses from different Programmes /Years /Languages. Please check the language requirements and level of study offered at http://www.bsbu.eu/international/exchange-students/level-of-study/
Course catalogues and online registration	http://www.bsbu.eu/international/exchange-students/application-pack/
Language and Culture courses	French as a Foreign Language (Beginner, Intermediate, Advanced levels); French Culture and Society (taught in French or in English). These courses are free of charge for exchange students.
Academic Regulations & Transcripts	According to Burgundy School of Business' academic regulations, 10 out of 20 is the pass grade. Resit exams are organized at the end of the academic year (April / May) for Bachelor students and the following academic year after the exchange period for Master students. Please note that Transcripts of Records are sent in February for the students enrolled on the Fall semester and at the end of June for students enrolled on the Spring semester.
Academic Calendar	http://www.bsbu.eu/international/exchange-students/academic-calendar-2 To be updated in early 2018.

V. IMPORTANT INFORMATION

Accommodation

BSB has opened a new accommodation platform for exchange students (<http://housing.bsb-education.com>), where they will find offers for Dijon and Lyon. Students will have to create an account with a specific login that will be sent upon admission at BSB.

Dijon campus: The International Office still manages limited offers in public student residences or female student hall residence. Should students be interested, they will receive application instructions once admitted at BSB.

Lyon campus: All offers are listed on the platform, should exchange students have questions, they can contact Ms. Celina FASANO CAMARA (celina.fasanocamara@bsb-education.com)

Important: Please note that due to a lack of sufficient student housing in France, we cannot guarantee a particular type of accommodation. General information about accommodation can be found at <http://www.bsbu.eu/international/practical-informations/accommodation>

Insurance Policy

It is compulsory for all students living in France to subscribe to:

* **Personal liability insurance** "*responsabilité civile*"

* **Insurance policy for your accommodation** "*assurance habitation*" covering at least water damage and fire. This insurance is required within the first week of the accommodation contract.

You can take out insurance cover (which usually includes both liability insurance and insurance policy) with the company of your choice or a bank when opening a bank account in France.

Housing Benefit

Exchange students can apply for housing benefit from the French government (CAF, *for Caisse d'Allocations Familiales*) under certain conditions (to be confirmed during the orientation week as they are subject to change).

Please note that students will need to open a French bank account before applying to CAF. **Students will also need to provide a copy of their birth certificate translated into French** (Please note that some languages are not available in France for official translation).

Health Insurance

All students are required to have health insurance covering medical expenses for one semester or the full year.

European students: will have to bring their European Health Insurance card and will then be exempted from registering to the French Student Health Insurance.

Non-European students: subject to the reform of the Students Health Insurance System currently under review by the French Government. Further information will be sent later on.

Cost of Living estimation

Average cost (€/month)*	Dijon	Lyon
Accommodation	500	550
Meals	150	150
Phone	30	30
Transportation	30	30
Academic supplies, Personal expenses, Healthcare expenses	90	90
TOTAL	800	850

*Expenses are calculated for one person. Personal expenses may vary according to each student's lifestyle.

Additional Costs	• Visa validation: if the visa mentions "CESEDA R311", the student will be required to pay an additional fee (60€ in 2017/2018) to OFII once in France. The procedure will be explained during orientation sessions. • Student union fee (applicable to all students): Not compulsory. This fee gives international students access to reduced rates for Students Associations activities. Payment should be done during the orientation week. <table border="1" data-bbox="421 488 1294 604"> <tr> <td>Students staying one semester</td><td>€ 50</td></tr> <tr> <td>Students staying the full year</td><td>€ 100</td></tr> </table>	Students staying one semester	€ 50	Students staying the full year	€ 100
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VI. PREPARING YOUR ARRIVAL

Orientation Sessions	COMPULSORY orientation sessions are organized before the beginning of classes in order to help students to settle into France: administrative workshops and support concerning visa, accommodation matters and opening a bank account. During these sessions, exchange students will meet with "Melting Potes", the BSB international students association. Dates are available in the academic calendar in Section IV.
Arrival information and Pick-up Service	All students will receive a questionnaire to confirm their arrival information. A free pick-up service at the train station will be provided on specific dates. Dates are available in the academic calendar in Section IV or directly on our website: http://www.bsbu.eu/international/practical-informations/pick-up-service-and-induction-week/