FACT SHEET
EXCHANGE STUDENTS
2021-2022
### I. GENERAL INFORMATION

<table>
<thead>
<tr>
<th><strong>Name of the institution</strong></th>
<th>BSB – BURGUNDY SCHOOL OF BUSINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
<td>29 RUE SAMBIN, 21000 DIJON, France and 42, Cours Suchet, 69002 Lyon, FRANCE</td>
</tr>
<tr>
<td><strong>Phone and Fax numbers</strong></td>
<td>Phone (+33) 380 725 900 – Fax (+33) 380 72 59 88</td>
</tr>
<tr>
<td><strong>Erasmus code</strong></td>
<td>F DIJON11</td>
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<tr>
<td><strong>Dean and Director General</strong></td>
<td>Dr Stéphan BOURCIEU</td>
</tr>
<tr>
<td><strong>Associate Dean for International Relations</strong></td>
<td>Ms Claudia SAMPEL  <a href="mailto:claudia.sampel@bsb-education.com">claudia.sampel@bsb-education.com</a>, +33 380 725 967</td>
</tr>
</tbody>
</table>
| **Video – Facebook**        | Video: [https://youtu.be/5KoWGBUwCBI](https://youtu.be/5KoWGBUwCBI)  
Join us on Facebook: [https://www.facebook.com/groups/102775370320301/](https://www.facebook.com/groups/102775370320301/)  
[https://www.facebook.com/groups/778380235609818](https://www.facebook.com/groups/778380235609818) |

### II. CONTACTS

#### Incoming students

**Tel:** (+33) 380 725 975  
Mrs Evelyne FONTERAY - Assistant  
bsb.international@bsb-education.com

#### Outgoing students

**Tel:** (+33) 380 725 985  
Ms Héloïse PATELA – Assistant – heloise.patela@bsb-education.com (Erasmus Area)  
Ms Fanny BARBIER – Assistant – fanny.barbier@bsb-education.com (Non-Erasmus Area)

#### Special Needs Services

Ms Fanny BARBIER – fanny.barbier@bsb-education.com

#### Partnerships / Academic advising:

**Ms Victoria BINCZAK** (UK, Ireland, Nordic countries, Baltic countries, Poland, Switzerland, Italy, Greece)  
victoria.binczak@bsb-education.com, +33 380 725 888

**Mr Santiago BETANCUR RAMIREZ** (Western and Eastern Europe, Turkey)  
santiago.betancur.ramirez@bsb-education.com, +33 380 725 853

**Ms Marie FRANCHEL** (Africa, Kazakhstan, Russia, Middle East, Asia, Oceania)  
marie.franchel@bsb-education.com, +33 380 725 874

**Ms Bérangère PERRET** (Americas) berangere.perret@bsb-education.com, +33 380 725 911

#### International Relations Managers

**Short-term programmes**  
**Tel:** (+33) 380 725 853  
Mr Santiago BETANCUR RAMIREZ – International Relations Manager  
programmes.courts@bsb-education.com  
## III. APPLICATION

| Application Procedure | - Partners have to fill in an online questionnaire in October for Spring semester: AND in March for Fall semester  
- Then, nominated students will receive an e-mail with the information to complete their online application file on our platform.  
- From late October (Spring semester) and from Mid-May (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: March 13<sup>th</sup>  
Documents required by: March 27<sup>th</sup>  
**Spring Semester:**  
Nomination deadline: October 15<sup>th</sup>  
Documents required by: October 22<sup>nd</sup> |
| Duration of Exchange | Fall: end of August/September to end of December  
Spring: January to end of March/April  
**Exact date will vary depending of the chosen study programme** |
| Language Proficiency for admission at BSB | Good command of **English or French.**  
**English:** Semester: **IELTS 6.0,** TOEIC 750, IBT TOEFL 80, Duolingo 105 or CEFR B1  
**Double Degree:** **IELTS 6.5,** TOEIC 785, IBT TOEFL 90, or Duolingo 110  
**French:** Equivalent to a minimum of **TCF 4** or CEFR **B2**  
**Double Degree: Please refer to our agreement** |
| 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 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. CV & Cover letters for MSc applicants  

* The following documents are required for your stay in France (not for your application):  
7. Compulsory health Insurance (see sections V for details on each profile)  
   * For students from European Institutions: Copy of European Health Insurance Card  
   * For students from Non-European Institutions: Please see section V.  
8. Copy of birth certificate translated into French: mandatory for all students who wish to apply for housing benefit from the French state (CAF), and can also be required for French Administration procedures.  
9. Copy of your visa once it’s granted by the French consulate (if applicable).
## IV. COURSES

<table>
<thead>
<tr>
<th>Level of study</th>
<th>It is not possible to mix courses from different Programmes /Years /Languages.</th>
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</thead>
<tbody>
<tr>
<td>Language and Culture courses</td>
<td>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.</td>
</tr>
<tr>
<td>Academic Regulations &amp; Transcripts</td>
<td>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 students enrolled on the Fall semester and at the end of June for students enrolled on the Spring semester.</td>
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## V. IMPORTANT INFORMATION

### Accommodation

BSB has its own accommodation platform ([http://housing.bsb-education.com](http://housing.bsb-education.com)), where students will find offers. Students will have to create an account with a specific login that will be sent upon admission at BSB.

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

**Important:** Please note that due to a lack of enough student housing in France, we cannot guarantee a particular type of accommodation. General information about accommodation can be found at [https://international-bsb-education.com/preparing-for-your-stay/?lang=en#tab-beforedeparture](https://international-bsb-education.com/preparing-for-your-stay/?lang=en#tab-beforedeparture).

### Health coverage

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. Please note the EHIC does not cover repatriation costs.

**Non-European students:** MUST subscribe to the free French Health insurance system upon arrival; in addition, they can sign-up for top-up health insurance (mutuelle) for a better reimbursement of their medical expenses: [https://etudiant-etranger.ameli.fr/#/](https://etudiant-etranger.ameli.fr/#/)

**Highly recommended:** private health insurance to cover you for the first 2 months, and insurance covering you for repatriation during your whole stay.

A workshop is organized during each orientation session to explain step by step how to apply to the French Health Insurance system.

### Other compulsory insurances

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

* **Civil liability insurance** "responsabilité civile" *(it may be included in the traveling insurance)*

* **French housing insurance** “assurance multirisques habitation” covering at least water & fire damage. 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, Caisse d'Allocations Familiales) under certain conditions and according to the type of Visa they have.

Please note that students might need to open a French bank account before applying to the 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).

### Cost of Living estimation

<table>
<thead>
<tr>
<th></th>
<th>Average cost (€/month)*</th>
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<tbody>
<tr>
<td></td>
<td>Dijon</td>
</tr>
<tr>
<td>Accommodation</td>
<td>500</td>
</tr>
<tr>
<td>Meals</td>
<td>150</td>
</tr>
<tr>
<td>Phone</td>
<td>30</td>
</tr>
<tr>
<td>Transportation</td>
<td>30</td>
</tr>
<tr>
<td>Academic supplies, Personal expenses, Healthcare expenses</td>
<td>90</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>800</strong></td>
</tr>
</tbody>
</table>

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

**Additional Costs**

- **Visa validation: Compulsory** - Long stay visa holders will have to register to the French Office of Immigration and Integration (OFII) during the first three months of their arrival in France and pay a tax fee to process their visa: https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/

- **Student union fee (applicable to all BSB students): not compulsory.** This fee gives international students access to reduced rates for Students Associations activities. Payment should be done upon arrival.

| Students staying one semester | € 60   |
| Students staying the full year | € 110  |

### VI. PREPARING YOUR ARRIVAL

**Orientation Sessions**

**COMPULSORY** orientation sessions are organized before the beginning of classes to help students to settle in France: administrative workshops, visa validation support, accommodation matters and opening a bank account.

During these sessions, exchange students will meet with "Melting Potes", the BSB international students’ association. This association is also in charge of the buddy system. Students are invited to get in touch with them if they wish to have a buddy.

**Arrival information and Pick-up Service**

All students will receive a questionnaire to confirm their arrival information.

**SUBJECT TO CHANGE ACCORDING TO THE SITUATION**

A free pick-up service at Dijon train station may be provided on specific dates which will be released on due time for each term: Fall & spring (subject to cancellation in case of health restriction linked to COVID19)