



LEAD FOR CHANGE



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	https://www.bsb-education.com/?L=1
Video	https://www.youtube.com/watch?v=6JnYeuScwYY&feature=youtu.be Join us on Facebook : BurgundySB

II. CONTACTS

Incoming students	Mrs Sarah GROSJEAN – Assistant – <u>Tel</u> : (+33) 380 725 975 – sarah.grosjean@bsb-education.com Mrs Evelyne FONTERAY – Assistant – <u>Tel</u> : (+33) 380 725 975 – evelyne.fonteray@bsb-education.com
Outgoing students	Ms Amandine FEUILLET – Assistant – <u>Tel</u> : +33 380 725 985 – amandine.feuillet@bsb-education.com Ms Fanny BARBIER – Assistant – <u>Tel</u> : +33 380 725 985 – fanny.barbier@bsb-education.com
Short-term programmes	Ms Nathalie CUREAU-PILLET – International Relations Manager – <u>Tel</u> : +33 380 725 979 – Nathalie.cureau-pillet@bsb-education.com https://www.bsb-education.com/en/programmes/short-term-programmes.html

III. APPLICATION

Application Procedure	<ul style="list-style-type: none">- Partners must send to sarah.grosjean@bsb-education.com the complete names of nominated students as well as their e-mail addresses and their status (exchange or double degree students), in October for Spring semester and in April for Fall semester.- Then, nominated students will receive by e-mail the needed information so that they can complete their online application file on our platform.- 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. <p>Admission documents needed for the visa application (if applicable) will be sent to the Home University once we have received all the required documents.</p>		
Application Deadlines	<table><tr><td>Fall Semester Nomination deadline: 20th April Documents required by: 4th May</td><td>Spring Semester Nomination deadline: 26th October Documents required by : 9th November</td></tr></table>	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
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Duration of Exchange	1 semester or 1 academic year
Language Proficiency	<p>Good command of English or French.</p> <p>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.</p> <p>French: Equivalent to a minimum of TCF 4 or CEFR B2</p>
Required Documents for Application	<ol style="list-style-type: none"> 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	<p>Programmes open to Exchange Students</p> <p>It is not possible to mix courses from different Programmes /Years /Languages. Please check the language requirements and level of study offered at https://www.bsb-education.com/en/international/international-student/international-student/students-from-partner-institutions/level-of-study.html</p>
Course catalogues and online registration	<p>https://www.bsb-education.com/en/international/international-student/international-student/students-from-partner-institutions/course-catalogues-and-online-registration.html</p>
Language and Culture courses	<p>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.</p>
Academic Regulations & Transcripts	<p>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.</p> <p>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.</p>
Academic Calendar	<p>https://www.bsb-education.com/fileadmin/user_upload/international/pdf/Academic_calendar_2018-19.pdf</p>

V. IMPORTANT INFORMATION

Accommodation	<p>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.</p> <p><u>Dijon campus:</u> 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.</p> <p><u>Lyon campus:</u> All offers are listed on the platform, should exchange students have questions, they can contact Ms. Celina FASANO CAMARA (celina.fasano-camara@bsb-education.com)</p> <p>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 https://www.bsb-education.com/en/international/international-student/prepare-your-stay/accommodation.html</p>
Insurance Policy	<p>It is compulsory for all students living in France to subscribe to:</p> <ul style="list-style-type: none">* Personal liability insurance "<i>responsabilité civile</i>"* Insurance policy for your accommodation "<i>assurance habitation</i>" covering at least water damage and fire. This insurance is required within the first week of the accommodation contract. <p>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.</p>
Housing Benefit	<p>Exchange students can apply for housing benefit from the French government (CAF, for <i>Caisse d'Allocations Familiales</i>) under certain conditions (to be confirmed during the orientation week as they are subject to change).</p> <p>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).</p>
Health Insurance	<p>All students are required to have health insurance covering medical expenses for one semester or the full year.</p> <p>European students: will have to bring their European Health Insurance card and will then be exempted from registering to the French Student Health Insurance.</p> <p>Non-European students:</p> <ul style="list-style-type: none">a) Students staying only <u>one semester</u> (Exchange or Double-degree): will have to come with their private health insurance from their home country (depending on the visa they will get they might not be able to subscribe to the French Healthcare system, and it takes at least three months to be registered) ;b) Students staying for the <u>full academic year</u>: subscribing to the French Health insurance system upon arrival is compulsory, and free. <p>A workshop is organized during each orientation session to explain to you step by step how to apply to the French Health Insurance system, and more generally how the French Health system works;</p>

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	<ul style="list-style-type: none"> • 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 upon arrival. 				
	<table border="1"> <tbody> <tr> <td>Students staying one semester</td> <td>€ 60</td> </tr> <tr> <td>Students staying the full year</td> <td>€ 110</td> </tr> </tbody> </table>	Students staying one semester	€ 60	Students staying the full year	€ 110
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VI. PREPARING YOUR ARRIVAL

Orientation Sessions	<p>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.</p> <p>During these sessions, exchange students will meet with "Melting Potes", the BSB international students association.</p> <p>Dates are available in the academic calendar in Section IV.</p>
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Arrival information and Pick-up Service	<p>All students will receive a questionnaire to confirm their arrival information.</p> <p>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: https://www.bsb-education.com/en/international/international-student/prepare-your-stay/arriving-at-bsb.html#menu-interne</p>
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