



FACT SHEET EXCHANGE STUDENTS

2017 – 2018



**BURGUNDY
SCHOOL OF
BUSINESS**

DIJON - LYON - PARIS - BEAUNE

I. GENERAL INFORMATION

Name of the institution	BSB – BURGUNDY SCHOOL OF BUSINESS
Location	29 RUE SAMBIN, 21000 DIJON, FRANCE
International Fax number	+33 380 72 59 88
Erasmus code	FDIJON11
Dean	Dr Stéphane BOURCIEU
Associate Dean at the International Office	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 (Assistant)	Ms Sarah CHEFIRAT Tel: +33 380 725 975 / Email: sarah.chefirat@bsb-education.com
Incoming students (Coordinator)	Ms Bérangère PERRET Tel: +33 380 725 911 / Email: berangere.perret@bsb-education.com
Outgoing students (Assistant)	Ms Amandine FEUILLET Tel: +33 380 725 985 / Email: amandine.feuillet@bsb-education.com

III. APPLICATION

Application Procedure	<ul style="list-style-type: none"> - Partners must nominate students on the nomination form sent by email - 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 have the required 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	Fall Semester	Spring Semester
	Nomination deadline: 21 st April Documents required by: 5 th May	Nomination deadline: 27 th October Documents required by : 10 th November

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</p> <p>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) <ul style="list-style-type: none"> <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 Non-European students for the Health Insurance and all students who wish to apply for Housing benefits (CAF). 9. Copy of your visa once it's granted by the French consulate (if applicable).

IV. COURSES

Level of study	<p><u>Programmes open to Exchange Students</u></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 http://www.bsbu.eu/international/exchange-students/level-of-study/</p>
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	<p>According to Burgundy School of Business' academic regulations, 10 out of 20 is the pass grade and resit exams will be organised during the academic year following the exchange period.</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	http://www.bsbu.eu/international/exchange-students/academic-calendar-2

V. IMPORTANT INFORMATION

Accommodation	<p><u>Dijon campus:</u></p> <p>Accommodation options are available, prices are listed on our website.</p> <p>http://www.bsbu.eu/international/practical-informations/accommodation</p> <p>How to apply for accommodation:</p> <p>Exchange students will receive an email with the online accommodation form.</p> <p>Please note that due to a lack of sufficient student housing in Dijon, we cannot guarantee a particular type of accommodation. It is on a first-come first-served basis. Applications received after the deadline will still be processed but housing cannot be guaranteed.</p> <p><u>Lyon campus:</u></p> <p>We have a list of available accommodations in Lyon, please contact Ms Celina FASANO CAMARA (celina.fasanocamara@bsb-education.com)</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, <i>for Caisse d'Allocations Familiales</i>) under certain conditions (to be confirmed during the orientation week as they are subject to change).</p> <p>For more information : http://www.bsbu.eu/international/practical-informations/housing-support</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 the full 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 under 28 years old: Even if they have private health insurance, they will be required to register for French Student Health Insurance (217 Euros for the 2016/2017 academic year). The application form will be provided upon arrival by the International Office. This insurance starts on October 1st so students must bring their own insurance at least for their first month in France. IMPORTANT: this insurance does not cover medical repatriation.</p> <p>Non-European students over 28 years old: Are not entitled to the French Student Health Insurance and will have to be covered by an international health insurance or private insurance.</p>

Cost of Living estimation	Cost (€ / month)	Minimum	Average
	Food	100	100
	Telephone	30	30
	Accommodation	250	450
	Transport / Travel /Leisure	80	80
	Medical Care / Hygiene	20	20
	Books /Sports	20	20
	TOTAL	500	700

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 2016/2017) to OFII in France. 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. 	
	Students staying one semester	€ 50
	Students staying the full year	€ 100

VI. PREPARING YOUR ARRIVAL

Orientation Week	<p>A COMPULSORY orientation week is organized before the beginning of classes in order to help students to settle into France: administrative workshops and support concerning visa, health insurance, accommodation matters and opening a bank account.</p>
	<p>During the orientation week, 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>
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: http://www.bsbu.eu/international/practical-informations/pick-up-service-and-induction-week/ </p>