

**FACT SHEET**

**EXCHANGE  
STUDENTS  
2020-2021**

**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	Ms Claudia SAMPEL
International Web site	<a href="https://www.bsb-education.com/en/international/international-student/why-study-in-france.html">https://www.bsb-education.com/en/international/international-student/why-study-in-france.html</a>
Video	<b>Video:</b> <a href="https://youtu.be/5KoWGBUwCBI">https://youtu.be/5KoWGBUwCBI</a> <b>Join us on Facebook:</b> <a href="https://www.facebook.com/groups/229203531623607/">https://www.facebook.com/groups/229203531623607/</a> <a href="https://www.facebook.com/groups/102775370320301/">https://www.facebook.com/groups/102775370320301/</a>

## II. CONTACTS

Incoming students Tel: (+33) 380 725 975	Mrs Sylvie BAUGUIL – Assistant <a href="mailto:bsb.international@bsb-education.com">bsb.international@bsb-education.com</a> (exchange students) Mrs Evelyne FONTERAY – Assistant <a href="mailto:bsb.international@bsb-education.com">bsb.international@bsb-education.com</a> (degree-seeking students)
Outgoing students Tel: +33 380 725 985	Ms Héloïse PATELA – Assistant – <a href="mailto:heloise.patela@bsb-education.com">heloise.patela@bsb-education.com</a> (Erasmus Area) Ms Fanny BARBIER – Assistant – <a href="mailto:fanny.barbier@bsb-education.com">fanny.barbier@bsb-education.com</a> (Non-Erasmus Area)
Short-term programmes	Ms Nathalie CUREAU-PILLET – International Relations Manager – Tel. +33 380 725 979 <a href="mailto:Nathalie.cureau-pillet@bsb-education.com">Nathalie.cureau-pillet@bsb-education.com</a> <a href="https://www.bsb-education.com/en/programmes/short-term-programmes.html">https://www.bsb-education.com/en/programmes/short-term-programmes.html</a>

## III. APPLICATION

Application Procedure	<ul style="list-style-type: none"><li>- Partners have to fill in this online questionnaire <a href="http://webquest.fr/?m=82243_bsb-exchange-students-nominations---fall-semester-2020">http://webquest.fr/?m=82243_bsb-exchange-students-nominations---fall-semester-2020</a> , in March for Fall semester AND in October for Spring semester.</li><li>- Then, nominated students will receive an e-mail with the information to complete their online application file on our platform.</li><li>- From Mid- November (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. <b>Admission documents needed for the visa application (if applicable) will be sent to the Home University once we have received all the required documents.</b></li></ul>
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<b>Application Deadlines</b>	<b>Fall Semester</b> <b>Nomination deadline: March 13<sup>th</sup></b> <b>Documents required by: March 27<sup>th</sup></b>	<b>Spring Semester</b> <b>Nomination deadline: Mid-October</b> <b>Documents required by: beginning of November</b>
<b>Duration of Exchange</b>	1 semester or 1 academic year	
<b>Language Proficiency for admission at BSB</b>	<p>Good command of <b>English or French</b>.</p> <p><b>English: Semester:</b> Equivalent to a minimum of <b>IELTS 6.0</b>, TOEIC 750, IBT TOEFL 80 or CEFR B1</p> <p><b>Double Degree:</b> Equivalent to a minimum of <b>IELTS 6.5</b>, TOEIC 785, IBT TOEFL 90 or CEFR B2</p> <p><b>French:</b> Equivalent to a minimum of TCF 4 or CEFR B2</p> <p><b>** Double Degree: Please refer to your coordinator</b></p>	
<b>Required Documents for Application</b>	<ol style="list-style-type: none"> <li>1. Copy of passport / identity card.</li> <li>2. Official transcript of records in English from the Home University.</li> <li>3. List of current courses</li> <li>4. A certified copy of your degree translated into French or English (only for students who already hold a higher education degree).</li> <li>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.</li> </ol> <p><b>* The following documents are required for your stay in France (not for your application):</b></p> <ol style="list-style-type: none"> <li>6. Compulsory health Insurance (see sections V for details on each profile) <ul style="list-style-type: none"> <li><u>For European students:</u> Copy of European Health Insurance Card</li> <li><u>For Non-European students:</u> Please see section V.</li> </ul> </li> <li>7. 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.</li> <li>8. Copy of your visa once it's granted by the French consulate (if applicable).</li> </ol>	

## IV. COURSES

<b>Level of study</b>	It is not possible to mix courses from different Programmes /Years /Languages.
<b>Course catalogues and online registration</b>	<a href="https://www.bsb-education.com/en/international/international-student/international-student/students-from-partner-institutions/course-catalogues-and-online-registration.html">https://www.bsb-education.com/en/international/international-student/international-student/students-from-partner-institutions/course-catalogues-and-online-registration.html</a>
<b>Language and Culture courses</b>	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.
<b>Academic Regulations &amp; Transcripts</b>	<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><b>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.</b></p>

## V. IMPORTANT INFORMATION

<b>Accommodation</b>	<p><b>BSB has its own accommodation platform</b> (<a href="http://housing.bsb-education.com">http://housing.bsb-education.com</a>), where students 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 Relations Office still manages limited offers in public student residences or female students' 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 (<a href="http://housing.bsb-education.com">http://housing.bsb-education.com</a>), should exchange students have questions about the city &amp; campus location, they can contact Ms. Celina FASANO CAMARA (<a href="mailto:celina.fasano-camara@bsb-education.com">celina.fasano-camara@bsb-education.com</a>)</p> <p><b>Important:</b> 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 <a href="https://www.bsb-education.com/en/international/international-student/prepare-your-stay/accommodation.html">https://www.bsb-education.com/en/international/international-student/prepare-your-stay/accommodation.html</a></p>
<b>Health coverage</b>	<p><b>All students are required to have health insurance covering medical expenses for one semester or the full year.</b></p> <p><u>European students:</u> will have to bring their European Health Insurance card and will then be exempted from registering to the French Student Health Insurance. <b>Please note the EHIC does not cover repatriation costs.</b></p> <p><u>Non-European students:</u> you <b>MUST</b> subscribe to the <b>free</b> French Health insurance system upon arrival; in addition, you can sign-up for top-up health insurance( <i>mutuelle</i>) for a better reimbursement of your medical expense: <a href="https://etudiant-etranger.ameli.fr/#/">https://etudiant-etranger.ameli.fr/#/</a> - <b>Highly recommended:</b> private health insurance to cover you for the first 2 months, and insurance covering you for repatriation during your whole stay.</p> <p>A workshop is organized during each orientation session to explain step by step how to apply to the French Health Insurance system</p>
<b>Other compulsory insurances</b>	<p><b>It is compulsory for all students living in France to subscribe to:</b></p> <ul style="list-style-type: none"><li>* <b>Civil liability insurance</b> "<i>responsabilité civile</i>" (it <u>may</u> be included in the traveling insurance)</li><li>* <b>French housing insurance</b> "<i>assurance habitation</i>" covering at least water &amp; fire damage. This insurance is required within the first week of the accommodation contract.</li></ul> <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>
<b>Housing Benefit</b>	<p>Exchange students can apply for housing benefit from the French government (CAF, <i>Caisse d'Allocations Familiales</i>) under certain conditions and according to the type of Visa they have</p> <p>Please note that students might need to open a French bank account before applying to the CAF. <b>Students will also need to provide a copy of their birth certificate translated into French</b> (Please note that some languages are not available in France for official translation).</p>

Cost of Living estimation	<b>Average cost (€/month)*</b>	<b>Dijon</b>	<b>Lyon</b>
	<b>Accommodation</b>	500	600
	<b>Meals</b>	150	150
	<b>Phone</b>	30	30
	<b>Transportation</b>	30	30
	<b>Academic supplies, Personal expenses, Healthcare expenses</b>	90	90
	<b>TOTAL</b>	<b>800</b>	<b>900</b>

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

Additional Costs	<ul style="list-style-type: none"> <li>• <b>Visa validation: Compulsory</b> - 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</li> <li>• <b>Student union fee (applicable to all BSB students): not compulsory.</b> This fee gives international students access to reduced rates for Students Associations activities. Payment should be done upon arrival.</li> </ul>				
	<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><b>COMPULSORY</b> 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.</p> <p>During these sessions, exchange students will meet with "Melting Potes", the BSB international students' association.</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 Dijon train station will be provided on specific dates which will be released on due time for each term: Fall &amp; spring</p>
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