



**FACT SHEET
EXCHANGE STUDENTS**

2017 – 2018



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 Stephan 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 (Coordinators)	Ms Marie FRANCHEL Tel: +33 380 725 874 / Email: marie.franchel@bsb-education.com 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	<table><tr><td>Fall Semester</td><td>Spring Semester</td></tr></table>	Fall Semester	Spring Semester
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:</p> <ul style="list-style-type: none"> - For Bachelor in Marketing and Business, the Grande Ecole Programme: Introduction Year to Business and Management and the Master in Management Year 1: Equivalent to a minimum of IELTS 6.0 or TOEIC 750 or IBT TOEFL 80 or CEFR B1 - For MSc programmes or for the Master in Management Year 2: Equivalent to a minimum of IELTS 6.5 or TOEIC 800 or IBT TOEFL 90 or CEFR B2 <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. 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 staying one semester only:</u> Copy of certificate in English or in French from your insurance company stating that you are personally insured abroad. Please ensure you are covered during the totality of the semester in Dijon and that your insurance covers hospitalization, medical expenses and repatriation. When sending us evidence of your health insurance policy, please make sure that the student name + the end date of the policy + what the insurance is covering are clearly stated. <u>For Non-European students staying for the full academic year</u> : You will have to subscribe to the French Health insurance upon arrival in Dijon (information will be given during the induction week) 4. Curriculum vitae / résumé in French or English. 5. Copy of birth certificate (French, English or Spanish). 6. A certified copy of your degree translated into French or English (only for students who already hold a higher education degree). 7. 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. 	

IV. COURSES

Level of study	<p><u>Programmes open to Exchange Students</u></p> <p>NB: It is not possible to mix courses from different Programmes /Years /Languages. Please check programmes requirements at http://www.bsbu.eu/international/exchange-students/level-of-study/</p> <p>Bachelor in Marketing & Business:</p> <p>Third year of the Bachelor in Marketing & Business (taught in English, available in Fall/Spring/Full Year)</p>
-----------------------	--

	<p>Grande Ecole Programme:</p> <p>Introduction year to Business and Management (taught in English or in French, available in Fall/Spring/Full Year)</p> <p>Master in Management Level 1 (taught in English or in French, available in Fall/Spring/Full Year)</p> <p>Master in Management Level 2 (taught in English or in French, available in Fall only)</p> <p>For a complete <u>overview of the Master in Management Programme structure, click here</u></p> <p>Masters of Science</p> <p>MSc International Business Development</p> <p>MSc Global Marketing & Negotiation</p> <p>MSc Advanced Corporate Finance</p> <p>MSc Arts and Cultural Management</p> <p>MSc Wine Management (subject to approval by the head of programme)</p> <p>All programmes are taught in English and available in Fall, Spring* or Full Year for Double Degree students.</p> <p><i>*MSc Wine Management is available only during the fall for exchange students.</i></p>
<p>Course catalogues and online registration</p>	<p>http://www.bsbu.eu/international/exchange-students/application-pack/</p>
<p>Language of Instruction</p>	<p>English or French. It is not possible to study in both languages.</p>
<p>Language and Culture courses</p>	<p>French as a Foreign Language (Beginner, Intermediate, Advanced levels); French Culture and Society (taught in French or in English).</p>
<p>Academic Regulations</p>	<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>
<p>Academic Calendar</p>	<p>http://www.bsbu.eu/international/exchange-students/academic-calendar-2</p>

V. IMPORTANT INFORMATION

Accommodation	<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. This form must be filled in no later than November 17th for Spring semester and no later than May 12th for Fall semester.</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>
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 French bank when opening a bank account.</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. Note that some languages are not available in Dijon 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 (under 28 years old): 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) staying 1 semester only: will be exempted from registering to the French Student Health Insurance provided that they show an international health insurance certificate from their home country.</p> <p>Non-European students (under 28 years old) staying the full year: Even if they have private health insurance, they will be required to register for French Student Health Insurance e (215 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.</p> <p>European and 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	130
	Telephone	30	30
	Accommodation	250	450
	Transport / Travel /Leisure	130	150
	Medical Care / Hygiene	20	20
	Books /Sports	20	20
	TOTAL	550	800

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 (58€ in 2015/2016) to OFII in Dijon. • 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"> <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
	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 Dijon: 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 and their intention to participate or not to the pick-up service.</p> <p>A free pick-up service from Dijon 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>
---	--