

**FACT SHEET
EXCHANGE STUDENTS
2021-2022**



I. GENERAL INFORMATION

Name of the institution	BSB – BURGUNDY SCHOOL OF BUSINESS
Location	29 RUE SAMBIN, 21000 DIJON, France and 42, Cours Suchet, 69002 Lyon, 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 claudia.sampel@bsb-education.com , +33 380 725 967
International Web site	https://international.bsb-education.com/etudier-a-bsb-2/?lang=en#tab-iamlookingforanexchangeprogramme
Video – Facebook	Video: https://youtu.be/5KoWGBUwCBI Join us on Facebook: https://www.facebook.com/groups/102775370320301/ 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
International Relations Managers	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
Short-term programmes Tel: (+33) 380 725 853	Mr Santiago BETANCUR RAMIREZ – International Relations Manager programmes.courts@bsb-education.com https://international.bsb-education.com/etudier-a-bsb-2/?lang=en#tab-iamlookingforashorttermprogramme

III. APPLICATION

Application Procedure	<ul style="list-style-type: none"> - 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 13th Documents required by: March 27th	Spring Semester: Nomination deadline: October 15th Documents required by: October 22nd
Duration of Exchange	1 semester or 1 academic year Fall: end of August/September to end of December Spring: January to end of March/April <i>Exact date will vary depending of the chosen study programme</i>	
Language Proficiency for admission at BSB	<p>Good command of English or French.</p> <p>English: Semester: <u>IELTS 6.0</u>, TOEIC 750, IBT TOEFL 80, Duolingo 105 or CEFR B1</p> <p>Double Degree: <u>IELTS 6.5</u>, TOEIC 785, IBT TOEFL 90, or Duolingo 110</p> <p>French: Equivalent to a minimum of TCF 4 or CEFR B2</p> <p>** Double Degree: Please refer to our agreement</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 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 <p>* The following documents are required for your stay in France (not for your application):</p> <ol style="list-style-type: none"> 7. Compulsory health Insurance (see sections V for details on each profile) <u>For students from European Institutions:</u> Copy of European Health Insurance Card <u>For students from Non-European Institutions:</u> 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

Level of study	It is not possible to mix courses from different Programmes /Years /Languages.
Course catalogues and online registration	https://international.bsb-education.com/etudier-a-bsb/tous-nos-catalogues-spring-semester/?lang=en
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. 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 students enrolled on the Fall semester and at the end of June for students enrolled on the Spring semester.</p>

V. IMPORTANT INFORMATION

Accommodation	<p>BSB has its own accommodation platform (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.</p> <p><u>Dijon campus:</u> 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.</p> <p>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</p>
Health coverage	<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. Please note the EHIC does not cover repatriation costs.</p> <p>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(<i>mutuelle</i>) for a better reimbursement of their medical expenses: https://etudiant-etranger.ameli.fr/#/</p> <p>Highly recommended: 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>
Other compulsory insurances	<p>It is compulsory for all students living in France to subscribe to:</p> <ul style="list-style-type: none">* Civil liability insurance "<i>responsabilité civile</i>" (it <u>may</u> be included in the traveling insurance)* French housing insurance "<i>assurance multirisques habitation</i>" 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

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

**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)

