



Fact Sheet Exchange Students

2015-2016

I. General Information

Name of the institution	BURGUNDY SCHOOL OF BUSINESS / GROUPE ESC DIJON BOURGOGNE
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

II. Contacts

Incoming students (Assistant)	Ms Sanaa LEFDU Tel : +33 380 72 5975 / Email : sanaa.lefdou@escdijon.eu
Incoming students (Manager)	Ms Marie FRANCHEL : Tel : +33 380 72 58 74 / Email : marie.franchel@escdijon.eu
Outgoing students (Assistant)	Mrs. Elisabeth SAOU-TRUCHET Tel : +33 380 72 59 85 / Email : elisabeth.saou-truchet@escdijon.eu

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 sanaa.lefdou@escdijon.eu- From the beginning of December (Spring semester) and from mid-June (Fall) students will receive an email with the link to online course registration. Students must have the required prerequisites and the Home University must approve the choice of courses and number of credits Admission documents needed for the visa registration will be sent to the Home University on time once we have received all the required documents	
Application Deadlines	Fall Semester (1st) Nomination deadline: 15 th April Documents required by: 30 th April	Spring Semester (2nd) Nomination deadline: 31 st October Documents required by : 10 th November
Duration of Exchange	1 semester or 1 academic year	
Language Proficiency	Good knowledge of English or of French (Equivalent to a minimum of IELTS 6.0 or TOEIC 750 or IBT TOEFL 80 /TCF 4)	

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. <u>For European students</u> : Copy of European Health Insurance Card <p><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</p> <p>Please ensure you are covered until the totality of the semester in Dijon and that your insurance covers hospitalization, medical expenses and repatriation.</p> <p>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</p> <p><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)</p> <ol style="list-style-type: none"> 4. Curriculum vitae / résumé in French or English 5. Copy of birth certificate (only for non-European students staying for the full academic year) 6. A certified copy of your degree translated into French or English (only for students who have obtained a degree) 7. Proof of command of the English language for students wishing to study in English (only for non-English native students) : IELTS 6.0 or TOEIC 750 or IBT TOEFL 80 8. Proof of command of the French language for students wishing to study in French (only for non-French native students): TCF 4
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IV. Courses

Language of Instruction	English or French.
Language and Culture courses	French as a Foreign Language, French Culture and Society (taught in French or in English).
Academic Regulations	<p>According to Burgundy School of Business' academic regulations, 10 out of 20 is the pass grade and retake 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 Autumn 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

Induction week	<p>A COMPULSORY induction week is organized before the beginning of classes in order to help students to settle into Dijon: administrative workshops and help concerning visa, health insurance, accommodation matters and opening a bank account.</p> <p>Social events will be organized by the association for international students, "Melting Potes"</p>
Pick-up Service	<p>All students must fill in their arrival information on our website at the following link: www.bsbu.eu/international/practical-informations/pick-up-service-and-induction-week/</p> <p>The form is available from June for the Autumn and from December for the Spring</p> <p>A free pick-up service from Dijon train station will be provided on specific dates.</p>
Accommodation	<p>BSB does not have its own residence. However, the International Office can help you to find the best option either in residences or homestays. Accommodation options and prices are listed on our website.</p> <p>How to apply for accommodation :</p> <ul style="list-style-type: none">• <u>Step 1</u>: We suggest that all students have a look at the description of all residences we are working with at : http://www.bsbu.eu/international/practical-informations/accommodation/• <u>Step 2</u>: Fill in the online accommodation form no later than October 31st for Spring semester and no later than April 30th for Fall semester : http://www.bsbu.eu/international/practical-informations/accommodation/accommodation-form/• <u>Step 3</u>: Make a note of the "How to register" section corresponding to the selected accommodation• <u>Step 4</u>: Please make sure that you have clicked on SUBMIT to confirm your application <p>Please note that due to a lack of sufficient student housing in Dijon, we cannot guarantee a particular type of housing. Applications received after the deadline will still be processed but we cannot guarantee that housing will be found.</p>
Accommodation Expenses	Generally from € 350 to € 550 per month
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 covering at least water damage and fire. <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 (Caisse d'Allocations Familiales, CAF) under certain conditions (to be confirmed during the induction week as they are subject to change).</p> <p>For more information : http://www.bsbu.eu/international/practical-informations/housing-support/</p>

Health Insurance

All students are required to have health insurance from their home country covering medical repatriation for the full semester or the full year.

European students (under 28 years old): will have to bring their European Health Insurance card and will be then exempted from registering for French social security.

Non-European students (under 28 years old) staying 1 semester only: will be exempted from registering for French health insurance provided that they show an International Health insurance certificate from their home country

Non-European students (under 28 years old) staying for the full year: Even if they have private health insurance, they will be required to register for French health insurance (213 Euros for the 2014/2015 academic year). The application form will be provided upon arrival by the International office.

European and non-European students over 28 years old: Are not entitled to French student insurance and will have to be covered by an international health insurance or private insurance.

Cost of Living estimation

Cost (€ / month)	Minimum	Average
Food	100	150
Telephone	20	30
Accommodation	350	380
Transport / Travel /Leisure	100	200
Medical Care / Hygiene	20	20
Books /Sports	10	20
TOTAL	600	800

Additional costs

- **Visa (compulsory for all Non European students):** Once in Dijon, a fee of **58 €** (2014 amount) will be required for the validation of your long-term student visa.
- **Health insurance:** Non European Economic Area citizens under 28 years of age by October 1st, 2015 and staying for the full academic year will have to pay the annual fee of **€215** for the French Social Security (compulsory health insurance).
- **Student union Fee (for all students, European & Non European) :** Payment during the induction week :

Degree seeking students for 3 years	€ 280
Degree seeking students for 2 years	€ 190
Exchange and double degree students for 1 year	€ 100
Exchange students for 1 semester	€ 50

Video

<https://www.youtube.com/watch?v=TyvjTcAAnr0>

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