

Fact Sheet for Student Exchange Programme 2011-2012

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	<p>Miss Sanaa LEFDOU Office : Ground floor, Building E Tel : +33 380 72 5975 / Email : sanaa.lefdou@escdijon.eu</p>
Outgoing students	<p>Mrs. Elisabeth SAOU-TRUCHET Office : Ground Floor, Building E Tel : +33 380 72 59 85 / Email : elisabeth.saou-truchet@escdijon.eu</p>
International Mobility Manager	<p>Mrs. Victoria BINCZAK : International Mobility Manager Tel : +33 380 72 58 88 / Email : victoria.binczak@escdijon.eu</p>

III. Application

Application Procedure	<ul style="list-style-type: none"> - Partners must nominate students on the nomination form sent by email - Students will then be contacted by email with their login and passwords (Date of birth and email address communicated on the nomination form by their Home University) - Students can then apply on line and upload an ID photo (.jpg) - Required Documents for Application (below) must be sent by post or email to sanaa.lefdou@escdijon.eu - From mid November 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 <p>Admission documents needed for the visa registration will be sent to the Home University on time.</p>
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Required Documents for Application	<ul style="list-style-type: none"> - 1. Copy of passport / identity card - 2. Official transcript in English from the Home University (courses attended + grades) - 3. Copy of European Health Insurance Card (European students) or copy of certificate in English or in French from your insurance company stating that you are personally insured abroad (non European students staying one semester only) - 4. Curriculum vitae / résumé in French or English - 5. Completed Accommodation form http://www.bsbu.eu/download/en/accommodation_questionnaire_2011.pdf - 6. Copy of birth certificate (only for non European students staying for the full academic year) - 7. A certified copy of your degree translated into French or English (only for students who have obtained a degree)
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Application Deadlines	Fall Semester (1 st)	Spring Semester (2 nd)
	Nomination deadline: 15 th April Online Application deadline: 30 th April Online course registration deadline: TBA	Nomination deadline: 2 nd November Online Application deadline: 15 th November Online course registration deadline: 4 th December

Duration of Exchange	1 semester or 1 academic year
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Language Proficiency	Good knowledge of English or of French (Equivalent to a minimum of IELTS 6.0/ TCF 4)
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IV. Courses

Courses	<p><i>N.B. Students cannot mix courses from different programmes due to timetable constraints</i></p> <ul style="list-style-type: none"> ➤ <u>Introduction year to Business and Management</u> (Bachelor in Business) : <ul style="list-style-type: none"> ○ Open only to exchange students with <i>no prior knowledge</i> in Business and Management ○ Classes are taught in English or in French ○ Fall Semester / Spring Semester / Full year ➤ <u>First year of the Master in Management:</u> <ul style="list-style-type: none"> ○ Open to exchange students in 2nd or 3rd year of Bachelor in Management/Business ○ Wide choice of electives in the Spring/2nd semester ○ Classes are taught in English or in French ○ Fall Semester / Spring Semester / Full year ➤ <u>Second year of the Master in Management:</u> <ul style="list-style-type: none"> ○ Open to students holding a Bachelor's degree in Management, or equivalent. ○ Classes are taught in English or in French ○ Fall semester only. For those students who wish to spend one year, possibility to choose among the electives offered in the second semester of the first year of the Master in Management.
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Language of Instruction	English or French. Some electives in German and Spanish are offered during the Spring term.
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Language courses	French as a Foreign Language, French culture in society (taught in French or in English).
Full-time Workload	Burgundy School of Business uses the European Credit Transfer System (ECTS). Normal workload for a full time student is 30 ECTS credits per semester or 60 ECTS credits per academic year. Modules of the Master In Management programme are worth 4 ECTS credits. Modules of the Bachelor programme are 2 ECTS credits. French as foreign language and French culture and society are 5 ECTS credits
Academic Regulations	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. Please note that Transcripts 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.
Calendar	http://www.bsbu.eu/international/exchange-students/academic-calendar-2/

V. Important Information

Induction week	A COMPULSORY induction week is organised 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. Entertainment activities will be organised by the association for international students, "Melting Potes" Melting Potes' Website Melting Potes' Facebook
Pick-up Service	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/ A free pick-up service from Dijon train station will be provided on specific dates.
Accommodation	BSB does not have its own residence. However, the International office can help you to find the best option either in residencies or homestays. Accommodation options and prices can be found on bsbu.eu website. Students are requested to return the accommodation questionnaire (http://www.bsbu.eu/download/en/accommodation_questionnaire_2011.pdf) before May 15 th for the Autumn semester and October 30 th for the Spring semester. 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 be processed but we cannot guarantee that housing will be found. http://www.bsbu.eu/index.php?page=accomodation
Accommodation Expenses	Generally from 350 to 500 Euros per month
Insurance Policy	It is compulsory for all students living in France to subscribe to: <ul style="list-style-type: none"> - Personal liability insurance "<i>responsabilité civile</i>" - Insurance policy for your accommodation in France covering at least water damage and fire. 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>	<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>Website : www.caf.fr</p>																								
<p>Health Insurance</p>	<p>All students are required to have health insurance from their home country covering medical repatriation for the full semester or the full year.</p> <p><u>European students (under 28 years old)</u> : You will have to bring your European Health Insurance card and will be then exempted from registering for French social security.</p> <p><u>Non European students (under 28 years old) staying 1 semester only</u> : Your International Health insurance certificate from your home country will be accepted and exempt you from registering for French health insurance.</p> <p><u>Non European students (under 28 years old) staying for the full year</u> : Even if you have private health insurance, you will be required to register for French health insurance (203 Euros for the 2011/2012 academic year). The application form will be provided upon arrival by the International office.</p> <p><u>European and non European students over 28 years old</u> : You are not entitled to French student insurance. You have to be covered by your international health insurance or private insurance.</p>																								
<p>Cost of Living estimation</p>	<table border="1"> <thead> <tr> <th>(€ / month)</th> <th>Minimum</th> <th>Average</th> </tr> </thead> <tbody> <tr> <td>Food</td> <td>100</td> <td>150</td> </tr> <tr> <td>Telephone</td> <td>20</td> <td>30</td> </tr> <tr> <td>Accommodation</td> <td>300</td> <td>370</td> </tr> <tr> <td>Transport / Travel /Leisure</td> <td>100</td> <td>200</td> </tr> <tr> <td>Medical Care / Hygiene</td> <td>20</td> <td>20</td> </tr> <tr> <td>Books /Sports</td> <td>10</td> <td>20</td> </tr> <tr> <td>TOTAL</td> <td>550</td> <td>790</td> </tr> </tbody> </table>	(€ / month)	Minimum	Average	Food	100	150	Telephone	20	30	Accommodation	300	370	Transport / Travel /Leisure	100	200	Medical Care / Hygiene	20	20	Books /Sports	10	20	TOTAL	550	790
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<p>Additional costs</p>	<ul style="list-style-type: none"> • Visa (compulsory for all Non European students): Once in Dijon, a fee of 55 € (2010-2011 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, 2011 and <u>staying for the full academic year</u> will have to pay the annual fee of approximately 203 € for the French Social Security (compulsory health insurance). • Student union Fee (for all students, European & Non European) : Payment during the induction week : <table border="1"> <tbody> <tr> <td>Degree seeking students for 3 years</td> <td>255 €</td> </tr> <tr> <td>Degree seeking students for 2 years</td> <td>170 €</td> </tr> <tr> <td>Exchange students / double degree : for 1 year</td> <td>85 €</td> </tr> <tr> <td>Exchange students for 1 semester</td> <td>43 €</td> </tr> </tbody> </table>	Degree seeking students for 3 years	255 €	Degree seeking students for 2 years	170 €	Exchange students / double degree : for 1 year	85 €	Exchange students for 1 semester	43 €																
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