

FACT SHEET

**EXCHANGE
STUDENTS
2019-2020**

**LEAD
FOR
CHANGE**



**BURGUNDY
SCHOOL OF
BUSINESS**

I. GENERAL INFORMATION

Name of the institution	BSB – BURGUNDY SCHOOL OF BUSINESS
Location	29 RUE SAMBIN, 21000 DIJON, FRANCE
International Web site	https://www.bsb-education.com/en/international/international-student/why-study-in-france.html
Video	https://www.youtube.com/watch?v=6JnYeuScwYY&feature=youtu.be Join us on Facebook: BurgundySB

III. APPLICATION

Application Deadlines	Fall Semester	Spring Semester
	Documents required by: 7th April	Documents required by: 3rd November
Duration of Exchange	1 semester or 1 academic year	
Language Proficiency	Good command of English or French . English: Semester: Equivalent to a minimum of IELTS 6.0 , TOEIC 750, IBT TOEFL 80 or CEFR B1 Double Degree: Equivalent to a minimum of IELTS 6.5 , TOEIC 785, IBT TOEFL 90 or CEFR B2 French: Equivalent to a minimum of TCF 4 or CEFR B2	
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 courses4. A certified copy of your 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. Curriculum vitae / résumé in French or English.7. Compulsory health Insurance (see sections V for details on each profile) <u>For European students:</u> Copy of European Health Insurance Card <u>For Non-European students:</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://www.bsb-education.com/en/international/international-student/international-student/students-from-partner-institutions/course-catalogues-and-online-registration.html
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>
Academic Calendar	https://www.bsb-education.com/fileadmin/user_upload/international/pdf/Academic_calendar_2019-20.pdf

V. IMPORTANT INFORMATION

<p>Accommodation</p>	<p>BSB has its own accommodation platform, 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</p> <p>Important: 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 https://www.bsb-education.com/en/international/international-student/prepare-your-stay/accommodation.html</p>																					
<p>Insurance Policy</p>	<p>It is compulsory for all students living in France to subscribe to:</p> <ul style="list-style-type: none"> * Personal liability insurance "responsabilité civile" (it <u>may</u> be included in the traveling insurance) * Insurance policy for your accommodation "assurance habitation" covering at least water & fire damage. 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 bank when opening a bank account in France.</p>																					
<p>Health Insurance</p>	<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.</p> <p>Non-European students: Students will have to subscribe to the free French Health insurance system upon arrival.</p> <p>A workshop is organized during each orientation session to explain to you step by step how to apply to the French Health Insurance system, and more generally how the French Health system works.</p>																					
<p>Housing Benefit</p>	<p>Exchange students can apply for housing benefit from the French government (CAF, <i>Caisse d'Allocations Familiales</i>) under certain conditions (according to the type of Visa they have).</p> <p>Please note that students will 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).</p>																					
<p>Cost of Living estimation</p>	<table border="1" data-bbox="375 1646 1364 1948"> <thead> <tr> <th><i>Average cost (€/month)*</i></th> <th>Dijon</th> <th>Lyon</th> </tr> </thead> <tbody> <tr> <td>Accommodation</td> <td>500</td> <td>600</td> </tr> <tr> <td>Meals</td> <td>150</td> <td>150</td> </tr> <tr> <td>Phone</td> <td>30</td> <td>30</td> </tr> <tr> <td>Transportation</td> <td>30</td> <td>30</td> </tr> <tr> <td>Academic supplies, Personal expenses, Healthcare expenses</td> <td>90</td> <td>90</td> </tr> <tr> <td>TOTAL</td> <td>800</td> <td>900</td> </tr> </tbody> </table> <p><i>*Expenses are calculated for one person. Personal expenses may vary according to each student's lifestyle.</i></p>	<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
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Additional Costs

- **Visa validation:** if the visa mentions "CESEDA R311", the student will be required to pay an additional fee (60€ in 2018/2019) to OFII once in France. The procedure will be explained during orientation sessions.
- **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 in order to help students to settle into France: administrative workshops and support concerning visa, accommodation matters and opening a bank account.

During these sessions, exchange students will meet with "Melting Potes", the BSB international students' association.

Dates are available in the academic calendar in Section IV.

Arrival information and Pick-up Service

All students will receive a questionnaire to confirm their arrival information.

A free pick-up service at Dijon train station will be provided on specific dates:

- 06th January 2020
- 14th January 2020