



## FACT SHEET 2022/2023

### General Information

29 rue Sabin, 21000 DIJON, France (Dijon Campus)  
37 rue Saint-Romain, 690008 LYON, France (Lyon Campus)  
**Phone:** (+33) 380 725 900 – **Fax** (+33) 380 72 59 88  
**Dean and Director General:** Dr Stéphan BOURCIEU



**Dashboard Erasmus Name:** Esc Dijon Bourgogne  
**Erasmus Code:** FDIJON11



[International website](#)



[Facebook](#)



[Instagram: @bsb.international](#)



[Youtube](#)

### Nomination procedure

BSB will email an online questionnaire to the partners to be filled in before the deadline with the required information. Students must meet the courses prerequisites and the Home University must approve the choice of courses and number of credits before the registration.

**Deadlines for nomination:**  
**Autumn semester:** March 13<sup>th</sup>  
**Spring semester:** October 15<sup>th</sup>

### Application procedure

Nominated students will receive an e-mail to fill the application on our online platform & submit documents.

#### [Required documents for application](#)

**Deadlines for application:**  
**Autumn semester:** March 27<sup>th</sup>  
**Spring semester:** October 22<sup>nd</sup>

### Courses

We welcome students in Bachelor and Master programmes. Link to our [course catalogues](#). It is not possible to mix courses from different programmes/years/languages.

According to Burgundy School of Business' academic regulations, 10 out of 20 is the pass grade. Link to [BSB grading system](#).

Resit exams take place at the end of the academic year (April / May) for Bachelor students and the following academic year after the exchange period for Master students.

Please note that Transcripts of Records are sent to students in February for students enrolled on the Autumn semester and at the end of June for students enrolled on the Spring semester.

#### 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.

### Language Proficiency for admission at BSB

Good command of **English or French**.

**English: Non-degree seeking students:** IELTS 6.0, TOEIC 750, IBT TOEFL 80, Duolingo 105 or CEFR B1

**Degree seeking students:** IELTS 6.5, TOEIC 785, IBT TOEFL 90, Duolingo 110 or CEFR B2

**French:** Equivalent to a minimum of TCF 4 or CEFR B2  
Degree seeking students: Please refer to our agreement

### Duration of Exchange

1 semester or 1 academic year

**Autumn: end of August/September to end of December**  
**Spring: January to end of March/April/May.** Exact date will vary depending on the chosen study programme.



## Accommodation

BSB has its own accommodation platform (<http://housing.bsb-education.com>), where students will find housing offers in Dijon and Lyon. Students will have to create an account with a specific login that will be sent upon admission at BSB.

Dijon campus: BSB manages limited offers in public student residences (CROUS). Students will receive application instructions once admitted.

General information about accommodation can be found at: [Preparing for your stay](#)

## Health Insurance

All students are required to have health insurance covering medical expenses for one semester or the full year:

- **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 and hospitalization costs.**
- **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 ("*mutuelle*") for a better reimbursement of their medical expenses: <https://etudiant-etranger.ameli.fr/#/>

**Highly recommended:** private health insurance to cover you for the first 3 months, and insurance covering you for repatriation and hospitalization during your whole stay.

## Other Compulsory Insurances

It is compulsory for all students living in France to subscribe to:

- \* **Civil liability insurance** "*Assurance Responsabilité civile*" (it may be included in the traveling insurance)
- \* **French housing insurance** "*Assurance multirisques habitation*" 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

Average cost (€/month)*	Dijon	Lyon
Accommodation	500	600
Meals	150	150
Phone	30	30
Transportation	30	30
Academic supplies, personal expenses, healthcare	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 (fiscal stamp) to process their visa.

**Student union fee (applicable to all BSB students, not compulsory):** This fee gives students access to reduced rates for student clubs' activities. Payment should be done upon arrival (60€ for one semester, 110€ for the full year).

## Orientation Sessions and Arrival

**COMPULSORY** orientation sessions take place before the beginning of classes to help students to settle in France (administrative workshops, visa validation support, accommodation matters...).

During these sessions, exchange students will meet with our BSB international student clubs. Students are invited to get in touch with them for a better experience.

A free pick-up service at Dijon and Lyon train stations may be provided on specific dates which will be released in due time for each term.

\*Subject to availabilities



## Contact Information

### Associate Dean for International Relations

Ms. Claudia SAMPEL  
Email: [claudia.sampel@bsb-education.com](mailto:claudia.sampel@bsb-education.com)  
Phone: (+33) 380 725 967

### Short-term programmes:

Ms. Virginie BOURGOIN  
Email : [short.programs@bsb-education.com](mailto:short.programs@bsb-education.com)  
Phone: (+33) 380 725 853

### Special Needs Services:

Personal Development Department (“DAP: *Développement & Accompagnement personnel*”) offers a support to students with special needs and carries out activities to raise awareness and promote inclusive education.

Ms Justine GEOFFROY  
Email : [Justine.geoffroy@bsb-education.com](mailto:Justine.geoffroy@bsb-education.com)



### Incoming students

Ms. Evelyne FONTERAY and Ms. Charlotte LÉ  
Email: [bsb.international@bsb-education.com](mailto:bsb.international@bsb-education.com)  
Phone: (+33) 380 725 975

### Outgoing students

**Ms. Fatoumata BA** (Outgoing students Erasmus Area)  
Email: [Fatoumata.ba@bsb-education.com](mailto:Fatoumata.ba@bsb-education.com)  
Phone: (+33) 380 72 59 85

**Ms. Justine GEOFFROY** (Outgoing students Non-Erasmus Area)

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Phone: (+33) 380 191 214

### Partnerships/academic advising - International Relations Managers:

Ms. Victoria BINCZAK (UK, Ireland, Nordic, and Baltic countries)

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Ms. Nesrine YADANE GRANDEMANGE (Western and Eastern Europe, Turkey)

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Ms. Marie FRANCHÉL (Africa, Kazakhstan, Russia, Middle East, Asia, Oceania)

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Ms Bérangère PERRET (Americas – **Lyon Campus**)

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