



**BSB**  
BURGUNDY SCHOOL OF BUSINESS

**We believe  
in you<sup>TH</sup>**

# FACT SHEET 2024-2025



## General Information

Dijon Campus : 29 rue Sambin, 21000 DIJON, France

Lyon Campus : 37 rue Saint-Romain, 690008 LYON, France

**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:** F DIJON11



[International website](#)



[Facebook](#)



Instagram: @bsb.international



[Youtube](#)

## Nomination procedure

BSB will email to partners an access to our nomination platform to be filled in before the deadline. Students must meet the course prerequisites. The Home University must approve the choice of courses and number of credits before registration. Please ensure to check our latest "Join Us" leaflet for more information on programmes offered.

### Deadlines for nomination:

**Fall semester:** May 6<sup>th</sup>, 9am

**Spring semester:** October 21<sup>st</sup>, 9am

## Application procedure

Nominated students will receive an e-mail to apply and submit documents on our online platform.

### Deadlines for application:

**Fall semester:** May 20<sup>th</sup>, 9am

**Spring semester:** November 4<sup>th</sup>, 9am

### List of the documents required for the online application, translated into French or English:

1. **Copy of a valid passport/ Identity Card**
2. **ID photograph** (JPEG format – size not exceeding 200kb)
3. **Official transcript of records** from home University
4. **List of current courses**
5. Official copy of the **latest degree awarded** (if applicable)
6. **Proof of a good command of English or French:** please check the language requirements. \*Double-degree: please check our agreement
7. **MSc applicants only: Curriculum vitae + Cover letter** – selective online interviews may be organized prior to admission. Students must show a real interest in the requested programme and explain their personal interests and hobbies in line with the MSc programme.

## 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.**

Dates will vary depending on the chosen study programme. BSB's [Academic calendar](#) is available online and will be sent to students after the application procedure.

## Courses

We welcome students in Bachelor and Master programmes with a minimum of 2 years of studies. See 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. See [BSB grading system](#).

### Programmes open to students:


- **Pre Master:** students with 2 years of studies and without any knowledge in Business.
- **Bachelor 3 or Master 1:** undergraduate students must have at least 2 years of studies in business related subjects.
- **Master 2 or MSc:** students must have an undergraduate degree with a major in Business

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 students will have access to their transcripts of records in February for students enrolled on the Fall 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

### Non-degree seeking students:

- **Undergraduate students:**
  - **Bachelor:** IELTS 6.0, TOEIC 750, IBT TOEFL 80, Cambridge First Certificate + Business Vantage, CEFR B1 or Duolingo 85
  - **Pre Master /Master in Management year 1:** IELTS 6.0, TOEIC 750, IBT TOEFL 80, Cambridge First Certificate + Business Vantage, or CEFR B1
- **Postgraduate students:**
  - **Master in Management Year 2/MSc:** IELTS 6.5, TOEIC 785, IBT TOEFL 80, Cambridge First Certificate + Business Vantage, or CEFR B2

### Double-Degree/ Degree-seeking students:

- **Bachelor:** IELTS 6.0, TOEIC 750, IBT TOEFL 80, Cambridge First Certificate + Business Vantage, CEFR B1 or Duolingo 85
- **Master in Management year 1/ Master in Management Year 2/ MSc:** IELTS 6.5, TOEIC 785, IBT TOEFL 80, Cambridge First Certificate + Business Vantage, Bulats 74

### French:

- **Non-degree seeking students:** Equivalent to a minimum of TCF 4 or CEFR B2
- **Double-Degree/Degree-seeking students:** Please refer to our agreement

## Accommodation

BSB has its own [accommodation platform](#) where students will find housing offers in Dijon and Lyon. They 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.

## 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.

**Highly recommended:** private health insurance to cover you on arrival, for the first 3 months, especially 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 benefits 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 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           | €400-€700  | €600-€900   |
| Food                    | €200-€300  | €200-€300   |
| Other expenses          | €200       | €200        |
| TOTAL                   | €800-€1200 | €1000-€1400 |

\*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 around €50) 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).

## Inductions days and Arrival

**COMPULSORY** induction days 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. This service is subject to the availability of our student clubs.

More information at:

- [meltingpotes@bsb-education.com](mailto:meltingpotes@bsb-education.com) (Dijon campus)
- [lyonboard@bsb-education.com](mailto:lyonboard@bsb-education.com) (Lyon campus)



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## 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. Dominika MICHOT

Email: [short.programs@bsb-education.com](mailto:short.programs@bsb-education.com)

Phone: (+33) 380 725 853

### Partnerships/academic advising

#### - International Relations Managers:

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

Email: [victoria.binczak@bsb-education.com](mailto:victoria.binczak@bsb-education.com)

Phone: (+33) 380 725 888

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

Email: [nesrine.yadane-grandemange@bsb-education.com](mailto:nesrine.yadane-grandemange@bsb-education.com)

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

Email : [marie.franchel@bsb-education.com](mailto:marie.franchel@bsb-education.com)

Phone: (+33) 380 725 874

Ms Bérangère PERRET (Americas – Lyon Campus)

Email: [berangere.perret@bsb-education.com](mailto:berangere.perret@bsb-education.com)

Phone: (+33) 380 725 911

### Incoming students

Ms. Julie NORONHA and Ms. Charlotte LÊ

Email: [bsb.international@bsb-education.com](mailto:bsb.international@bsb-education.com)

Phone: (+33) 380 725 975

### Outgoing students

Ms. Emilie NORONHA (Outgoing students - European countries)

Email: [erasmus@bsb-education.com](mailto:erasmus@bsb-education.com)

Phone: (+33) 380 72 59 85

Ms. Orane STERI (Outgoing students - non-European countries)

Email : [outgoing@bsb-education.com](mailto:outgoing@bsb-education.com)

Phone: (+33) 380 191 214

### Erasmus OLA contacts:

**Contact person:** Ms. Charlotte LÊ

Email: [bsb.international@bsb-education.com](mailto:bsb.international@bsb-education.com)

**Responsible person:** According to country - see Partnerships section

Ms. Victoria BINCZAK

Email: [victoria.binczak@bsb-education.com](mailto:victoria.binczak@bsb-education.com)

Phone: (+33) 380 725 888

Ms. Nesrine YADANE GRANDEMANGE

Email: [nesrine.yadane-grandemange@bsb-education.com](mailto:nesrine.yadane-grandemange@bsb-education.com)

Phone: (+33) 380 725 853

### Special Needs Services & Inclusion:

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

Ms. Orlane BALLORIN

Email: [orlane.ballorin@bsb-education.com](mailto:orlane.ballorin@bsb-education.com)

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