UNIVERSITÉ DE BOURGOGNE
INFORMATION SHEET : 2018-2019

| Full legal name of the institution | FR: Université de Bourgogne  
ENG: University of Burgundy |
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<td>ERASMUS code of the institution</td>
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| Website                           | FR: [http://www.u-bourgogne.fr](http://www.u-bourgogne.fr)  

INTERNATIONAL RELATIONS OFFICE

| Address                                    | Université de Bourgogne  
Pôle International  
Maison de l’Université  
Esplanade Erasme  
BP 27877 - 21078 DIJON cedex  
France |
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<tr>
<td>Phone</td>
<td>+ 33 3 80 39 50 17</td>
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<tr>
<td>General Email address</td>
<td><a href="mailto:international@u-bourgogne.fr">international@u-bourgogne.fr</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.u-bourgogne.fr/international.html">http://www.u-bourgogne.fr/international.html</a></td>
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| Head of International Office              | Bénédicte FORTIER  
Email: [benedicte.fortier@u-bourgogne.fr](mailto:benedicte.fortier@u-bourgogne.fr)  
Phone: + 33 3 80 39 35 68 |
| Institutional ECTS coordinator            | Bénédicte FORTIER  
[benedicte.fortier@u-bourgogne.fr](mailto:benedicte.fortier@u-bourgogne.fr) |
CONTACT FOR BILATERAL AGREEMENTS
Bernhard ALTHEIM, Head of Cooperation unit at International Office
Email: cooperation@u-bourgogne.fr
Phone: + 33 3 80 39 37 61
Web:
FR: http://www.u-bourgogne.fr/partenariats-internationaux-montage-de-projets.html
ENG: http://en.u-bourgogne.fr/about-ub/general-policy.html

CONTACT FOR INTERNATIONAL RESEARCHERS AND STAFF MOBILITY
Fabien GEORGE
Email: staff.researchers@u-bourgogne.fr
Phone: + 33 3 80 39 52 85
Website:
FR: http://recherche.u-bourgogne.fr/chercheurs-internationaux.html
ENG: http://en.u-bourgogne.fr/research/service-center-for-international-researchers.html

CONTACT FOR STUDENT MOBILITY REQUESTS
Julie CANOVAS, Head of Student mobility unit at International Office
Email: student.mobility@u-bourgogne.fr

<table>
<thead>
<tr>
<th></th>
<th>Nela JOURNAUX</th>
<th>Claudia SOFFIANTINI</th>
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<tr>
<td>Outgoing students</td>
<td>Email: <a href="mailto:exchange.outgoing.students@u-bourgogne.fr">exchange.outgoing.students@u-bourgogne.fr</a></td>
<td>Email: <a href="mailto:exchange.incoming.students@u-bourgogne.fr">exchange.incoming.students@u-bourgogne.fr</a></td>
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<td>Phone: + 33 3 80 39 55 16</td>
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<td>Incoming students</td>
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<td>Nomination instructions</td>
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<td><a href="mailto:exchange.incoming.students@u-bourgogne.fr">exchange.incoming.students@u-bourgogne.fr</a></td>
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<td>- field and level of study.</td>
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<td>Deadline for nominations</td>
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<td>- for 1st semester and full year students: April 30th, 2018,</td>
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<td>- for 2nd semester: October 30th, 2018.</td>
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## INFORMATION ABOUT APPLICATION PROCEDURE FOR EXCHANGE STUDENTS

| Website | FR: [http://ub-link.u-bourgogne.fr/etudiants-internationaux/venir-dans-le-cadre-d-une-convention-de-cooperation.html](http://ub-link.u-bourgogne.fr/etudiants-internationaux/venir-dans-le-cadre-d-une-convention-de-cooperation.html)  
ENG: [http://en.u-bourgogne.fr/admission/exchange-students.html](http://en.u-bourgogne.fr/admission/exchange-students.html) |
| Courses | French taught courses: [http://www.u-bourgogne.fr/formation.html](http://www.u-bourgogne.fr/formation.html)  
English taught courses: contact Claudia SOFFIANTINI who will put you in contact with your University of Burgundy coordinator who will tell you if English courses are available in your field of study. |
| Interviews of former students | [http://ub-link.u-bourgogne.fr/etudiants-internationaux/temoignages](http://ub-link.u-bourgogne.fr/etudiants-internationaux/temoignages) |
| Application forms | FR: [https://www.service4mobility.com/europe/BewerbungServlet?identifier=DIJON01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=fr](https://www.service4mobility.com/europe/BewerbungServlet?identifier=DIJON01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=fr)  
ENG: [https://www.service4mobility.com/europe/BewerbungServlet?identifier=DIJON01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=en](https://www.service4mobility.com/europe/BewerbungServlet?identifier=DIJON01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=en) |
| Application procedure | 1. Complete the online application form.  
2. Create your personal account.  
3. Upload the following documents directly to your personal electronic account:  
   - cover letter,  
   - resume,  
   - learning agreement signed by the student and the home university,  
   - copy of your official identity document (identity card, passport, driving licence...).  
Only the online application will be accepted - do not send us your documents by Email, post or fax. If you have any questions regarding the online application, please contact Claudia SOFFIANTINI at [exchange.incoming.students@u-bourgogne.fr](mailto:exchange.incoming.students@u-bourgogne.fr). |
| Language requirements | - **B2** level in French for French taught programmes.  
- **B2** level in English for English taught programmes.  
We do not require any documents to prove your language level but if you have language certificate please join it to your application file. |
| Application deadlines | For 1<sup>st</sup> semester and full year students: **May 15**<sup>th</sup>, 2018.  
For 2<sup>nd</sup> semester students: **November 15**<sup>th</sup>, 2018. |
| Accommodation | You will be able to reserve a room through the online application form. |
| Documents requested upon arrival | 2 passport photos  
Copy of your piece of identification (example: Passport, ID card)  
Admission letter for exchange programme sent by the University of Burgundy  
Copy of your student card or of your certificate of enrolment at your home university  
Learning Agreement signed by home institution  
Copy of a French civil liability insurance certificate. To be taken at a French bank or a French insurance operator before the enrolment session.  
Price: around 20 euros. If your European university provides you with a civil liability insurance, please present an insurance certificate or a detailed receipt of your registration fees including the reference to “liability insurance”. If your US university covers such liability insurance costs, please notify this information at the moment of the registration. If you have any doubt about it, please ask the international relations office of your home university for information before the registration at the University of Burgundy. If you have already been enrolled at a French high education institution in the past: please attach a copy of former student card or certificate of registration  
Are concerned only students who DO NOT HAVE citizenship of the European Union, the European Economic Area or the Swiss Confederation: one copy of your passport with D-visa or long stay visa with the "Étudiant" (student) mention  
Are concerned only students who are required to obtain a visa or a residence permit for their entry into French territory: proof of examination passed at the Antituberculosis Control Center and Departmental Vaccination Center upon their arrival in France (more information at our website indicated here above). |