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UNIVERSITÉ DE BOURGOGNE

INFORMATION SHEET : 2018-2019

Full legal name of the institution	FR: Université de Bourgogne ENG: University of Burgundy
ERASMUS code of the institution	F DIJON 01
Website	FR: http://www.u-bourgogne.fr ENG: http://en.u-bourgogne.fr/

INTERNATIONAL RELATIONS OFFICE	
Address	Université de Bourgogne Pôle International Maison de l'Université Esplanade Erasme BP 27877 - 21078 DIJON cedex France
Phone	+ 33 3 80 39 50 17
General Email address	international@u-bourgogne.fr
Website	http://www.u-bourgogne.fr/international.html
Head of International Office	Bénédicte FORTIER Email: benedicte.fortier@u-bourgogne.fr Phone: + 33 3 80 39 35 68
Institutional ECTS coordinator	Bénédicte FORTIER 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

Website:

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

Outgoing students

Nela JOURNAUX

Email: exchange.outgoing.students@u-bourgogne.fr

Phone: + 33 3 80 39 55 16

Incoming students

Claudia SOFFIANTINI

Email: exchange.incoming.students@u-bourgogne.fr

Phone: + 33 3 80 39 38 04

Nomination instructions for Partner University

Send by Email to:

exchange.incoming.students@u-bourgogne.fr the student's:

- name and surname
- Email address,
- date of birth,
- field and level of study.

Deadline for nominations :

- for 1st semester and full year students : April 30th, 2018,
- for 2nd semester : October 30th , 2018.

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 ENG: http://en.u-bourgogne.fr/admission/exchange-students.html
Courses	French-taught courses: 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.
Firsthand accounts from former students	http://ub-link.u-bourgogne.fr/etudiants-internationaux/temoignages
Application forms	FR : https://www.service4mobility.com/europe/BewerbungServlet?identifieur=DIJON01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=fr ENG: https://www.service4mobility.com/europe/BewerbungServlet?identifieur=DIJON01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=en
Application procedure	<ol style="list-style-type: none"> 1. Complete the online application form. 2. Create your personal account. 3. Upload the following documents directly to your personal electronic account: <ul style="list-style-type: none"> - cover letter, - resume, - learning agreement signed by the student and the home university, - copy of your official identity document (identity card, passport, driving licence...). <p>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.</p>
Language requirements	<ul style="list-style-type: none"> - B2 level in French for French-taught courses. - B2 level in English for English-taught courses. <p>We do not require any documents to prove your language level but if you have a language certificate please join it to your application file.</p>
Application deadlines	For 1 st semester and full year students: May 15th , 2018. For 2 nd semester students: November 15th , 2018.
Accommodation	You will be able to reserve a room through the online application form.
Documents requested upon arrival	<p>2 passport photos Copy of your piece of identification (example: Passport, ID card) Admission letter for an exchange programme at 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 mention this information during your registration. If you have any doubts about this, please ask the international relations office of your home university for information before registration at the University of Burgundy. If you have already been enrolled at a French higher education institution in the past: please attach a copy of a former student card or certificate of registration 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 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 Centre and Departmental Vaccination Centre upon their arrival in France (more information about this on our website indicated here above).</p>