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UNIVERSITÉ DE BOURGOGNE

INFORMATION SHEET : 2019-2020

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/international/parteneriats-internationaux-montage-de-projets>
 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://www.u-bourgogne.fr/chercheurs-internationaux/accueil-des-chercheurs-internationaux>
 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
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Incoming students	Anne TRACHEZ Email: exchange.incoming.students@u-bourgogne.fr Phone: + 33 3 80 39 38 04
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Nomination instructions for Partner University	<p>Send by Email to: exchange.incoming.students@u-bourgogne.fr the student's:</p> <ul style="list-style-type: none"> - name and surname - Email address, - date of birth, - field and level of study. <p>Deadline for nominations :</p> <ul style="list-style-type: none"> - for 1st semester and full year students : April 30th, 2019, - for 2nd semester : October 30th , 2019.
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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 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 Anne TRACHEZ 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"> - passport-size photo, - copy of your official identity document (passport or ID card), - CV - cover letter, - learning agreement signed by the student and the home university. <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 Anne TRACHEZ 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 , 2019. For 2 nd semester students: November 15th , 2019.
Accommodation	You will be able to reserve a room through the online application form.
Documents requested upon arrival	See Exchange students' website, "Administrative enrolment" section.