



Université de Bourgogne

Logo of Institution

Name of Institution

ANNEX TO THE ERASMUS + INTER-INSTITUTIONAL AGREEMENT with the University of Genoa

Key Action 1 – mobility for learners and staff – Higher education Student and Staff Mobility

1. Information about higher education institutions

1.1 Institutional details

Name of the Institution	Université de Bourgogne
Erasmus code	F DIJON01
Institution website	http://www.u-bourgogne.fr/
International Students webpage	http://www.u-bourgogne.fr/-Etudiants-internationaux-.html
Information for incoming students	
Course catalogue	http://ufr-lettres-philosophie.u-bourgogne.fr/

1.2 Main contacts

Institutional Coordinator	Bénédicte FORTIER
Contact details	

Other useful contacts	Administrative Contact: Nesrine Yadane Grandemange, Pôle International Université de Bourgogne BP 27877 - 21078 Dijon Cedex FRANCE Tel.: +33 380395017 E-mail: ri@u-bourgogne.fr Departmental Coordinator: M. Heilmann Eric.Heilmann@u-bourgogne.fr
------------------------------	--

2. Recommended language skills

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F DIJON 01		French		B2	C1

*Level according to Common European Framework of Reference for languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. Additional requirements

4. Calendar

4.1 Applications/information on nominated students must reach Université de Bourgogne by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F DIJON 01	May 15 th	November 15 th

4.2 Decision

After having received the paper application (printed online application) the letter of admission will be sent within a max. of 6 weeks.

4.3 Transcript of records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

5. Information

5.1 Grading system of the Institution

Website: http://www.u-bourgogne-formation.fr/IMG/pdf/referentiel_etudes_lmd.pdf

Students' performances are graded individually and not on a statistical basis.

In general, the University of Burgundy uses the grading system charted below.

ECTS GRADES	DISTINCTION	POINTS (out of 20)
A	Excellent (excellent)	>= 18
B	Très bien (very good)	>= 16 et < 18
C	Bien (good)	>= 14 et < 16

D	Assez bien (quite good)	>= 12 et < 14
E	Passable (sufficient)	>= 10 et < 12
F	Défaillant (fail)	<10

5.2 Visa

Université de Bourgogne will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F DIJON01	Incoming Student Office incoming-students.ri@u-bourgogne.fr Tel: +33 380 395516	http://www.u-bourgogne.fr/-Etudiants-internationaux-.html

5.3 Insurance

Université de Bourgogne will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The institution will inform mobile participants of cases in which insurance cover is not automatically provided.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F DIJON01	Incoming Student Office incoming-students.ri@u-bourgogne.fr Tel: +33 380 395516	http://www.u-bourgogne.fr/-Etudiants-internationaux-.html

5.4 Housing

Université de Bourgogne will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contacts and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F DIJON01	Incoming Student Office incoming-students.ri@u-bourgogne.fr Tel: +33 380 395516	http://www.u-bourgogne.fr/-Etudiants-internationaux-.html



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

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 COMMUNICATION REQUESTS

Daria PLANTAK

 Email: international@u-bourgogne.fr
CONTACT FOR STUDENT MOBILITY REQUESTS

 Julie CANOVAS, Head of *Student mobility unit* at International Office

 Email: student.mobility@u-bourgogne.fr

Incoming students	Claudia SOFFIANTINI Email: exchange.incoming.students@u-bourgogne.fr Phone: + 33 3 80 39 38 04
Outgoing students	Nela JOURNAUX Email: exchange.outgoing.students@u-bourgogne.fr Phone: + 33 3 80 39 55 16
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.
Interviews of former students	http://ub-link.u-bourgogne.fr/etudiants-internationaux/temoignages
Application forms	FR : https://www.service4mobility.com/europe/BewerbungServlet?identifiant=DIJON01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=fr ENG: https://www.service4mobility.com/europe/BewerbungServlet?identifiant=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.
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 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	- Acceptance letter sent by the University of Burgundy. - ECTS Learning Agreement signed by home institution. - Copy of student card from your home university. - Copy of Identity Document (copy of visa if necessary). - 2 photos. - EU, EEA and Swiss citizens must also provide us a copy of European Health Insurance Card (valid until: 30/09/2019) or a copy of private insurance for studies.