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](http://www.u-bourgogne.fr/partenariats-internationaux-montage-de-projets.html)  

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**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](http://recherche.u-bourgogne.fr/chercheurs-internationaux.html)  
ENG : [http://en.u-bourgogne.fr/research/service-center-for-international-researchers.html](http://en.u-bourgogne.fr/research/service-center-for-international-researchers.html)

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**CONTACT FOR COMMUNICATION REQUESTS**

Daria PLANTAK  
Email: international@u-bourgogne.fr

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**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](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](mailto:exchange.incoming.students@u-bourgogne.fr) 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** | - 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. |