

# Université Bourgogne Europe

*Burgundy, FRANCE*

## INFORMATION SHEET

**Full legal name of the institution:** Université Bourgogne Europe

**ERASMUS code of the institution:** F DIJON 01

**Website:** [www.ube.fr](http://www.ube.fr)

### INTERNATIONAL OFFICE

#### Address

Université Bourgogne Europe - pôle des Relations internationales

Maison de l'Université - Esplanade Erasme

BP 27877 - 21078 DIJON Cedex, FRANCE

[www.ube.fr/en/international-forthem/](http://www.ube.fr/en/international-forthem/)

#### Head of International Office / Institutional ECTS coordinator:

Dr. Bénédicte FORTIER: [benedicte.fortier@ube.fr](mailto:benedicte.fortier@ube.fr)

**Cooperation Unit:** [cooperation@ube.fr](mailto:cooperation@ube.fr)

#### Mobility Unit

- Incoming students: [exchange.incoming.students@ube.fr](mailto:exchange.incoming.students@ube.fr)
- Outgoing students: [exchange.outgoing.students@ube.fr](mailto:exchange.outgoing.students@ube.fr)
- International researchers and staff mobility: [staff.researchers@ube.fr](mailto:staff.researchers@ube.fr)

### Nomination procedure for partner universities

#### Required information about the student

- 1) Name and surname
- 2) Email address
- 3) Date of birth
- 4) Field of study
- 5) Level of study

**Transmission:** by email at [exchange.incoming.students@ube.fr](mailto:exchange.incoming.students@ube.fr).

#### Deadlines

- April 15<sup>th</sup> for the 1<sup>st</sup> semester
- October 30<sup>th</sup> for the 2<sup>nd</sup> semester

## Information for exchange students

### Application procedure

- 1) Complete the *Mobility-Online* application form.
- 2) Check your email box and create your personal online account using the link you received from *Mobility-Online*.
- 3) Upload all the required documents to your *Mobility-Online* account: passport-size photo, ID document (passport or ID card), CV, cover letter, *learning agreement* signed by your home university.

### Application period and deadlines

#### 1<sup>st</sup> semester

- From **mid-February to May 15<sup>th</sup>** for completing the *Mobility-Online* form and creating your personal online account.
- **May 30<sup>th</sup> at the latest** for uploading all the documents to your *Mobility-Online* account.

#### 2<sup>nd</sup> semester

- From **mid-September to November 15<sup>th</sup>** for completing the *Mobility-Online* form and creating your personal online account.
- **November 30<sup>th</sup> at the latest** for uploading all the documents to your *Mobility-Online* account.

### Language requirements

- **B2** level in French or in English (depending on the language of instruction of your preselected courses).
- 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.

### Housing solutions

- Room in a student residence on campus: apply through the *Mobility-Online* form.  
**Important to know:** this does not guarantee the booking of accommodation – our International Office will inform you if your room request has been accepted or not.
- **Studapart** platform: exclusive offers for our students with verified ads and secure payment.
- Other options: real estate rentals, private student residences, furnished rooms (useful links on our website).

**Find more information** (link to *Mobility-Online* form, course catalogue, academic calendar, administrative registration, health insurance, facilities on campus, Welcome Days etc.) on our website: [English](#) / [French](#).

**Contact** for exchange students: [exchange.incoming.students@ube.fr](mailto:exchange.incoming.students@ube.fr), +33 (0)3 80 39 38 04.