



Erasmus+

BOURSE ERASMUS 2024-2025

1. ERASMUS + Grant
 - 1.1 Rules
 - 1.2 Eligibility and awarding criteria
 - 1.3 Terms of payment
2. What documents do I need to provide?
 - 2.1 Before the start of my mobility
 - 2.2 As soon as I arrive
 - 2.3 At the end of my mobility
3. FAQ - Contacts

NE BELIEVE
IN YOU

1.1 Rules



1. Return all requested documents on time and take the necessary steps.
 - For the 80% as soon as possible after the arrival
 - For the 20% as soon as possible after the end of your semester
2. If you do not hand in the documents required to receive the 20% as soon as possible and we do not receive any reply from you, we may ask for a refund of the 80% already received
3. If you have already benefited from the Erasmus+ grant as part of an exchange during your current study cycle (International Manager Course) you should contact the International Relations Department to check your remaining entitlements.

DO NOT BELIEVE THAT YOU CAN WIN



1.2 Eligibility and award criteria



Erasmus+

Any student undertaking an Erasmus+ physical mobility is eligible for the Erasmus+ grant, regardless of nationality and financial situation.

Students undertaking a distance learning mobility from France are not eligible.

1.2 Eligibility and award criteria

Your grant is calculated automatically on the Erasmus Agency platform. This calculation considers the location of your mobility according to areas 1, 2 or 3 defined by Erasmus according to the cost of living in the country and the duration of your exchange which must be between 2 and 12 months.



United-Kingdom



Following Brexit, students going to the United Kingdom will be able to benefit from the Erasmus scholarship (See next slide)

Financial Supplements granted under conditions



Inclusion
250€ /month



Transport Eco-Responsible
50€ + 4 additional travel days
if relevant



Area 1
310€/month



Area 2
260€/month



Area 3
200€/month

Eligibility and award criteria

Destinations : UK and Hong Kong (China)

A new opportunity as of **2024/2025** to benefit from an Erasmus grant for those studying abroad in the UK or Hong Kong (China), with financing limited to **3 months for a semester (UK)** and **6 months for a Double Degree (UK or Hong Kong – China)**. **TO DEFINE**

Hong Kong (China)

Only Double Degree = 6 months : 1860€ / total **TO DEFINE**

Hong Kong Baptist University (MGE)



United Kingdom

Semester = 3 months : 930€ total **TO DEFINE**

Double Degree = 6 months : 1680€ total **TO DEFINE**



Area 1
310€/month
to define

NEVER BELIEVE
THAT YOU
CAN
DO
IT
ALL
AT
ONCE





Erasmus+

SUPPORT FOR INCLUSION

You can receive a supplement of €250 to the monthly amount of the Erasmus+ grant.

To qualify for inclusion support, you must meet one of the 5 criteria below and provide the required proof before the start of your mobility

Criteria for persons :

1. Disabled or long-term health condition (*ALD*)

2. Living in a municipality classified as Rural Regeneration Areas (*ZRR*)

[Zonage de politiques publiques | L'Observatoire des Territoires \(observatoire-des-territoires.gouv.fr\)](#)

3. Living at an address classified Priority Neighborhoods of the City

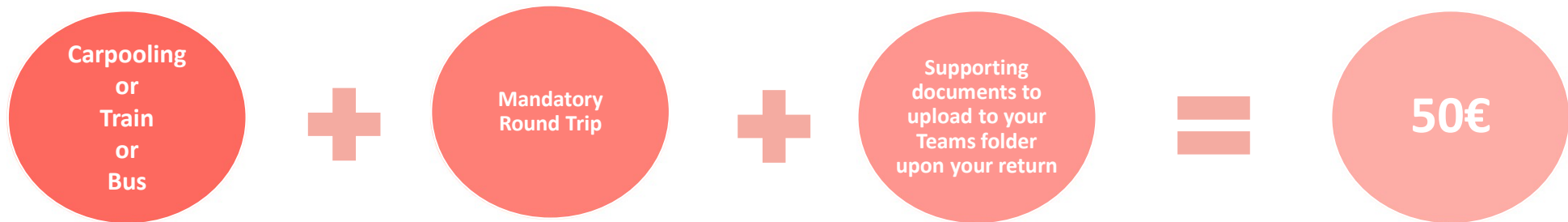
[Quartiers de la politique de la ville | Ministère de la Cohésion des territoires et des Relations avec les collectivités territoriales \(cohesion-territoires.gouv.fr\)](#) and for the identification of the neighborhoods concerned [SIG Politique de la Ville](#)

4. Already receiving higher Education CROUS grant (*levels 6 and 7*)

5. Belonging to a household whose CAF Family Quotient is less than or equal to €551.

Eco-responsible transport

If you opt for an eco-responsible transport, you will be able to receive an additional 50€ on your return, and a pick-up corresponding to the number of additional days incurred. You will have to provide the corresponding supporting documents at the end of your mobility.



+ daily allowances up to 4 days max. depending on the additional duration incurred



1.3 Terms of payment

The Erasmus scholarship is not a monthly allowance. You will receive your scholarship in 2 instalments. To do this, you will need to send us the following documents and complete the online formalities:

80 %
At your arrival

- Learning Agreement
- EHIC (CEAM)
- Supplementary insurance
- RIB
- Erasmus Mobility Contract
- EU Academy test
- Arrival certificate

20 %
On your return

- Certificate of attendance
- Erasmus participant report





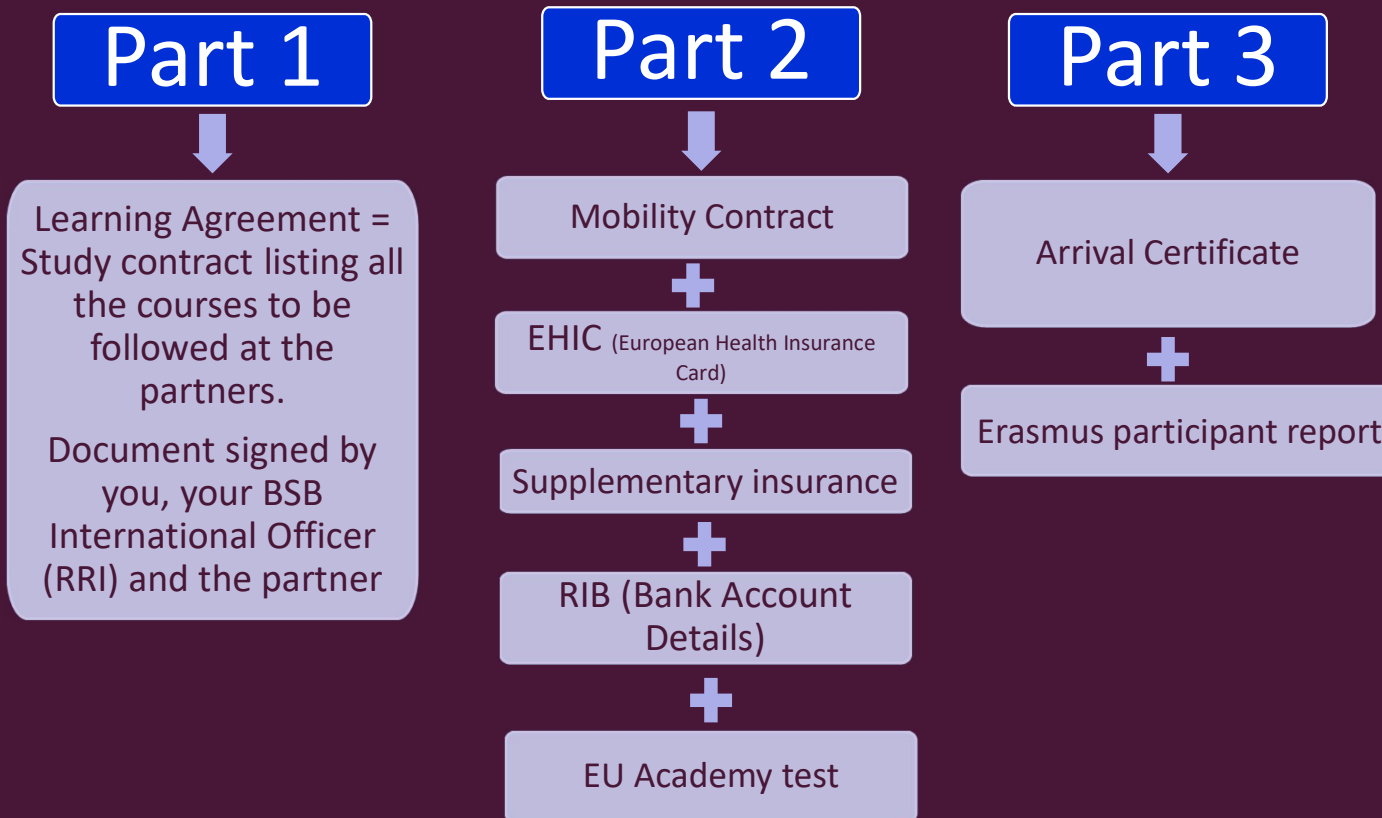
Erasmus+

BOURSE ERASMUS 2024 - 2025

2. What documents do I need to provide?
 - 2.1 Before the start of my mobility
 - 2.2 As soon as I arrive
 - 2.3 At the end of my mobility

2. What documents do I need to provide to get the 80%?

These documents will be placed in your personal file of the TEAMS group.



BE BELIEVE IN YOU

2.1 Before the start of my mobility : Learning Agreement

Learning Agreement format Word	Online Learning agreement (OLA)
<p>1. Complete the Excel course selection file available in teams and wait for the validation of your RRI (Victoria BINCZAK or Nesrine YADANE GRANDEMANGE)</p>	<p>1. Complete the Excel course selection file available in teams and wait for the validation of your RRI (Victoria BINCZAK or Nesrine YADANE GRANDEMANGE)</p>
<p>2. After validation of the courses, 2 cases are possible</p> <ul style="list-style-type: none"> • Either you must first enter the course choices on the partner's platform and then complete the learning agreement following the indications in slides 11, 12 & 13 and upload it on the partner's website after signature by you and your RRI • Or you must complete the learning agreement following the instructions in slides 11, 12 & 13 and send it by email to the partner after signature by you and your RRI 	<p>2. After validation of the courses, there are two possibilities:</p> <ul style="list-style-type: none"> • Either you have to create your OLA online following the instructions in the tutorial • Or you must first enter the course choices on the partner's platform and then create your OLA online following the instructions in the tutorial and upload it to the partner's site after signature by you and your RRI
<p>3. Submit your learning agreement once signed by the partner in your Teams name file, notify the Teams group when this is done</p>	<p>3. Deposit your OLA once signed by the partner in your Teams name file, notify in the Teams group</p>

2.1 Before the start of my mobility: Learning Agreement

This document is to be submitted in your nominative file of your Teams group.

General information/Informations générales

Student Etudiant	Last name(s) Nom (s)	First name(s) Prénom (s)	Date of birth Date de naissance	Nationality Nationalité	Gender Genre
	ESI Identifiant étudiant européen		Study cycle Cycle d'études	Field of education (ISCED) Domaine d'études (ISCED)	Field of education (clarification) Domaine d'études (précision)
				0410	Business Administration
Sending Institution Etablissement d'envoi	Name Nom	Faculty/Department Faculté/département	Erasmus code Code Erasmus	Country Pays	Administrative contact person name; email; phone Nom, e-mail et téléphone de la personne de contact sur le plan administratif
Receiving Institution Etablissement d'accueil	Name Nom	Faculty/Department Faculté/département	Erasmus code Code erasmus	Country Pays	Administrative contact person name; email; phone Nom, e-mail et téléphone de la personne de contact sur le plan administratif
<p>The level of language competence in _ _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: Le niveau de compétence linguistique en _ _____ [indiquer ici la langue principale d'enseignement] que l'étudiant possède ou s'engage à acquérir avant le début de la période de mobilité est :</p> <p>A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker / Locuteur natif <input type="checkbox"/></p>					

2.1 Before the start of my mobility: Learning Agreement

In this part you will indicate the courses you will follow at the partner university:

1. Component Code : Course or module code
2. Component Title : Title of the courses
3. Semester : Exchange semester (Autumn/Fall or Spring)
4. Number of ECTS : Number of ECTS awarded by the module
5. Total ECTS credits

Study Programme at the Receiving Institution
Programme d'études dans l'établissement d'accueil
Mobility type: Semester(s) / Type de mobilité : semestre(s)

Table A Tableau A	Component code (if any) Référence de la composante pédagogique (si existante)	Component title at the Receiving Institution (as indicated in the course catalogue) Intitulé de la composante pédagogique dans l'établissement d'accueil (tel qu'indiqué dans le catalogue de cours)	Semester [e.g. autumn/spring; term] Semestre [exemple : 1 ^{er} /2 ^{ème} ; trimestre]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion Nombre de crédits ECTS (ou équivalent) reconnus par l'établissement d'envoi après validation de la composante
				Total: ...
<small>Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information] Lien internet vers le catalogue de cours de l'établissement d'accueil sur lequel figurent les résultats d'apprentissage : [lien internet vers les informations pertinentes]</small>				

2.1 Before the start of my mobility: Learning Agreement

In this part you must indicate the number of ECTS credits that will be recognized by BSB and integrated in your curriculum.

- S5 BACH : 30 ECTS
- S3 MGE : 30 ECTS
- S4 MGE : 26 ECTS si césure / 30 ECTS sans césure
- S5 MGE : 28 ECTS
- S6 MGE : 18 ECTS

Recognition at the Sending Institution Reconnaissance dans l'établissement d'envoi Mobility type: Semester(s) Type de mobilité : semestre(s)

Table B Tableau B	Component code (if any) Référence de la composante pédagogique (si existante)	Component title at the Sending Institution (as indicated in the course catalogue) Intitulé de la composante pédagogique dans l'établissement d'envoi (tel qu'indiqué dans le catalogue de cours)	Semester [e.g. autumn/spring; term] Semestre [exemple : 1 ^{er} /2 ^{ème} ; trimestre]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution Nombre de crédits ECTS (ou équivalent) reconnus dans l'établissement d'envoi	Automatic recognition Reconnaissance automatique
		Mobility Window			Yes/oui <input checked="" type="checkbox"/> No/non <input type="checkbox"/>
				Total: ...	
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information] dispositions applicables si l'étudiant ne valide pas certaines composantes pédagogiques : [lien internet vers les informations pertinentes]					

To be completed by you with the correct number of ECTS credits

2.1 Before the start of my mobility: Mobility contract

This document is to be placed in your nominative file of the starting Teams group.

Contrat de Mobilité

- Check the pre-filled information
- Complete the parts highlighted in yellow
 - Read the general conditions
- Submit the document in Word or PDF format, do not print it, **the document must be completed electronically**

[first name and family name]

[nom et prénom]

Date of birth:

Date de naissance :

Address: [official address in full]

Adresse : [adresse officielle complète]

Phone:

Téléphone :

Email :

Bank account where the financial support should be paid:

Numéro de compte bancaire sur lequel l'aide financière sera versée :

Bank account holder (if different than participant):

Titulaire du compte (si différent du participant) :

Bank name / Nom de la banque :

Clearing/BIC/SWIFT number :

Account/IBAN number :

- Fill in your personal information: Name, First name, Date of birth, Address, Telephone, E-mail
- Bank account details

The parties referred to above have agreed to enter into this Agreement.

Les parties mentionnées ci-dessus sont convenues de conclure le présent accord.

The Agreement is composed of:

2.1 Before the start of my mobility: Mobility contract

This document is to be placed in your personal file of the starting TEAMS group.

mobility for traineeships/ erasmus+ mobility agreement for staff mobility for teaching/ erasmus+ mobility agreement for staff mobility for training]¹

Annexe 1 : Contrat pédagogique Erasmus+ pour la mobilité d'études des étudiants

The terms set out in the Terms and Conditions will take precedence over those set out in the annex.
Les conditions générales prévalent sur les annexes.

The participant receives (choose one) / Le participant est (cocher la case) :

- a financial support from Erasmus+ EU funds / allocataire de fonds européens Erasmus+
- a zero-grant / non-allocataire de fonds européens Erasmus+
- a partial financial support from Erasmus+ EU funds [not applicable to KA171 mobility] / partiellement allocataire de fonds européens Erasmus+ [non applicable pour l'AC171]

Total amount includes (delete non-applicable options) / L'allocation totale comprend

- Base amount for individual support for long-term physical mobility / Allocation de base pour la contribution aux frais de séjour des mobilités physiques longues
- Base amount for individual support for short-term physical mobility / Allocation de base pour la contribution aux frais de séjour des mobilités physiques courtes
- Top-up amount for students with fewer opportunities on long-term mobilities / Complément pour étudiant avec moins d'opportunités mobilité longue
- Top-up amount for students with fewer opportunities on short-term mobilities / Complément pour étudiant avec moins d'opportunités mobilité courte
- Top-up amount for traineeships [not applicable to KA171 mobility] / Complément applicable aux mobilités de stage [non applicable pour l'AC171]
- Top-up amount for Green travel to individual support [not applicable to KA171 mobility] / Complément pour utilisation d'un moyen de transport écoresponsable [N/A pour l'AC171]
- Travel support (standard travel or green travel amount) / Frais de voyage (standard ou écoresponsable)
- Travel days (additional individual support days) / Jours de voyage (jours supplémentaires à la contribution aux frais de séjour)
- Exceptional cost for expensive travel (based on real costs) [not applicable to KA171 mobility] / Coûts exceptionnels pour frais de voyage élevés (basés sur les frais réels) [non applicable pour l'AC171]
- Inclusion support (based on real costs) / Soutien complémentaire pour l'inclusion (basé sur frais réels)

Mobility contract

- Annex I which is the Learning Agreement is a separate document

- The whole part with the boxes to be ticked will be filled in by BSB

2.1 Before the start of my mobility: Mobility contract

This document is to be placed in your personal file of the starting TEAMS group.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY PRISE D'EFFET DU CONTRAT ET DUREE DE LA MOBILITE

- 2.1 The grant agreement will enter into force on the date when the last of the two parties signs this grant agreement.
Le contrat prend effet à la date de signature de la dernière des deux parties.
- 2.2 The mobility period will start on [date] and end on [date].
La période de mobilité commencera le [date] et se terminera le [date].
- 2.3 The period covered by the grant agreement includes:
La période couverte par le présent contrat comprend :
- a physical mobility period from [date] to [date], equal to [number of mobility days] days
une période de mobilité physique du [date] à [date], correspondant à [nombre de jours de mobilité] jours
- 2.4 The certificate of attendance attached to these documents) shall provide the confirmed start and end dates of duration of the mobility period, including the virtual component.
L'attestation de présence de présence devra comporter les dates effectives de début et de fin de mobilité, y compris celles de la composante virtuelle.

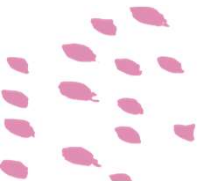
Mobility contract

- Article 2.2: Semester dates :

First day of physical presence at the partner = 1st day of orientation day

Last day of physical presence at the partner university = last day of exams

- Article 2.3 : completed by BSB



2.1 Before the start of my mobility: Mobility contract

This document is to be placed in your personal file of the starting TEAMS group.

3.3 The participant may submit a request concerning the extension of the physical mobility period within the limit set out in the Erasmus+ Programme Guide of [...] days [to be completed by the beneficiary according to the Erasmus+ Programme Guide rules]. If the organisation agrees to extend the duration of the mobility period, the agreement will be amended accordingly.

Le participant peut soumettre une demande de prolongation de la période de mobilité physique dans la limite fixée dans le guide du programme Erasmus+ de [...] jours [à compléter par le bénéficiaire conformément aux règles du guide du programme Erasmus+]. Si l'organisme accepte de prolonger la durée de la période de mobilité, le contrat sera modifié en conséquence.

3.4 [Option for students, NA/beneficiary shall select Option 1 or Option 3] Option pour les étudiants : sélectionner Option 1 ou 3
[Option for staff, NA/beneficiary shall select Option 1, Option 2 or Option 3] Option pour les personnels : sélectionner Option 1, 2 ou 3

[Option 1:

The organisation shall provide the participant the total financial support for the mobility period *[Option if applicable: and travel days]* in the form of a payment of EUR [...] / *Option for zero-grant participants 0]*

L'organisme versera au participant une aide financière totale pour la période de mobilité *[Option si applicable: et jours de voyage]* d'un montant de [...] euros / *Option pour les participants non allocataires 0]*

Mobility contract

- Article 3.3 and 3.4 : **to be completed by BSB**

- These elements confirm the amount of the scholarship you will receive.

2.1 Before the start of my mobility: Mobility contract

This document is to be placed in your personal file of the starting TEAMS group.

ARTICLE 7 – LANGUAGE LEVEL AND ONLINE LANGUAGE SUPPORT (OLS = EU ACADEMY) NIVEAU LINGUISTIQUE ET AIDE LINGUISTIQUE EN LIGNE

- 7.1 The participant may carry out the OLS language assessment in the language of mobility (if available) before the mobility period and make use of the language courses available on the OLS platform (EU ACADEMY).
Le participant peut effectuer l'évaluation linguistique OLS dans la langue de mobilité (si elle est disponible) avant la période de mobilité et utiliser les cours de langue disponibles sur la plateforme OLS (EU ACADEMY).
- 7.2 *[Optional-only if not included in the Learning Agreement]*: The level of language competence in [main language of instruction/work to be specified] that the student already has or agrees to acquire by the start of the mobility period is:
[Optionnel si non indiqué dans le contrat pédagogique] : le niveau de compétence linguistique en [indiquer la langue d'enseignement/travail] que l'étudiant possède ou s'engage à acquérir avant le début de la mobilité est :
A1 A2 B1 B2 C1 C2

Mobility contract

- Article 7.2 : **you need to complete your level**

- Article 7 explains the linguistic score of the exchange

2.1 Before the start of my mobility: Mobility contract

This document is to be placed in your personal file of the starting TEAMS group.

Mobility contract

- Fill in the left-hand side with all your information
- Submit the document in Word or PDF format on Teams, do not print it, the document must be filled in electronically
- Contract will be sent to you by email for signature
- Once signed by BSB, the document will be re-deposited in your Teams personal file with the financial information (amount of the grant)

SIGNATURES	
For the participant: [Name – Forename] Le participant [Nom – Prénom]	For the <u>organisation</u> : [Name – Forename – Function] Pour l'organisme [Nom – Prénom – Fonction]
Done at [place], [date] Fait à [lieu], le [date]	Done at [place], [date] Fait à [lieu], le [date]
<u>Signature :</u>	Signature :



2.1 Before the start of my mobility: CEAM

This document is to be placed in your personal file of the starting TEAMS group.

CEAM (Carte Européenne d'Assurance Maladie)
EHIC (European Health Insurance Card)

- To be requested on the Ameli.fr website [Commander une carte européenne d'assurance maladie \(CEAM\) | ameli.fr | Assuré](#)
- You can send me the digital version of your EHIC available in the « My information » section in your Ameli space after your request.
- If you already have an EHIC which will expire during your stay (before the end date), you must submit the renewal request 2 months before the end of validity.

CARTE EUROPÉENNE D'ASSURANCE MALADIE

[Redacted]		FR	
3. Nom			
DURAND			
4. Prénom			
JULIETTE			
5. Date de naissance		6. Numéro d'identification personnel	
05/12/1945		2 45 12 75 033 057 23	
7. Numéro d'identification de l'institution			
1234567890 - CPAM XXXXXXXX			
8. Numéro d'identification de la carte		9. Date d'expiration	
12345678901234567890		07/07/2020	



2.1 Before the start of my mobility: Supplementary insurance

This document is to be placed in your personal file of the starting TEAMS group.

Supplementary insurance

- In addition to the EHIC, you must be covered for repatriation due to illness or accident. Check with your mutual insurance company, insurance company or bank insurance company as you may already be covered for these conditions abroad. If this is not the case, you will have to subscribe to a complementary European insurance with the guarantees mentioned above. BSB has signed a partnership with Chapka assurances which is a good option, but you can also choose another insurance company. With Chapka, you will benefit from a 10% discount on the Cap Student package with the code BSB10.

BSB BURGUNDY SCHOOL OF BUSINESS **LEAD FOR CHANGE**

CAP STUDENT

L'ASSURANCE DES ÉTUDIANTS À L'ÉTRANGER

Pour un semestre, un an, ou un stage, **Cap Student** offre aux étudiants des garanties complètes afin de vivre cette première expatriation en toute sérénité.

- 🏥 Frais médicaux & hospitalisation au 1er euro, en illimité et sans franchise
- 📞 Assistance Rapatriement 7/7 et 24/24
- 👤 Présence d'un proche en cas d'hospitalisation
- 🔄 Retour Anticipé en cas de décès ou d'hospitalisation d'un proche pendant votre séjour
- 🏠 Responsabilité Civile Vie Privée
- ⚖️ Assistance Juridique

LES PLUS CHAPKA

- * Souscription en ligne, réception immédiate des documents par email (y compris les attestations I);
- * Remboursement des frais médicaux (-500€) par email sans envoi des originaux;
- * Paiement en trois fois;
- * Couverture dans le monde entier en tant que touriste pendant 90 jours.

LES ACTIVITÉS COUVERTES 🏄

Nous couvrons un grand nombre d'activités pratiquées et de sports (hors compétition) telles que le surf, le kitesurf, le trekking, la plongée sous-marine...

Qui sommes nous ?

CHAPKA

ASSURANCES

Nous sommes un courtier spécialiste de l'assurance des jeunes expatriés depuis plus de 12 ans. Avec nos solutions simples et 100% en ligne, nous répondons aux besoins des jeunes partout dans le monde.

Et de nombreuses autres garanties disponibles sur www.chapkadirect.fr

Example of supplementary insurance



MAE
67 rue Louis Bouilhet
CS 91833
76044 ROUEN CEDEX
02 32 83 62 00 pour la gestion de votre contrat
02 32 83 63 00 en cas de sinistre
mae.fr

Votre code adhérent : [REDACTED]
Votre assurance scolaire

ATTESTATION D'ASSURANCE AVENANT "SÉJOUR POUR ÉTUDES"

[REDACTED]

Rouen, le 31 janvier 2024

Conformément à la notice d'information, la territorialité des garanties du contrat "**Protection Individuelle**" (sauf Assistance domestique, Prestations à domicile) est étendue au **Séjour pour études**, se déroulant dans le(s) lieu(x) suivant(s) : **ESPAGNE**.

QUENTIN ABOUDARAM bénéficie du 02.02.2024 au 21.06.2024 des garanties suivantes :

- Responsabilité civile : Dommages causés par l'adhérent à un tiers
- Individuelle corporelle (accident, invalidité, décès) : Dommages subis par l'adhérent
- Défense
- Recours
- Assistance / Rapatriement

Le plafond d'intervention des frais de soins en cas d'accident est limité à **10 000,00 €** à l'étranger.

La présente attestation est délivrée pour servir et valoir ce que de droit, sous réserve de validité du contrat.



MAIF
Société d'assurance mutuelle à cotisations variables
CS 80000 - 79038 NORT CEDEX 9
Entreprise régie par le Code des assurances

Contrat renouvelable par tacite reconduction au
1^{er} janvier prochain

N° de sociétaire : [REDACTED]

Le 18/12/2023

Attestation assistance déplacement rapatriement
Séjour universitaire - REPUBLIQUE TCHEQUE
Valable du 01/02/2024 au 30/06/2024

Les garanties d'assistance sont mises en œuvre par INTER MUTUELLES ASSISTANCE GIE pour le compte de MAIF et s'appliquent :
- suivant les conditions, limites et exclusions du contrat souscrit,
- selon les caractéristiques géographiques, climatiques, économiques, politiques et juridiques propres au lieu de déplacement et constatées lors de l'événement,
- dans le strict respect des recommandations sanitaires françaises ou du pays concerné en vigueur.

Sociétaire souscripteur du contrat
DELPHINE DROGREY

Bénéficiaire des garanties
LISA DROGREY

Contenu des garanties

En cas de maladie ou d'accident corporel, prise en charge :

- A l'étranger :**
- des frais médicaux et d'hospitalisation engagés sur place, sous réserve que le bénéficiaire soit affilié à un organisme d'assurance maladie,
 - des frais de secours en montagne, à l'exclusion des activités réputées sports de haut niveau.
- En France et à l'étranger :**
- du rapatriement au domicile en France ou vers un hôpital proche du domicile dès lors que la nécessité en est médicalement établie,
 - des frais de secours consécutifs aux accidents de ski (ski alpin ou de fond dans le domaine skiable autorisé et hors compétition).

En cas de décès, mise en œuvre des moyens nécessaires pour assurer le rapatriement du corps du bénéficiaire.

ATT_ASSISTANCE

2.1 Before the start of my mobility: Bank identification

This document is to be placed in your personal file of the starting TEAMS group.

Bank identification

- Bank identification in pdf

- Please provide me with a PDF version of your French bank details (see example below, obviously it varies from bank to bank):
- No photo
- No Word file, OneNote,...



BNP PARIBAS

Relevé d'Identité Bancaire / IBAN

MADEMOISELLE XXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX

XXXXXXXXXX

IBAN⁽¹⁾ :

BIC⁽²⁾ :

Code banque	Code agence	Numéro de compte	Clé RIB	Agence de domiciliation
30004	0XXX	0XXXXXXXXXX	XX	XXXXXXXXXXXXXXXXXX (0XXX)

⁽¹⁾ International Bank Account Number

⁽²⁾ Bank Identifier Code

⁽³⁾ Relevé d'Identité Bancaire

2.1 Before the start of my mobility: Bank identification

- On your arrival, you will have to deposit the arrival certificate in your Teams file.
- This document must be completed, stamped and signed by the partner with the following information
- **Arrival Date** → 1st day of the integration day or 1st day of the course. **This is not your arrival day in the country!**
- **Estimated mobility ending date** → Estimated mobility ending date (including exams)
- Signature date - **Any backdated certificate will not be accepted!**

You cannot send me a document with an arrival date of 12/01/2024 and a signature date of 11/01/2024



Contact me via Teams that the document is submitted! Otherwise, the payment of the grant cannot be triggered!

ATTESTATION D'ARRIVEE
ARRIVAL CERTIFICATE
Academic year 20.../20...

ORGANISME D'ACCUEIL / HOST INSTITUTION

Nom de l'organisme / Name of institution :

Code Erasmus / Erasmus Code

Pays / Country :

TYPE DE MOBILITE / MOBILITY TYPE

Mobilité étudiante d'études
Student mobility for studies

ATTESTATION / CERTIFICATE

This certificate should be completed upon student's arrival by an authorized officer of the host university

« Nous confirmons que Mme/Mlle/M.....
"We hereby confirm, that Ms/Mr.....
Né(e) le / Born on

Venant de F DIJON11
coming from the institution F DIJON11

est inscrit pour une mobilité Erasmus d'études dans notre établissement
is enrolled as an Erasmus mobility student in our institution

Date d'arrivée :/...../.....
Arrival date :/...../.....

Date de fin prévue :/...../.....
Estimated mobility ending date:/...../.....

Place :

Date :

Nom et statut de la personne autorisée dans l'établissement
Name and position of the authorized person at the host institution

Signature / Signature :

Cachet de l'établissement/entreprise / Stamp of the institution |

What documents do I need to provide to get the 20% ?

This document is to be placed in your personal file of the starting TEAMS group.

Part 1



Attendance Certificate

Part 2



Erasmus Student Report

2.2 At the end of my mobility: Certificate of attendance

This document is to be placed in your personal file of the starting TEAMS group.

- At the end of your mobility, you will have to submit your certificate of attendance.
- This document must be completed, stamped and signed by the partner with the following information
- **From/From** → 1st day of the integration day or 1st day of the course. **This is not your arrival day in the country!**
- **To/to** → Last day of exams at the partner university
- **Date of signature Backdated** certificates **will not be accepted!**
- N.B. There is a tolerance of a difference of a few days between the mobility end date and the signature date.



Contact me via Teams that the document is submitted! Otherwise, the payment of the grant cannot be triggered!

N.B: The amount of the grant will be adjusted according to the actual dates of attendance. You may be asked to repay an overpayment.



ATTESTATION DE PRESENCE
ATTENDANCE CERTIFICATE
Academic year 20.../20...

ORGANISME D'ACCUEIL / HOST INSTITUTION

Nom de l'organisme / Name of institution :

Code Erasmus / Erasmus Code :

Pays / Country :

TYPE DE MOBILITE / MOBILITY TYPE

Mobilité étudiante d'études
Student mobility for studies

ATTESTATION / CERTIFICATE

« Nous confirmons que M./Mlle... »
"We hereby confirm that Ms./Mr."
né(e) le / Born on :

venant de / coming from the institution F DUJON11

« effectué(e) par M./Mlle... »
performed an Erasmus mobility in our institution

du / from :

Place :

Date :

Nom et statut de la personne autorisée dans l'établissement
Name and position of the authorized person at the host institution

Signature / Signature :

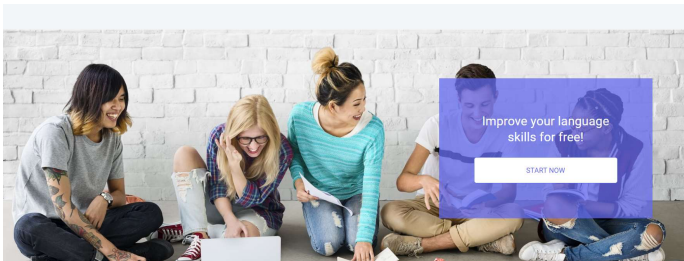
Cachet de l'établissement / Stamp of the institution



We believe
in you!

2.2 At the end of my mobility : Rapport Erasmus

Don't forget to check your spams !



Rapport de l'étudiant ERASMUS

- Please fill in this report carefully as your answers have an influence on the evaluation of BSB by the Erasmus Agency and have an impact on the funding of future Erasmus students of BSB. We count on you to understand what is at stake with your answers in this report.



Rapport du participant - Appel 2020 - AC1 -
Mobilité des personnes à des fins
d'apprentissage - Mobilité des étudiants pour
les études dans l'enseignement supérieur

Les champs marqués d'un * sont obligatoires.



Erasmus+

BOURSE ERASMUS 2024-2025

3. FAQ & Contact

3. FAQ : Part 1

Question: I still haven't received the grant even though I sent all my documents back.

Answer : Yes, it is normal, it depends on when you sent your documents. There are 2 deadlines per month which correspond to the accounting deadlines, one at the end of the month and another in the middle of the month. If you finalize your application at the beginning of the month you will be in the mid-month campaign and will receive your grant between the middle and end of the month.

So think of anticipating as much as possible to receive the 80% as soon as possible!

Title of the transfer ESC Dijon !

Question: Can I combine the Erasmus grant with other grants?

Answer :

The Erasmus scholarship can be combined with the Aquisis scholarship (Dijon), BRMIE scholarship (Lyon)

The Erasmus scholarship cannot be combined with the Rotary scholarship.

For scholarships from other regions or municipalities, you will have to ask them beforehand if it is possible to combine them!

Question: How to benefit from the financial supplements?

Answer: See slide 6 and check if you meet the conditions

Question: Can I benefit from the AMI grant?

Answer: As a student in a private business school, you are not eligible for the AMI (public institutions only)

Question: How can I find out the amount of my scholarship?

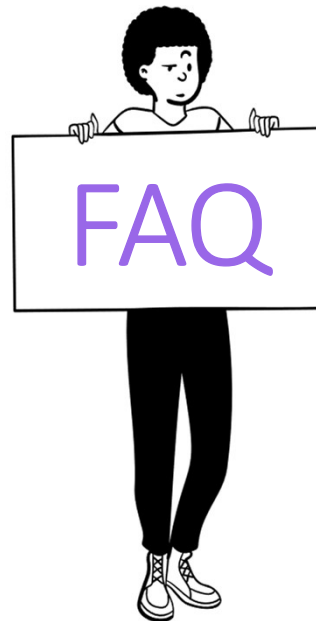
Answer: The amount is noted in your Mobility Contract in article 3.4

Question: I receive the CROUS grant, will I continue to receive the scholarship during my exchange semester?

Answer: Yes, you will continue to receive the CROUS grant during your exchange abroad.

Question: I am not receiving the emails to do the language test or complete the Erasmus student report!

Answer: Please check your Spam folder to see if you have received anything, then contact erasmus@bsb-education.com to request a resend.



3. FAQ : Part 2

Question: I need to change my course, but my Learning Agreement is already signed.

Answer: First of all, you need to contact your RRI (Nesrine or Victoria) to inform them of this decision.

If you have already chosen back-up courses, you will be able to choose from them.

You will need to notify the changes in your Learning Agreement:

Learning agreement in Word format: Complete the During the mobility section with the courses you are withdrawing from and the courses you are taking as replacements. You will have to give reasons for the changes you make each time.

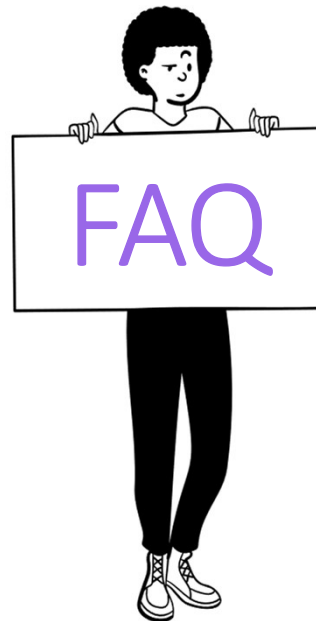
OLA (Online Learning Agreement): Log back into the platform and click on Edit to make the changes

Question : What grades will I get ?

Answer: For example, if you validate 30 ECTS at the partner institution, you automatically validate 30 ECTS at BSB during your semester abroad. BSB does not convert the credits into a grade out of 20.

Question: I don't understand, I don't receive the same amount as another student from another business school!

Answer: This is quite normal. First of all, it should be noted that each school receives a specific budget. As for the financing rules, they are specific to each school. At BSB we want to finance all the mobilities, that's why the budgetary envelope is equally distributed among all the BSB Erasmus students, according to the scales validated by the Erasmus Agency.



3. Contacts

International Relations Assistant

All administrative questions:
registration formalities, visas,
scholarships, etc...

Contact me in your Departure
Teams group or by email at
erasmus@bsb-education.com

International Relations Manager

Course selection, academic
follow-up during the semester

Victoria BINCZAK

Contact me in your Departure Teams group:
United Kingdom, Ireland, Iceland, Denmark,
Sweden, Finland, Norway, Lithuania,
Estonia, Latvia

Nesrine YADANE GRANDEMANGE

Contact me in your Start Teams group:
Austria, Belgium, Croatia, Czech Republic,
Germany, Hungary, Italy, Netherlands,
Poland, Portugal, Romania, Slovenia, Spain,
Switzerland, Turkey

Who can I
reach out
to ?

