



FACT SHEET 2010/2011

GENERAL INFORMATION

Full legal name of the institution
Erasmus ID code

BEM – Bordeaux Management School
F BORDEAU 12

Postal Address

680 cours de la Libération
33405 Talence – France

Phone
Fax

+33 5.56.84.55.55
+33 5.56.84.55.00

Email

bem.international@bem.edu

Website

<http://www.bem.edu>

Link for exchange students

<http://www.bem.edu/en/International/International-students>

Dean

Dr. Philip McLAUGHLIN

Associate Dean, Director
Development & External Relations

Mr. Jacques-Olivier PESME



INTERNATIONAL TEAM CONTACT INFORMATION

International Development Manager	Mrs. Anne-Claire CHARPENTIER email: anne-claire.charpentier@bem.edu phone: +33 5.56.84.55.08 fax: +33 5.56.84.55.00
Campus France Coordinator	Mrs. Jing MORAGLIA email: jing.moraglia@bem.edu phone: +33 5.56.84.42.10 fax: +33 5.56.84.55.00
Study Abroad Office Manager	Mrs. Laurence BOITEUX email: laurence.boiteux@bem.edu phone: +33 5.56.84.22.72 fax: +33 5.56.84.55.29
Foreign Languages / Study trip Manager	Mr. Matthias RICHTER email: matthias.richter@bem.edu phone: +33 5.56.84.55.36 fax: +33 5.56.84.55.00
Study trip Assistant	Mrs. Marie-Claude ANDRAULT email: marie-claude.andrault@bem.edu phone: +33 5.56.84.55.49 fax: +33 5.56.84.55.00
International Erasmus Coordinator	Mrs. Evelyne RODRIGUEZ email: evelyne.rodriquez@bem.edu phone: +33 5.56.84.55.38 fax: +33 5.56.84.55.00

STUDY ABROAD OFFICE CONTACT INFORMATION

Incoming students to BEM	Mrs. Claudie ALBERT SMITH email: claudie.albertsmith@bem.edu phone: +33 5.56.84.63.17 fax: +33 5.57.35.55.29
BEM outgoing students to non-European countries	Mrs. Isabelle CONRAD email: isabelle.conrad@bem.edu phone: +33 5.56.84.63.14 fax: +33 5.57.35.55.29
BEM outgoing students to European countries	Mrs. Isabelle MORENO email: isabelle.moreno@bem.edu phone: +33 5.56.84.22.51 fax: +33 5.57.35.55.29
Courses in English at BEM	Mrs. Marie CAMPAGNE email: englishtrack@bem.edu phone: +33 5.56.84.63.32 fax: +33 5.57.35.55.29

APPLICATION PROCESS

■ Documents to submit for registration

- Copy of passport or ID card
- Application Form signed by the Home institution
- Resume in English or in French
- 2 ID pictures (photocopies are not accepted, write your family name at the back)
- Home Institution transcripts
- TOEFL score copy (minimum 79) or IELTS (minimum 6.0), waived for English native-speakers
- copy of Health Insurance European card (E.U. students) or SE401Q106 (Québec students), *this item can be faxed or sent later.*

■ Application procedure

The application form must be electronically filled in, printed out and sent as a hard copy by regular post with the requested documents.

The application forms must be centralized and sent by the HOME INSTITUTION to the following address:

BEM – Mrs. Claudie ALBERT SMITH – 680 cours de la Libération
33400 TALENCE Cedex – France

All the documents are available on the following link:

<http://www.bem.edu/en/Programmes/Graduate/MSc-in-Management-ESC-Grande-Ecole/ESC-Grande-Ecole/Exchange-students>

■ Application deadlines

- Fall semester 2010: **June 15th, 2010**
- Spring semester 2011: **October 15th, 2010**

■ Acceptance letters

For Non-European students, acceptance letters will be sent as soon as possible upon receipt of application form.

No acceptance letters will be delivered to European students unless requested.

**MASTER OF SCIENCE IN MANAGEMENT PROGRAM
(programme ESC)**

<p>Fall semester 2010</p> <ul style="list-style-type: none"> ■ Pick-up service ■ Orientation session (compulsory) ■ Induction seminar: visit of Bordeaux and its surroundings (compulsory and free of charge) ■ First day of class ■ End of Fall semester (exam included) ■ Fall semester transcript 	<p>September 10-11-13-14th September 16th September 17th & 18th September 21st January 28th, 2011 March 2011</p>
<p>Spring semester 2011</p> <ul style="list-style-type: none"> ■ Pick-up service ■ Orientation session (compulsory) ■ Induction seminar : visit of Bordeaux and its surroundings (compulsory and free) ■ First day of class ■ End of Spring semester (exam included) ■ Spring semester transcript 	<p>January 3-4-5th, 2011 January 6th January 7th and/or 8th TBC January 10th June 10th July 2011</p>



DETAILED ACADEMIC CALENDAR 2010/2011

MASTER OF SCIENCE IN MANAGEMENT PROGRAM	
Fall semester 2010 (30 ECTS) : September 16th, 2010 - January 28th, 2011	
Pick-up service	September, 10-11-13 & 14 th
Orientation session (compulsory)	September, 16th
Induction seminar: visit of Bordeaux and its surroundings (compulsory and free)	September 17 th & 18 th
First day of class	September, 21st
■ Sequence 1	September, 21 st to October, 8 th
■ Sequence 2	October, 11 th to November, 5 th
<i>All Saints Holidays</i>	<i>October, 25th to November 1st (included)</i>
■ Sequence 3	November, 8 th to November, 26 th
■ Sequence 4	November, 29 th to December, 17 th
<i>Christmas Holidays</i>	<i>December, 20th to January, 2nd</i>
■ Sequence 5	January, 10 th to January, 28 th
End of the fall semester	January 28th, 2011
Spring semester 2011 (30 ECTS) : January 6th, 2011 – June 10th, 2011	
Pick-up service	January, 3-4 & 5 th
Orientation session (compulsory)	January, 6th
Induction seminar: visit of Bordeaux and its surroundings (compulsory and free)	January, 7 th and/or 8 th (to be confirmed)
First day of class	January, 10th
■ Sequence 5	January, 10 th to January, 28 th
■ Sequence 6	January, 31 st to February, 18 th
<i>Winter Holidays</i>	<i>February, 21st to 27th</i>
■ Sequence 7	March, 7 th to April, 1 st
■ Sequence 8	April, 4 th to April, 29 th
<i>Easter Holidays</i>	<i>April 18th to 25th (included)</i>
■ Sequence 9	May, 2 nd to May, 20 th
<i>Bank Holidays</i>	<i>June, 2nd to 5th</i>
■ Sequence 10	May, 23 rd to June, 10 th
End of the spring semester	June 10th, 2011



COURSES AND CREDITS

■ Arrival days for courses

Fall semester 2010: September 10-11-13 & 14th, 2010 (to start with sequence 1)

Spring semester 2011: January, 3-4 & 5th, 2011 (to start with sequence 5)

- It is **compulsory to attend** the orientation session (on September 16th if arrival at seq.1 or on January 6th if arrival at seq.5)
- It is possible to start the exchange period at any sequence. However, because of housing issues, **it is strongly recommended to start with the sequence 1 for the Fall semester and sequence 5 for the Spring semester.**
- Students arriving outside these sequences will have no assistance in finding accommodation (it will be highly challenging for them to find a place) and no pick-up service will be organised outside the regular dates.
- Should students arrive outside sequences 1 and 5, they must come to the international office on the Thursday (10.30 am) preceding the beginning of the sequence.

■ Course registration in the MScM program

- Exchange students will be registered in the Master of Science and Management Program (so called ESC in French). Both English and French courses are offered to students.
- The academic year is divided into 10 sequences of 3 weeks each. One sequence is 45 contact hours and 6 ECTS credits.
- Students can register for only one course per sequence. It is not possible to register for a course if it already began.
- Students will receive information by email in June regarding the choice of courses.
- French language courses are available through BEM, at sequences 1, 2, 5 and 6. They equal 6 ECTS credits.

■ Course load

A regular student at BEM, MScM program, is registered for 5 courses, ie 30 ECTS credits per semester. The Home institution is deciding on the number of credits expected for its own students.

■ Courses descriptions

Available on:

<http://openweb.bem.edu/catalogue/MainForm.wgx?portail=0&application=Fiches&invite=esc.international>

2010-2011 version of the courses descriptions will be available no later than June.

■ Evaluation and transcripts

- Each course is evaluated at the end of each sequence.
- The transcripts of records will be sent to the Home institution coordinator in March for the Fall semester and mid July for the Spring semester.

VISA

Non-E.U. students have to apply for a student visa at the French Embassy of their home country with the BEM Acceptance Letter. **Students must apply through Campus France, to facilitate the obtaining of the visa.** <http://www.edufrance.fr/>

Tourist visas are not accepted.

Students do not need anymore to apply for a residence permit (new regulation since June, 1st. 2009).

Students have to register to OFII (Office Français de l'Immigration et de l'Intégration) upon arrival in Bordeaux (see details on **the Information leaflet for incoming exchange students**).

THE FRENCH HEALTHCARE SYSTEM

Non-E.U. students under 28 years old must register with the "Sécurité Sociale" student health insurance plan upon arrival in France (non E.U. students above 28 years old must purchase a private individual health insurance).

The cost of the registration for the school year 2010-2011 is 198 euros approx. (2009/2010 rate).

It is mandatory for all students except for :

- E.U. students covered by the European card
- Quebec students covered by the SE-401-Q-106 form

Students may also subscribe to a complementary health insurance (full medical and hospital expenses, repatriation, civil responsibility, etc...).

ACCOMODATION

It is strongly recommended to book accommodation before arrival.

BEM does not own dormitories on campus.

However, we have an agreement with a **Residence on campus:**

DOMOFRANCE <http://www.domofrance.fr> : for booking, please send an email as soon as possible to etudiants@domofrance.fr or vincent.calvet@domofrance.fr

Residences downtown Bordeaux:

CITEA <http://www.citea.com> : for booking, please mail to bordeaux@citea.com

LES ESTUDINES <http://www.estudines.com> : for booking, please mail to bordeaux.yser@estudines.fr

Residence in Talence:

STUD'OTEL <http://studotel.fr> : for booking, please mail to studotel2@wanadoo.fr

For more information, please check the information leaflet for incoming students.

The student association "**Melting Potes**" (pb2face@hotmail.com) do help exchange students to find accommodation.

ESTIMATED MONTHLY BUDGET

800 euros per month (without any travelling expenses).

No tuition fees, no book fees.

French Health Insurance (for non-E.U. students) is 198 euros (2009/2010 rate) whether students stay one or two semesters.

PICK-UP SERVICE BY MELTING POTES – students' association

A pick up service at Bordeaux-Mérignac Airport or Bordeaux-St Jean train station is proposed free of charge during 3 or 4 days before the beginning of the semester. Melting Potes will welcome the students and help them in administrative matters.

Fall semester 2010: September, 10-11-13 & 14th, 2010

Spring semester 2011: January, 3-4 & 5th, 2011

ORIENTATION SESSION & INDUCTION SEMINAR

An orientation session and induction seminar, organized in cooperation with the Melting Potes Association, take place at the beginning of each semester in September and January.

- Welcome & general information
- Schooling workshop
- Housing workshop
- Health insurance workshop
- Visit of school
- Sightseeing...

**For queries regarding your studies at BEM,
feel free to contact the Study Abroad Office or
visit <http://www.bem.edu/en/International/International-students>**

