

Institute Paul Bocuse Ecole de Management

Erasmus page	http://www.institutpaulbocuse.com/en/hotel-and-restaurant-management/international-mobility/
Erasmus code	F ECULLY01
Brief description of the University	Students from 50 different countries are studying here; driven by the values and education embodied by Institute Paul Bocuse, the school for hospitality, food service and culinary arts.
Contact person(s)	Ms. Elena Camilletti elena.camilletti@institutpaulbocuse.com
Field(s) of bilateral agreement	Travel, tourism and leisure

Academic and Administrative Matters

Courses for exchange students in English	http://www.institutpaulbocuse.com/fr/management-culinaire/specialisations/
Language requirement(s)	English (B1) and French (B1)
Orientation Day	First week of each semester
Semesters (including examination period)	Fall semester End of August-Middle of December Spring semester: 3 rd of January-Middle of April
Application deadline	Fall semester: <ul style="list-style-type: none"> • Nomination deadline: 15th of April • Application deadline: 30th of April Spring semester: <ul style="list-style-type: none"> • Nomination deadline: 1st of November • Application deadline: 15th of November
Application procedure	As soon as the student is accepted, he/she will receive by e-mail useful information regarding courses, accommodation etc.
Accommodation	Contact Ms Elena Camilletti (elena.camilletti@institutpaulbocuse.com)
Costs of living expenses	€750-850 per month
About the city	Écully is one of the most exclusive towns of Lyon

Information Sheet

Academic Year 2019-2020



GENERAL INFORMATION

Name and address	INSTITUT PAUL BOCUSE Château du Vivier – BP 25 – 69131 ECULLY CEDEX – FRANCE
Website	www.institutpaulbocuse.com
Mailing address	elena.camilletti@institutpaulbocuse.com
Phone number	TEL + 33(0)4 72 18 02 20 FAX +33(0)4 78 43 33 51

CONTACTS

Your contact person at Institut Paul Bocuse	International Student Mobility Officer Ms. Elena Camilletti TEL. +33 (0)4 72 18 02 20 E-mail: elena.camilletti@institutpaulbocuse.com
International Development	Ms. Angelika CAILLON TEL. +33(0)4 72 18 02 20 E-mail : angelika.caillon@institutpaulbocuse.com

RECOMMENDED LANGUAGE SKILLS

Language of instruction	French & English
Recommended language of instruction level: Student Mobility for Studies	B2 (Common European Framework of Reference for Languages) http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr
Recommended language of instruction level: Staff Mobility for Teaching	B2 (Common European Framework of Reference for Languages) http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

STUDENTS AND STAFF WITH DISABILITIES

General information	The needs of physically disabled mobile participants are taken into account in the facilities. Special exam arrangements can be made for disabled students to the extent that is practically possible. Mobile persons with special needs are advised to inform the International Services about the needs already before arrival. Information concerning the health of students and staff is kept confidential.
Contact	elena.camilletti@institutpaulbocuse.com



ADMISSION FOR EXCHANGE STUDENTS

Student Exchange Website	Coming soon
Term Dates	Winter term 2019: <i>beginnig of September– Mid of December</i> Spring term 2020: <i>Beginning of January – Mid of April</i>
Nomination and Application Deadline	Winter term 2019: 1 May/30 May 2019
Application Process & Documents	<p>PROCESS</p> <ol style="list-style-type: none"> 1. Students must be nominated by their home university as soon as possible and no later than the 1st of May for the winter semester. Please email Elena Camilletti (elena.camilletti@institutpaulbocuse.com) with student full names, email, subject area at home institution & Institut Paul Bocuse. 2. Students will then receive an email from Institut Paul Bocuse with information about how to apply and print off the Exchange Student Application Form. 3. The Exchange Student Application Form should then be signed by the student and home institution, scanned with the supporting documentation** into ONE Multipage PDF file and sent to Elena Camilletti (elena.camilletti@institutpaulbocuse.com) 4. Once the application is received the student will receive confirmation of receipt via email. 5. 1 to 2 weeks after the closing date, students will receive an email to confirm an outcome on their application. Should it be successful an acceptance letter will also be sent to their email address. 6. A mobility Information Pack will be sent by email to all accepted students. <p>DOCUMENTS</p> <p>See Exchange Student Application Form</p>

ARRIVAL SERVICES

Orientation Dates	Some integration activities will be organised for exchange students at the beginning of the semester
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ACCOMMODATION

General Information	Institut Paul Bocuse has on-campus accommodation, with limitade rooms. First arirved, first served. Institut Paul Bocuse provides also information on accommodation options in private student residences, as well as private houses and apartments Information available on request
Contact	elena.camilletti@institutpaulbocuse.com



VISA

General Information

Institut Paul Bocuse guides incoming and outgoing mobile participants in obtaining insurance cover.
Incoming student is responsible for making sure that s/he has an appropriate Insurance cover during the exchange period.

ACADEMICS

Course details

Sending to schools by e-mail

ECTS used

According to the agreement contract

Transcript of Records

A Transcript of Records will be issued by Institut Paul Bocuse no later than five weeks after the assessment period has finished.