

As you are aware, as of 1st January 2013, Amiens School of Management has become France Business Amiens Campus. Our exchanges will work in the same way, direct between your institution and the campus at Amiens.

The **ERASMUS code** for **France Business School** (from September 2013) will be **F AMIENS 25**.

Our old website <http://www.supco-amiens.fr/international/website/index.html> is due to close at the end of March 2013 and during the migration to our new website at www.france-bs.com information may be more difficult to access. For this reason we have decided to open a Google Drive for the International Office at fBS Amiens Campus in order to provide you and your students with the necessary information for exchange applications.

We apologize for the inconvenience this may cause you. Our Information systems team are working very hard to open our new International Office fBS website with the minimum of delay.

You will find our temporary home at <http://tinyurl.com/IntOffice-fBS-Amiens>

Please do not hesitate to contact us if we can be of any further assistance emma.gilchrist@france-bs.com

Step One

Coordinators should contact the Incoming Exchange Coordinator, Emma Gilchrist emma.gilchrist@france-bs.com who will then provide you with your user name and password for our online application system. Please keep this username and password in a safe place. You will use the same username and password for each semester. If the Coordinator has changed please contact Emma Gilchrist to obtain a new username and password. If you have forgotten your username and password, contact Emma Gilchrist. Please note that our user name and password remains the same as the one you used for Amiens School of Management.

Step Two

Student Nomination for the fall semester (September 2013 – December 2013 is now open. The deadline for nomination is the 17th May 2013

Coordinators will nominate their students at <http://eportfolio.supco-amiens.fr/international/coordinator/> Please enter the student's name and email address. Please respect the allocated number of students for each semester. If you wish to nominate more students, please contact Emma Gilchrist to ask.

Step Three

France Business School Amiens Campus will then send you an email to say if we accept your students and to provide you with the students' usernames and passwords. Please communicate this username and password to your students.

Step Four

The online application for students for the fall semester (September 2013 – December 2013) is now open. The deadline for the students to complete their online application is the 1st June 2013.

The students should connect to <http://eportfolio.supco-amiens.fr/international/candidatures-in/> using their username and password and complete the online application. They will need to complete their **personal details** and make a **pre-selection of courses**. They must complete the online application and validate the file at the end. They cannot

complete half and return later. When they validate, they cannot change their application. When they have validated their application, **they should print their application and provisional learning agreement when asked** and give the printed document to their coordinator.

Students should also download the **accommodation form** when prompted at the end of the online application and send a scanned copy directly to Emma Gilchrist emma.gilchrist@france-bs.com

The courses that were available to International Exchange Students in 2012-2013 are available at <http://tinyurl.com/IntOffice-fBS-Amiens>

Due to the merging of fBS campuses, all courses are subject to modification for 2013-2014. The **learning agreement is only provisional** and students will finalize them on arrival in Amiens.

We **will not send** you a signed copy of the provisional learning agreement unless you require this document. Please contact Laurence GUY laurence.guy@france-bs.com who deals with learning agreements for all incoming exchange students if you wish to receive a signed copy of the provisional learning agreement.

Step Five

Once we have received the student's online application, we will send the coordinator the student's letter of acceptance.

Step Six

Coordinators should send France Business School Amiens Campus the following documents, the deadline being the 14th June 2013.

- ✓. The printed student application form and provisional learning agreement
- ✓. Accommodation form (if the student has not sent a scanned copy)
- ✓. A photocopy of their passport
- ✓. A passport sized photo
- ✓. A CV and covering letter
- ✓. Transcript of records

The address to send the documents to is:

Emma Gilchrist
Europe and International Office
fBS Campus d'Amiens
18, place St Michel
80038 AMIENS Cedex 1
FRANCE

Step Seven

After the student arrives in Amiens, they should finalize their learning agreement at the beginning of the semester. The academic advisor, Laurence Guy laurence.guy@france-bs.com will send any modifications to the coordinator.

For further information, go to our temporary information system on Google Drive: <http://tinyurl.com/IntOffice-fBS-Amiens>