

**HEC MONTRÉAL**

**Politique sur la  
reconnaissance des acquis  
de HEC Montréal**

**Policy on recognition of  
prior learning**

**HEC Montréal**



**Adoptée par le Conseil pédagogique**

**Le 12 mars 2014**

**Adopted by the Academic Council**

**March 12, 2014**

## 1. Principles

HEC Montréal may recognize prior learning to permits students to satisfy some of the requirements of its study programs.

## 2. Types of recognition of prior learning

Recognition of prior learning may take the form of an equivalency, exemption or transfer. Students may also be authorized to enrol in other training activities as substitutes for one or more program courses.

- a) *Equivalency*: Equivalency is granted when one or more training activities completed by a student at another university meet the requirements of a course or a block of courses the student's program. A course recognized by equivalency appears on the transcript with the comment "EQ." All credits for courses recognized by equivalency count as part of the total credits required to complete the program. However, the results for these courses do not appear on the transcript, and do not contribute to the student's grade point average.
- b) *Exemption*: An exemption is granted when the sum of the student's professional experience or previous training satisfies the requirements of a course or a block of courses in the student's program. A course recognized by an exemption appears on the transcript with the comment "EX." All credits for courses recognized by exemption count as part of the total credits required to complete the program. However, the results of these courses do not appear on the transcript, and do not contribute to the student's grade point average.
- c) *Transfer*: A transfer occurs when the results of a course already completed at HEC Montréal in another program or as an independent student are shown on the student's transcript for a given program. Credits from transferred courses count as part of the total credits required to complete the program, and contribute to the student's grade point average.
- d) *Substitution*: Substitution occurs when a student is authorized to replace a course in his or her study program with another course offered at HEC Montréal or at another university. Credits for substitute courses count as part of the total credits required to complete the program. The result of the substitute course appears on the student's transcript either in the letter-grade system in effect at HEC Montréal, or with the comment "ES" or "EC" depending on whether the course requirements were satisfied or not. A letter grade result contributes to the grade point average.

- e) *Dispensation*: Courses for which a substitution is granted appear on the transcript with the comment “DI.” Credits associated with this course do not count as part of the total credits required to complete the program.

### **3. Limits**

3.1 An equivalency or a transfer can be requested only for courses already taken, passed or credited in a university within a program considered equivalent or higher. The request can be made only with reference to activities that took place within ten years prior to the date on which the student is admitted to the program. In the case of equivalency, a minimum result of C or the equivalent is required at the undergraduate level and a minimum result of B or the equivalent is required at the graduate levels (master and doctorate).

3.2 The maximum number of equivalency and exemption credits that a student is authorized to receive is limited to 50% of course credits and 50% of the credits of specialization courses in the student’s program at HEC Montréal

3.3 HEC Montréal does not grant equivalencies for courses offered by professional associations.

3.4 With the consent of the Academic Council, particular provisions may apply to joint programs or bridging programs, or in cases of dual degrees.

### **4 Request for recognition of prior learning**

Students wishing to obtain equivalencies, exemptions, or transfers must request this recognition from the Administrative Director of their program after they are admitted to the program and before they enrol in the first course. The request must be transmitted to the Registrar's Office on the appropriate form, together with supporting documents. This request may be accepted, rejected or accepted on condition that the students completes certain additional requirements or undergo evaluate of their knowledge and competencies. The decision is based on the objectives, content, and level of the course or program, as well as the year of the course or experience and the results obtained. The program director’s office shall inform the student of the decision made.

### **5 Invalidity of recognition of prior learning**

Recognition of prior learning based on a false diploma, falsified document, untruthful statements or any other form of fraud shall be considered invalid.

## **6 Specific information for certain programs:**

### **6.1 CERTIFICATE:**

The credits of a course may not count more than once to obtain a Bachelor of Management (B. Gest.).

### **6.2 DESS (graduate diplomas):**

DESS (taxation), LLM (taxation)

The training component proposed to support a request for equivalency must have been completed within two years prior to admission to the program.

### **6.3 MBA**

In the MBA program, no equivalencies or exemptions are granted.

### **6.4 MSc**

Recognition of prior learning in a PhD to an MSc

Students who definitively withdraw from a PhD program at HEC Montréal may have their learning recognized as part of an MSc program. To do so, they must submit a request for substitution to the Administrative Director's office for a precise specialization of an MSc. A successful comprehensive examination may be substituted for a 9-credit supervised project.

### **6.5 PhD**

Doctorate students coming from a master's program, with the exception of professional master's programs, may have a course leading to that master's degree recognized by an equivalency or transfer, and up to three courses recognized if the student was enrolled in a master program that permits a direct transfer to a PhD program. Such a request for recognition of prior learning is examined during the approval of phase II, depending on the course content and results obtained.