

**HEC MONTRÉAL**

# **Regulation on language requirements at HEC Montréal**



**Adopted by the Academic Council**

**April 16, 2014**

**Amended**

**May 20, 2015**

**March 1, 2017**

## **1. FRAMEWORK OF REFERENCE FOR LANGUAGES**

The HEC Montréal Framework of Reference for Languages is inspired by The Common European Framework of Reference for Languages. Language competencies are determined according to a scale ranging from beginner (no knowledge) to expert (mother tongue). Equivalencies recognized by HEC Montréal according to this framework are shown in Appendix 1.

Requirements, namely for admission, may be met in different ways depending on whether a student is French-, English-, or Spanish-speaking. Students must determine their status according to the criteria stated in Appendix 2.

HEC Montréal language tests are non-elimatory tests that may be required upon or after admission, depending on the language of study or the program chosen. Students in any program may choose to have their language skills in French, English or Spanish evaluated.

The ORTHOGRAM, HECTOPE and ELENHEC tests serve to evaluate fluency in business French, and proficiency in business English and business Spanish respectively. Students are permitted to take these tests only once.

In exceptional cases, at the recommendation of the program director, students may be authorized to take the test a second time.

Depending on the test score and the result and requirements for each program, the School may require that the student take language courses or remedial courses. The results of the test(s) and courses taken will be shown on the student's transcript.

Students who pass the HEC Montréal *Grammar and Vocabulary* course as well as the *Academic and Professional Writing Techniques* course are considered to have passed the ORTHOGRAM test.

Students who pass the HEC Montréal intermediate advanced business English course are considered to have passed the HECTOPE test.

Students who pass the HEC Montréal intermediate advanced business Spanish course are considered to have passed the ELENHEC test.

## **2. REQUIREMENTS AT REGISTRATION**

Students must ensure that they have the required level of fluency in the language of instruction of each course in which they enrol. The required level is advanced intermediate.

### **3. PARTICULAR LANGUAGE REQUIREMENTS**

#### **3.1. CERTIFICATE PROGRAMS**

##### **3.1.1. SHORT UNDERGRADUATE AND CERTIFICATE PROGRAMS**

All non-francophone candidates must prove that they have advanced intermediate proficiency in French when they apply for the program.

Non-francophone applicants with basic proficiency may be admitted if they enrol in a 6-credit qualifying course, and those with intermediate proficiency, if they enrol in a 3-credit course, as of their first study term. They must pass these qualifying courses to continue in their program of study.

##### **3.1.2. BACHELOR OF MANAGEMENT (COMPRISING CERTIFICATES)**

To graduate from the Bachelor of Management (cumulative certificates), all students must obtain a C or better on the ORTHOGRAM French test and the HECTOPE English test. If they do not score a C or better on these tests, they must pass the qualifying courses required.

#### **3.2. BBA**

##### **3.2.1. PREPARATORY YEAR**

All non-francophone candidates must prove that they have advanced intermediate proficiency in French when they apply for the program. Candidates with intermediate level proficiency may be admitted on condition that they pass the business French course or courses required by HEC.

##### **3.2.2. BBA**

All non-francophone candidates must prove that they have advanced intermediate proficiency in French when they apply for the program. Candidates with intermediate level proficiency may be admitted on condition that they pass the business French course or courses required by HEC.

Students requesting admission to a bilingual or trilingual stream must also ensure that they have sufficient knowledge of the languages of education, namely the advanced intermediate level in English (bilingual stream) or in both English and Spanish (trilingual stream). Students admitted to bilingual or trilingual streams must prove their proficiency in the languages of instruction before the end of their first academic year.

To obtain a diploma, all students must pass the ORTHOGRAM French test with a minimum grade of C, or the bridging course or courses imposed in case of failure. BBA students in the French stream must obtain a C or better on the HECTOPE English test or the qualifying courses required if they fail the HECTOPE test.

### **3.3. GRADUATE PROGRAMS**

#### **3.3.1. PROGRAM OFFERED IN FRENCH**

All non-francophone candidates must prove that they have advanced intermediate proficiency in French when they apply for the program.

The program director may recommend that candidates who do not have the necessary proficiency be admitted on condition that they pass the language course or courses required by HEC Montréal.

For the MSc program, students who do not have advanced proficiency in French when they apply must pass a qualifying course.

In the French graduate programs, many reading materials and reference documents are in English. Therefore, proficiency in English is necessary to succeed. Students must ensure that their English skills are at least at the intermediate level.

Note that the labour market in Quebec, and particularly in Montreal, generally requires a good knowledge of English. Students who do not have the requisite level of proficiency in that language are strongly encouraged to take qualifying courses in business English.

#### **3.3.2. PROGRAM OFFERED IN ENGLISH**

All non-anglophone applicants must prove that they have advanced intermediate proficiency in English when they apply.

The program director may recommend that candidates who do not have the necessary proficiency be admitted on condition that they pass the language course or courses required by HEC Montréal.

For the MSc program, students who do not have advanced proficiency in English when they apply must pass a remedial course.

Note that the labour market in Quebec, and particularly in Montreal, generally requires a good knowledge of French. Students who do not have the requisite level of proficiency in that language are strongly encouraged to take qualifying courses in business French.

### **3.4. DOCTORATE PROGRAM**

All candidates who are not anglophone or francophone must prove their proficiency in advanced English or French when they apply for the program.

The program director may recommend that candidates who do not have the necessary proficiency be admitted on condition that they pass the language course or courses required by HEC Montréal.

### **3.5. PARTICIPATION IN EXCHANGE PROGRAMS**

The host university may impose particular language requirements.

#### **4. USE OF FRENCH AND OTHER LANGUAGES IN PROGRAMS (EXCLUDING LANGUAGE COURSES)**

##### **4.1. TEACHING MATERIALS**

Students generally use textbooks and course notes written in the language of instruction. In the courses taught in French, some of the teaching materials may be in English (reference books, case studies, websites, etc.) Examination forms and instructions for assignments are in the language of instruction. Supplementary documents for exams and assignments are mainly in the language of instruction but may also be in English in the courses taught in French or Spanish. At the undergraduate level, supplementary documents for exams in English are used only if they are part of the teaching materials of the course.

##### **4.2. WRITING OF ASSIGNMENTS AND EXAMINATIONS**

Students normally write their assignments and examinations in the language of instruction of the course.

At the undergraduate level, for the courses in French, in the case where writing in French would cause the students serious difficulty, the students may, with the course coordinator's approval, write their exams in English. For courses in English or Spanish, students may write their exams or assignments in French, with the course coordinator's approval.

At the graduate level, students may write their assignments or exams in French or in English with the instructor's approval.

##### **4.3. THESES AND OTHER SYNTHESIS ACTIVITY REPORTS**

Theses, dissertations and synthesis activity reports (supervised projects, directed studies, integrative projects, etc.) are written in French. They may be written in English with the program director's approval. This approval is automatic for programs in English.

APPENDIX 1

Cadre de référence linguistique HEC Montréal											
Français									Espagnol		
	TFI	DELF/DALF	TCF	TEF	BI (SL, HL)	AP	SAT	Cours cégep LS		DELE	ELENHEC
Expert		C2	C2 (6) 600-699	C2 (6) 834-900	A1 réussi avec "4"				Expert	C2	
Avancé	850-990	C1	C1 (5) 500-599	C1 (5) 699-833	A2 réussi avec "4"			103	Avancé	C1	A+ A
Intermédiaire-avancé	750-845	B2, B3, B4	B2 (4) pour chaque épreuve obligatoire 400-499	B2 (4) 541-698		4	700/700	102	Intermédiaire-avancé	B2	A- B+
Intermédiaire	605-745	B1	B1 (3) 300-399	B1 (3) 361-540		3	620/640	101	Intermédiaire	B1	B B- C+
Élémentaire	400-600	A2	A2 (2) 200-299	A2 (2) 204-360		2	500/500	100	Élémentaire	A2	C C-
Débutant	200-395	A1	A1 (1) 100-199	A1 (1) 69-203					Débutant	A1	D+ D
AP : Advanced Placement (français) BI (A1, A2, SL, HL) : Baccalauréat international (niveaux de cours) Cours cégep LS : Niveaux de FLS dans les cégeps anglais DELF/DALF : Diplôme d'études en langue française/Diplôme approfondi de langue française SAT : Scholastic Assessment Test (français) TCF : Test de connaissance du français TEF : Test d'évaluation en français TFI : Test de français international (ETS)									DELE : Diplôme d'espagnol comme langue étrangère ELENHEC : Test HEC Montréal		

## Conversion Table at HEC Montréal

### English

	Hecto	IELTS	TOEFL IBT	TOEIC	BI (SL, HL)	AP	SAT	BULATS	CAMBRIDGE	Cours cégep LS
Expert	A+	8,5 et 9	115-120	960-990	A1 réussi avec "4"			90-100	Certificate of Proficiency in English (CPE) réussi avec "C"	
Avancé	A- et A	7, 7,5 et 8	95-114	781-959	A2 réussi avec "4"			75-89	Cambridge English: Advanced (CAE) réussi avec "C"	103
Intermédiaire-avancé	B, B+ et B-	5,5 et 6	72-94	601-780		4	700/700	60-74	Cambridge English: First (FCE) réussi avec "C"	102
Intermédiaire	C et C+	4,5 et 5	42-71	401-600		3	620/640	40-59	Cambridge English: Preliminary (PET) réussi avec "C"	101
Élémentaire	D, D+ et C-	4	20-41	255-400		2	500/500	20-39	Cambridge English: Key (KET) réussi avec "C"	100
Débutant	E	3,5 et moins	19 et moins	254 et moins				0-19	Cambridge English: Movers (YLE Movers) réussi avec "C"	

AP :	Advanced Placement English
BI (A1, A2, Higher, Standard) :	International Baccalaureate (language levels)
BULATS :	Business Language Testing Service
Cambridge :	Cambridge English Language Assessment
CEFR :	Common European Framework of Reference for Languages
Cours cégep LS	Courses of English as a second language offered in Québec cégeps (college)
Hecto :	HEC Montréal English Test
IELTS :	International English Language Testing System
SAT :	Scholastic Assessment Test (English)
TOEFL IBT :	Test of English as a Foreign Language - Internet-Based Test
TOEIC :	Test of English for International Communication

## APPENDIX 2

### DEFINITIONS

- a) “Francophone student”: a student is considered francophone, for admission purposes, if he or she meets one of the following criteria:
- Passed the *Épreuve uniforme de français, langue d’enseignement et littérature*, for Quebec CEGEPs.
  - Completed high school studies entirely in French in Canada, without taking any welcome or francization courses.
  - Holds a *Diplôme de baccalauréat* from a French academy.
  - Holds a *Certificat d’enseignement secondaire supérieur* from Belgium, taken in an entirely francophone environment.
  - Holds a *Diplôme national du brevet* from Switzerland, taken in an entirely francophone environment.
  - Passed an institutional language test with a score of at least 60%, taken within the past two years, at another French-language university or recognized assessment body with requirements for French-language proficiency equivalent to those of HEC Montréal, including:
    - French Test of UQAM
    - TFLM (Université de Montréal and Université Laval)
    - Test de français d’admission de la FEP (Université de Montréal)
    - Test de maîtrise du français (École Polytechnique de Montréal)
    - TECFÉE (CÉFRANC)
  - Completed three years (90 credits or 180 ECTS) of university studies entirely in French, at a French-language university (excluding internships, directed studies and theses).
  - Holds a certificate of language proficiency in French as a second language, issued by a recognized educational institution (30 credits).
- b) “Anglophone student”: a student is considered anglophone, for admission purposes, if he or she meets one of the following criteria:
- Holds a diploma of collegial studies (DCS) from an English-language institution.
  - Completed high school studies entirely in English, without taking any welcome or anglicization courses.
  - Passed a language test at an English-language university with requirements for English-language proficiency equivalent to those of HEC Montréal.
  - Completed three years (90 credits) of university studies entirely in English, at an English-language university (excluding internships, directed studies and theses).
  - Holds a certificate of language proficiency in English as a second language, issued by a recognized educational institution (30 credits).



- c) “Spanish-speaking student”: a student is deemed to be a Spanish speaker, for admission purposes, if he or she meets one of the following criteria:
- Completed three years (90 credits) of undergraduate university studies entirely in Spanish, at a Spanish-language university (excluding internships, directed studies and theses).
  - Holds a certificate of language proficiency in Spanish as a second language, issued by a recognized educational institution (30 credits).
  - Holds a high school or college diploma (bachillerato or equivalent) in Spanish.

*Note : L'utilisation du masculin n'a pour unique but que d'alléger le texte et s'applique sans discrimination aux personnes des deux sexes.*