

# HEC MONTRÉAL

## INTERNATIONAL ACTIVITIES AND STUDENT MOBILITY

### INFORMATION SHEET

2018-2019

### BBA PROGRAM

#### EXPERIENCE HEC MONTRÉAL

HEC Montréal, the affiliated Business School of the University of Montreal, is a trilingual university offering internationally renowned management education and research in French, English and Spanish.

In HEC Montréal's modern, dynamic and wired environment, every single detail, even the architecture, has been carefully considered to make learning and growing as individuals easier for students. Committed to sustainable development on all fronts, HEC Montréal and its faculty are eager to pass on sound values to tomorrow's managers.

At HEC Montréal, students benefit from a quality education known for its pragmatic approach and relevance in today's world. Our professors love to teach, but above all, they love seeing students succeed. That's why they promote dynamic learning based on practice and exchanges: blogs, wikis and Internet-based micro-sites are a few of the many learning tools used, which also include simulations, debates, role-playing, hands-on work, case studies and oral presentations.

Coming to HEC Montréal is an opportunity to take advantage of a stimulating learning environment and to experience Montreal, one of North America's most creative and welcoming cities.

Montreal is the world's best student city for international students, according to a study by the Quacquarelli Symonds (QS) Institute (2017).

#### HEC MONTRÉAL INTERNATIONAL

33% of the student body is made of international students and permanent residents from 140 countries.

40% of HEC Montréal faculty is from overseas.

More than 530 exchange students from 136 partners institutions in 41 countries enjoy HEC Montréal academic experience and Montréal cultural activities every year.

#### Triple Crown

HEC Montréal's excellence in business teaching and research is recognized worldwide.

The School was the first in North America to be awarded the three most prestigious international accreditations in its field: AMBA,



#### TABLE OF CONTENT

|                              |   |
|------------------------------|---|
| Experience HEC Montréal      | 1 |
| Education System             | 2 |
| Academic Information         | 3 |
| Calendars                    | 4 |
| Admission Process            | 4 |
| Course Registration          | 5 |
| Medical and Health Insurance | 5 |
| Accommodation                | 6 |
| Orientation                  | 6 |
| Learning Expedition Program  | 7 |
| Dual Degree — BBA 2+2        | 7 |
| Guest Students               | 7 |
| Contacts                     | 8 |

# EDUCATION SYSTEM

## QUEBEC EDUCATION SYSTEM

In Canada, there is no integrated national system of education. Post-secondary education is the responsibility of provincial and territorial governments.

In the province of Quebec, post-secondary studies are partly done in college and in university. Students from outside Quebec will complete the BBA program in 4 years (1-year preparatory plus 3-year BBA program).

| Education Levels                                | Students from Quebec (years) | Students from outside Quebec (years) |
|---|------------------------------|--------------------------------------|
| Elementary                                      | 6                            | 6                                    |
| Secondary                                       | 5                            | 6                                    |
| University College                              | 2                            |                                      |
| University (BBA Preparatory Year)               | 0                            | 1                                    |
| University (BBA Program)                        | 3                            | 3                                    |
| <b>Undergraduate Studies – Bachelor Diploma</b> |                              | <b>16 years of studies</b>           |
| University (MSc Program)                        | 2                            | 2                                    |
| <b>Graduate Studies – Master Diploma</b>        |                              | <b>18 years of studies</b>           |
| University (PhD Program)                        | 4                            | 4                                    |
| <b>Graduate Studies – Doctorate Diploma</b>     |                              | <b>22 years of studies</b>           |

## ECTS EQUIVALENCE

HEC Montréal uses a credit-unit based system. Each academic year has a weight of 30 credits / 60 ECTS.

| BBA Program                       | Cumulative Units (Credits) | Cumulative Units (ECTS) |
|-----------------------------------|----------------------------|-------------------------|
| Last year of University College   | 30                         | 60                      |
| Preparatory year                  |                            |                         |
| 1 <sup>st</sup> year              | 60                         | 120                     |
| 2 <sup>nd</sup> year              | 90                         | 180                     |
| 3 <sup>rd</sup> year (final year) | 120                        | 240                     |



# ACADEMIC INFORMATION

## STUDYING IN THE BBA PROGRAM

BBA courses are offered in different and sometimes mixed formats: lectures, case studies, class discussions, simulations, seminar, etc.

The BBA is intended as a full-time program and classes are offered mainly during the day-time and week days. Class size is usually about 60 students.

## WORKLOAD REQUIREMENTS

Each course has a weight of 3 credits (6 ECTS). Local students take 15 credits (30 ECTS) per semester; a minimum of 12 credits (24 ECTS) is required to be considered a full-time student.

A 3-credits course consists of 45 contact hours and an additional 90 hours of personal work for a total of 135 hours.

Workload for exchange students to comply with HEC Montréal regulations:

- Minimum: 12 credits (4 courses, may include 1 language course)
- Maximum: 18 credits (5 business courses plus 1 language course)

Note:

- No more than 5 business courses are allowed per semester
- No more than 1 language course is allowed per semester

## LANGUAGE REQUIREMENTS

Languages of instruction at HEC Montréal are French, English and Spanish.

For business courses given in French:

- Textbooks in English are sometimes used
- Exams can be written in English upon teacher's approval

Students are not required to demonstrate any language proficiency. As indication only, refer to the recommended scores in the chart beside.

## EXAMS AND TRANSCRIPTS

No retakes for mid-semester or final exams.

Transcripts are sent to the home institution approximately 6 weeks after the semester.

## EVALUATION AND GRADING SYSTEM

Each course has its own means of evaluation.

The best grades will receive a grade of A+ or A, and the lowest grades will get a passing grade D or an E for failure.

To calculate the GPA, letter grades are converted back to numerical values on a scale of 0 to 4.3, according to the chart beside.



## SPECIALIZATIONS

Applied Economics  
Business Analysis — Information Technologies  
Business Analytics  
Business Intelligence  
Entrepreneurship  
Finance  
Human Resources Management  
Integrated Specialization in Economy, Finance and Mathematics  
International Business  
Logistics & Operations Management  
Management  
Marketing  
Professional Accounting  
Project management  
Sustainable development management

| Advanced intermediate level        | Recommended score |
|------------------------------------|-------------------|
| <b>ENGLISH</b>                     |                   |
| TOEFL<br>Internet Based Test (IBT) | 72—94             |
| IELTS                              | 5.5—6.5           |
| <b>FRENCH</b>                      |                   |
| TFI                                | 750—845           |

| BBA<br>Numerical value / Mark   | Evaluation   |
|---------------------------------|--------------|
| 4.3 / A+                        | Exceptionnal |
| 4.0 / A<br>3.7 / A-             | Excellent    |
| 3.3 / B+<br>3.0 / B<br>2.7 / B- | Very good    |
| 2.3 / C+<br>2.0 / C             | Good         |
| 1.7 / C-<br>1.3 / D+<br>1.0 / D | Fair         |
| 0 .0 / E                        | Fail         |



# CALENDARS

Our [academic year](#) is divided into three semesters: Fall, Winter and Summer.

The Summer Semester is not open to exchange students.

| Exchange Key Dates              | Fall 2018                   | Winter 2019                     |
|---------------------------------|-----------------------------|---------------------------------|
| Semester Period                 | August 25 – December 18     | January 6 – April 30            |
| Nomination Period for Partners  | March 1 – May 1             | March 1 – October 1             |
| Admission Letters               | Online -By the end of April | Online -By the end of September |
| Application Period for Students | May 1 – 15                  | October 1 – 15                  |
| Course Registration             | May 31 – June 11            | November 1 – 12                 |
| Orientation                     | August 22 – 23              | January 3                       |
| BBA mid-semester exams          | October 17 – 23             | February 23 – March 1           |
| BBA mid-semester break          | October 24 – October 30     | March 2 – 8                     |
| BBA final exams                 | December 5 – 18             | April 13 – 30                   |

| School Closure                      |              |
|-------------------------------------|--------------|
| September 3, 2018                   | Labor Day    |
| October 8, 2018                     | Thanksgiving |
| December 24, 2018 – January 2, 2019 | Holidays     |
| April 19 – 22, 2019                 | Easter       |



## ADMISSION PROCESS

[Admission Website](#)

### EXCHANGE PERIOD

Nominations may be done for one semester or one full year.

**Students cannot extend their stay once arrived in Canada.**

### NOMINATION PERIOD

**Fall semester (or full year):**

March 1 – May 1, 2018

**Winter semester:**

March 1 – October 1, 2018

For full-year nominations starting in January or difficulties respecting our deadlines, contact us.

### ONLINE NOMINATION

Partners must complete the online nomination via [HEC en ligne](#).

Partner User ID and Password: previously provided.

A nomination guideline will be sent to partners prior to the nomination period.

### ADMISSION LETTERS

**Upon nomination:**

Students will receive a confirmation of admission and information on application by email.

Students will be able to upload their Admission Letter via HEC en ligne

### STUDENT APPLICATION PERIOD

**Fall semester:**

May 1 to May 15, 2018

**Winter semester:**

October 1 to October 15, 2018

### STUDENT ONLINE APPLICATION

Students must complete the online application via HEC en ligne.

No documents required.

User IDs and passwords are directly sent to students.

[For procedures](#)

### STUDENT VISA REQUIREMENTS

**For 1 semester (less than 6 months)  
Entry requirement**

Depending on students citizenship, a [visitor visa \(temporary resident visa\)](#) or an [Electronic Travel Authorization \(eTA\)](#) is needed.

**For 2 semesters (more than 6 months)**

Students must apply for a [Quebec Acceptance Certificate \(CAQ\)](#) and a [Canadian Study Permit](#).

Some students may also need a [visitor visa \(temporary resident visa\)](#).

Students must bring all their original documents.

[For more information](#)

# COURSE REGISTRATION

## [Registration Instructions](#)

### REGISTRATION PERIOD

**Fall semester:**

May 31 to June 11, 2018

**Winter semester:**

November 1 to November 12, 2018

We recommend that students register as soon as the system opens since registration for courses is on a first come, first served basis.

### BUSINESS COURSE OFFER

Course list for exchange students is available as of mid-May for the full academic year.

Updates are made prior to each semester.

[Course list for exchange students](#)

### COURSE OUTLINES PREREQUISITES

Before registering for a course, students must make sure to meet the prerequisites.

[Refer to the course portal](#)

### BUSINESS LANGUAGE COURSES

For students wishing to improve their business language skills in French, English or Spanish, we offer:

**French Business Communication**

Level 1 to 5

**English Business Communication**

Level 1 to 6

**Spanish Business Communication**

Level intermediate to advanced

The course has a weight of 3 credits.

Only one language course per semester is allowed.

An Online Placement Test is required and must be taken during the course registration period.



## MEDICAL & HEALTH INSURANCE

### [HEC Montréal Health Insurance Website](#)

#### COMPULSORY HEC MONTREAL HEALTH PLAN

It is compulsory for all incoming exchange students to purchase the Sun Life Company Health Insurance Plan from HEC Montréal. The Health Insurance Plan covers prescription drugs, medical and hospital expenses. No other private health insurance plan is accepted.

Payment is required upon arrival by credit card or international bank card only (no cash accepted). Cost is subject to change without prior notice.

**Cost \*:**

- \$ 355 CA for one semester
- \$ 570 CA for 2 semesters in the same academic year

\*Subject to change without notice

#### RECIPROCAL SOCIAL SECURITY AGREEMENTS

**Citizen students of** Belgium, Denmark, Finland, France, Greece, Luxemburg, Norway, Portugal, Romania and Sweden may be exempted from the compulsory HEC Montreal Health Plan by being covered by the Régie de l'assurance maladie du Québec (RAMQ).

**To be eligible**, students must have the nationality and residence of one of the countries listed above.

**To validate their eligibility** and for further information, students must refer to the [RAMQ website](#).

**Prior to arrival**, students must obtain the [required document](#) from their Country's Social Security.

**Upon arrival**, students must provide the document and follow further procedures. Once the process is completed, the compulsory premium will be waived.

## ACCOMMODATION

### OFF-CAMPUS HOUSING—EXCLUSIVE OFFER FOR EXCHANGE STUDENTS

[Get Your Place](#) – password *incoming2018*  
[Student Flat](#) – no password required  
[Student Housing Mtl](#) – no password required  
[IRIE Location](#) – [contact](#) them directly

### ASSISTANCE

[Housing](#) (Website)  
[Housing for exchange students](#) (Facebook)  
[Logement@hec.ca](mailto:Logement@hec.ca) (Email)

## ORIENTATION

### MANDATORY ORIENTATION

[Orientation Website](#)  
Fall semester: August 22 – 23, 2018  
Winter semester: January 3, 2019

#### Program

Official Welcome  
Administrative and Immigration Procedures  
Campus Visit  
Workshops (First arrival tips, Academic expectations and How to enjoy winter in Montreal)

### WELCOME ACTIVITIES

The student committee “HEChange” organizes fee-paying activities for exchange students. Although participation is on a voluntary basis, it is highly recommended.

For more information or to contact the student committee “HEChange”

[HEChange committee](#) (Facebook)  
[HEChange@hec.ca](mailto:HEChange@hec.ca) (Email)

### LIVING EXPENSES

Average range from \$6,000 to \$7,000 CA per semester (4 months)

| Expenses             | Average Cost (\$ CA) |
|----------------------|----------------------|
| Accommodation        | 2,800                |
| Food                 | 2,000                |
| Local transportation | 245                  |
| Personal expenses    | 1,000                |
| Insurance            | 355                  |
| Total                | 6,400                |

### INTERNATIONAL STUDENT MOBILITY FAIR

During the Fall semester, HEC Montréal organizes a colorful and dynamic International Fair. We will ask your students to participate and be creative when representing their home university. Prior to the event, we will ask you to send supporting promotional material and encourage your students to actively participate.





# LEARNING EXPEDITION PROGRAM

## WHAT IS A LEARNING EXPEDITION

It is a customized training program on specific management themes or in specialized fields carried out on the prestigious HEC Montréal Campus. Offered to BBA, MSc, MBA, PhD students, the program can be conducted either in English or French. Different from Study Tours and Summer School, the Learning Expedition Program will provide deep knowledge on North American best practices and businesses through direct interactions with leaders in the field complemented with company visits and keynote speakers.



Our latest program with students from the IAE Paris Master in Management Control and Organizational Audit

## FIELD OF EXPERTISE

Big Data  
Energy  
Entrepreneurship  
Enterprise Resource planning  
Family Enterprise  
Health  
Innovation  
Leadership  
Sustainable Development

# DUAL DEGREE — BBA 2+2

## WHAT IS A DUAL DEGREE WITH HEC MONTRÉAL

The 2+2 program allows students to complete the first two years of their BBA program at home, and complete the last two years of the program at HEC Montréal.

After completing successfully the final two years of the 2+2 at HEC Montréal, students will obtain the diploma or degree from their higher education institution of origin in addition to HEC Montréal's Bachelor of Business Administration (BAA) degree.

Other format may be explored depending on the duration of the partner's undergraduate program.



# GUEST STUDENTS

## WHAT IS A GUEST STUDENT

Also known as Visiting Student or Free Mover, a guest student is an undergraduate or MBA student who wishes to study at HEC Montréal, outside of a bilateral exchange program.

This option is offered to institutions who do not have an exchange agreement with HEC Montréal or with whom exchange places are limited.

Guest students can study for a semester or a full academic year at HEC Montréal and are required to pay tuition fees to HEC Montréal.



## CONTACTS

### FOR STUDENTS

[Incoming@hec.ca](mailto:Incoming@hec.ca)

### FOR PARTNERS



**Hassan N. Taghvai**

Director, International Activities and Student Mobility

Phone: +1-514-340-6192

[hassan.taghvai@hec.ca](mailto:hassan.taghvai@hec.ca)



**Geneviève Benoit**

Program Manager, Student Mobility

Partnerships, Exchange Program, Learning Expedition, Dual Degree, Guest Students

Phone: +1-514-340-6327

[genevieve.benoit@hec.ca](mailto:genevieve.benoit@hec.ca)



**Carmen Brodeur**

Student Advisor, Student Mobility

Belgium & France – Asia – Oceania – Mexico & South America

Phone: +1-514-340-7138

[carmen.brodeur@hec.ca](mailto:carmen.brodeur@hec.ca)



**Romy Schlegel**

Student Advisor, Student Mobility

Europe (except Belgium & France) – Africa – Canada & USA

Phone: +1-514-340-5007

[romy.schlegel@hec.ca](mailto:romy.schlegel@hec.ca)

### WEBSITE

[School Website](#)

[Information for Partners and Students](#)

### SECURITY

[Security Website](#)

After Hours Security Contact : +1-514-340-6611 (Phone)



### MAILING ADDRESS

HEC Montréal  
International Activities and Student Mobility  
3000, chemin de la Côte-Sainte-Catherine  
Montreal, Quebec, Canada H3T2A7

### LOCATED IN THE HEART OF MONTREAL

HEC Montréal is located right in the heart of Montreal, a cosmopolitan city with a population of almost 2 million, made up of more than 100 different ethnic communities.

Montreal is the second largest university city on the continent after Boston.

Vibrant, fast-paced and historical, Montreal, with its various impressive festivals and its incredible nightlife, will provide exchange students an exciting adventure along with an excellent educational experience.

New York, Boston, Toronto, Ottawa and other great North American cities are within a few hours.

### LANGUAGE IN CANADA

Canada has two official languages: French and English.

In the province of Quebec, French is the official language.

In Montreal, French and English speakers live side by side. Montreal is also a multiethnic city and therefore, multilingual.

[Montreal International](#)

### FLY ME TO HEC MONTRÉAL

[Fly Me to HEC Montréal \(Video\)](#)

[Video Library](#)

[Photo Library](#)

