

Regulation on language requirements at HEC Montréal

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TABLE OF CONTENTS

1. FRAMEWORK OF REFERENCE FOR LANGUAGES -----	1
2. PARTICULAR LANGUAGE REQUIREMENTS -----	1
2.1 CERTIFICATE PROGRAMS AND SHORT UNDERGRADUATE PROGRAMS -----	1
2.2 BBA AND BBA WITH PREPARATORY YEAR-----	2
2.3 GRADUATE PROGRAMS -----	2
2.4 Doctorate program -----	3
2.5 Participation in exchange programs -----	3
2.6 Second language and foreign language skills -----	4
3. USE OF FRENCH AND OTHER LANGUAGES IN PROGRAMS (EXCLUDING LANGUAGE COURSES) 4	
3.1 Teaching materials -----	4
3.2 Writing of assignments and examinations -----	4
3.3 Theses, dissertations and other synthesis activity reports -----	4
4. EFFECTIVE AND REVISION -----	4
APPENDIX 1 -----	5
APPENDIX 2 – DEFINITIONS -----	7

1. FRAMEWORK OF REFERENCE FOR LANGUAGES

- 1.1 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 for admission recognized by HEC Montréal according to this framework are shown in Appendix 1.
- 1.2 Admission requirements 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.
- 1.3 HEC Montréal's language tests HECFRAN, HECTOPE and ELENHEC are non-elimatory tests that may be required after admission, depending on the language of study or the program chosen, in order to meet graduation requirements. Students in any program may choose to have their language skills in French, English or Spanish evaluated by means of these tests.
- 1.4 The HECFRAN, 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.
- 1.5 Depending on the test score and each program's requirements, 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.
- 1.6 Students who pass HEC Montréal's French academic and professional writing techniques course are considered to have passed the HECFRAN test.
- 1.7 Students who pass HEC Montréal's intermediate advanced business English or business Spanish courses are considered to have passed the English HECTOPE test or the Spanish ELENHEC test.

2. PARTICULAR LANGUAGE REQUIREMENTS

2.1 CERTIFICATE PROGRAMS AND SHORT UNDERGRADUATE PROGRAMS

2.1.1 Admission

- 2.1.1.1. All non-Francophone candidates must prove that they have advanced intermediate proficiency in French when they apply for the program.
- 2.1.1.2. Non-Francophone applicants with basic proficiency may be admitted if they register for two 3-credit qualifying courses. Those with intermediate proficiency may be admitted if they register for one 3-credit qualifying course, in their first term of study.
- 2.1.1.3. Such students must pass the compulsory business French qualifying course or courses by the end of their third term after admission in order to continue in their program of study.

2.1.1.4. Students who complete 9 credits of courses in the program structure by the end of their first or second term after admission without having passed the compulsory business French course or courses must take this or these courses concurrently with other courses in their program.

2.1.2 Graduating with a bachelor of management (bmgt) from HEC Montréal

2.1.2.1. To earn a Bachelor of Management (BMgt) from HEC Montréal, students must pass the HECFRAN test or the compulsory equivalent French course. Also, an intermediate proficiency level must also be established through the HECTOPE test or the successful completion of an equivalent-level business English course.

2.2 BBA AND BBA WITH PREPARATORY YEAR

2.2.1 Admission

2.2.1.1. 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.

2.2.2 Language placement

2.2.2.1. All candidates admitted to the BBA or the BBA with preparatory year must take an English placement test. For the trilingual stream or to take Spanish courses, a Spanish placement test is also required. The sole purpose of these tests is to assess the proficiency level of students to register in a language course. Their results cannot be used for the purpose of obtaining a mention on the student's transcript or a diploma.

2.2.3 Graduating

2.2.3.1. To obtain a diploma, in the French, bilingual or trilingual streams, all students must pass the HECFRAN test or the equivalent French course. On the recommendation of the program director, students in the "Francization" stream who pass an intermediate-advanced French course may be able to obtain their degree.

2.2.3.2. In order to graduate, students must demonstrate at least an intermediate level in English by taking the HECTOPE test or passing an equivalent-level English course.

2.2.3.3. Those who wish to obtain a bilingual or trilingual mention at the end of their studies must meet additional conditions (see <https://www.hec.ca/etudiants/mon-programme/baa/mentions/index.html>). (in French only)

2.3 GRADUATE PROGRAMS

2.3.1 Program offered in french

- 2.3.1.1. All non-Francophone candidates must prove their level of proficiency in French when they apply for the program. The required level for the MSc is advanced and intermediate-advanced for the other graduate programs.
- 2.3.1.2. 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.
- 2.3.1.3. In the French graduate programs, many reading materials and reference documents are in English. Proficiency in English is therefore necessary to succeed. Students must ensure that their English skills are at least at the intermediate level.
- 2.3.1.4. Note that the labour market in Quebec, and particularly in Montréal, generally requires a good knowledge of English. Anyone who does not have the required language proficiency is strongly encouraged to obtain an English-as-a-second-language mention. See section 2.6.

2.3.2 Program offered in english

- 2.3.2.1. All non-Anglophone applicants must prove that they have advanced intermediate proficiency in English when they apply. The required level for the MSc is advanced and intermediate-advanced for the other graduate programs.
- 2.3.2.2. 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.
- 2.3.2.3. Note that the labour market in Quebec, and particularly in Montreal, generally requires a good knowledge of French. Anyone who does not have the required language proficiency is strongly encouraged to obtain a French-as-a-second-language mention. See section 2.6.

2.4 Doctorate program

- 2.4.1 All candidates who are not Anglophone or Francophone must prove their proficiency in advanced English or French when they apply for the program.
- 2.4.2 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.
- 2.4.3 Students who do not have an intermediate-advanced level of French are strongly encouraged to obtain a French-as-a-second-language mention. See section 2.6.

2.5 Participation in exchange programs

- 2.5.1 The host university may impose particular language requirements.

2.6 Second language and foreign language skills

2.6.1 For students who so request, HEC Montréal will include a mention of language proficiency in French, English or Spanish on their transcripts. To obtain this mention, students must demonstrate proficiency in the target language at the intermediate-advanced level or higher, either by taking the School's language test or by passing a language course at HEC Montréal.

3. USE OF FRENCH AND OTHER LANGUAGES IN PROGRAMS (EXCLUDING LANGUAGE COURSES)

3.1 Teaching materials

3.1.1 Textbooks and course notes are generally written in the language of instruction. In the courses taught in French or in Spanish, some of the teaching materials may be in English (e.g., reference books, case studies or websites). 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. For courses taught in French in undergraduate programs, all documents supplementing exams sheets, such as case studies, must be in French.

3.2 Writing of assignments and examinations

3.2.1 Students normally write their assignments and examinations in the language of instruction of the course. Students in the BBA bilingual and trilingual streams must have the course coordinator's approval if they wish to write their assignments and exams in French for a course given in English or Spanish.

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

3.3 Theses, dissertations and other synthesis activity reports

3.3.1 Theses, dissertations and synthesis activity reports (e.g., supervised projects, directed research and integrative projects) are usually completed in the program's language of instruction. They may be written in another language with the program director's approval.

4. EFFECTIVE AND REVISION

4.1 This regulation is effective as of the day of its adoption by the Academic Council of HEC Montréal, April 16, 2014. They must be revised at least once every four years.

APPENDIX 1

Test or diploma results are valid for two years after the test date.¹

HEC Montréal Framework of Reference for Languages							
French						Spanish	
	TFI	DELF/ DALF	TCF	TEF	AP		DELE
Expert		C2	C2 (6) 600-699	C2 (6) 600-699		Expert	C2
Advanced	850-990	C1	C1 (5) 500-599	C1 (5) 500-599		Advanced	C1
Intermediate- advanced	750-845	B2	B2 (4) 400-499	B2 (4) 400-499	4	Intermediate- advanced	B2
Intermediate	605-745	B1	B1 (3) 300-399	B1 (3) 300-399	3	Intermediate	B1
Elementary	400-600	A2	A2 (2) 200-299	A2 (2) 200-299	2	Elementary	A2
Beginner	200-395	A1	A1 (1) 100-199	A1 (1) 100-199		Beginner	A1
<p>AP: Advanced Placement (French) DELF/DALF: Diplôme d'études en langue française/Diplôme approfondi de langue française TCF: Test de connaissance du français TEF: Test d'évaluation en français TFI: Test de français international (ETS) DELE: Diploma of Spanish as a Foreign Language</p>							

¹ For admission purposes, a test must include both “oral comprehension and “reading comprehension”.

HEC Montréal Framework of Reference for Languages							
English							
	IELTS	TOEFL IBT	TOEIC (Speaking and writing)	AP	SAT	CAMBRIDGE	PEARSON
Expert	8.5 and 9	115-120	960-990			Certificate of Proficiency in English (CPE)	
Advanced	7, 7.5 and 8	95-114	781-959			Cambridge English: Advanced (CAE) LinguaSkill 180 et +	66-90
Intermediate -advanced	5.5, 6 and 6.5	72-94	601-780	4	700	Cambridge English: First (FCE) LinguaSkill 160 – 179	50-65
Intermediate	4.5 and 5	42-71	401-600	3	620-640	Cambridge English: Preliminary (PET) LinguaSkill 140 – 159	
Elementary	4	20-41	255-400	2	500	Cambridge English: Key (KET) LinguaSkill 120 – 139	
Beginner	3.5 and lower	19 and lower	254 and lower			Cambridge English: Movers (YLE Movers) LinguaSkill 100 – 119	
AP: Advanced Placement Cambridge: Cambridge English Language Assessment IELTS: International English Language Testing System SAT: Scholastic Assessment Test (English) Pearson: PTE Academic English Language Test 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.
 - Passed a French-as-a-second-language course at an English-language CEGEP in Quebec.
 - o Level 103 for the MSc program
 - o Level 102 for all other programs
 - 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 certificate or diploma of secondary studies and transcripts in French (not translated) that were obtained in an entirely Francophone environment and have been certified by the institution of instruction.
 - Passed an institutional language test with a score of at least 60% 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:
 - o UQAM French Test
 - o TFLM (Université de Montréal and Université Laval)
 - o Test de français d’admission de la FEP (Université de Montréal)
 - o Test de maîtrise du français (École Polytechnique de Montréal)
 - o 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).
 - Programme intensif de francisation universitaire (PIFU) (the Université de Montréal’s Intensive Francization Program)
- b) “Anglophone student”: a student is considered Anglophone, for admission purposes, if he or she meets one of the following criteria:
- Hold 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 an English-as-a-second-language course at a French-language CEGEP in Quebec.
 - o Level 103 for the MSc program
 - o Level 102 for all other programs
 - 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).
 - Hold 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.