Règlement relatif aux exigences linguistiques à HEC Montréal

Regulation on language requirements at HEC Montréal

Adopté par le Conseil pédagogique
Le 16 avril 2014
Amendé
Le 20 mai 2015
Le 1er mars 2017
Le 13 mars 2019

Adopted by the Academic Council
April 16, 2014
Amended
May 20, 2015
March 1, 2017
March 13, 2019
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 for admission recognized by HEC Montréal according to this framework are shown in Appendix 1.

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.

HEC Montréal’s language tests HECFRAN, HECTOPE and ELENHEC are non-eliminatory 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.

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.

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.

Students who pass HEC Montréal’s French academic and professional writing techniques course are considered to have passed the HECFRAN test.

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. 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 AND SHORT UNDERGRADUATE PROGRAMS

3.1.1. ADMISSION

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. GRADUATING WITH A BACHELOR OF MANAGEMENT (COMPRISING CERTIFICATES)

To graduate with a Bachelor of Management (cumulative certificates), all students must pass either the HECFRAN test or an equivalent-level business 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.

3.2. BBA AND BBA WITH PREPARATORY YEAR

3.2.1. ADMISSION

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. LANGUAGE PLACEMENT

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.

3.2.3 GRADUATING

To obtain a diploma, in the French, bilingual or trilingual streams, all students must pass the HECFRAN test or the equivalent French course. For the francization stream, the French as a second language path described in section 3.6 must be successfully completed.

In order to graduate, at least an intermediate level in English must be demonstrated by the HECTOPE test or the successful completion of an equivalent-level English course.
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)

3.3. GRADUATE PROGRAMS

3.3.1. PROGRAM OFFERED IN FRENCH

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.

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.

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.

Note that the labour market in Quebec, and particularly in Montréal, generally requires a good knowledge of English. Students who do not have the requisite level of proficiency in that language are strongly encouraged to follow the English as a second language path described in section 3.6.

3.3.2. PROGRAM OFFERED IN ENGLISH

All non-Anglophone applicants must prove that they have advanced intermediate proficiency in English when they apply. An advanced level is required for the MSc program and an intermediate-advanced level is required for all other graduate programs.

The program director may recommend that candidates who do not have the necessary proficiency be admitted on condition that they pass the language courses.

Note that the labour market in Quebec, and particularly in Montréal, generally requires a good knowledge of French. Students who do not have the requisite level of proficiency in that language are strongly encouraged to follow the French as a second language path described in section 3.6.

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 language courses.

Students who do not have the requisite level of proficiency in that language are strongly encouraged to follow the French as a second language path described in section 3.6.
3.5. Participation in exchange programs

The host university may impose particular language requirements.

3.6 Path in a second language

Upon request, HEC Montréal records on the student’s transcript the mention for a French, English or Spanish language path. To obtain this attestation, proficiency in the target language must be demonstrated at the intermediate-advanced level or higher either by a School’s test or after successful completion of a language course at HEC Montréal.

4. Use of French and other languages in programs (excluding language courses)

4.1. Teaching materials

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 (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, 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 usually completed in the program’s language of instruction. They may be written in another language with the program director’s approval.
## Cadre de référence linguistique HEC Montréal

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<thead>
<tr>
<th>Niveau</th>
<th>TFI</th>
<th>DELF/DALF</th>
<th>TCF</th>
<th>TEF</th>
<th>BI (SL, HL)</th>
<th>AP</th>
<th>SAT</th>
<th>Cours cégep LS</th>
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<tr>
<td>Avancé</td>
<td>850-990</td>
<td>C1</td>
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<td></td>
<td>C1 (5)</td>
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<td>B1</td>
<td>B1 (3) 300-399</td>
<td>B1 (3) 361-540</td>
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<td>620/640</td>
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<td>A2</td>
<td>A2 (2) 200-299</td>
<td>A2 (2) 204-360</td>
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<td>100</td>
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<td>A1 (1) 100-199</td>
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**AP :** Advanced Placement (français)  
**BI (A1, A2, SL, HL) :** Baccalauréat international (niveaux de cours)  
**Cours cégep LS :** Niveaux de FLL dans les cégeps anglais  
**DELF/DALF :** Diplôme d'études en langue française/Diplôme approfondi de langue française  
**SAT :** Scholastic Assessment Test (français)  
**TEF :** Test de connaissance du français  
**TFI :** Test de français international (ETS)  
**DELE :** Diplôme d’espagnol comme langue étrangère
### Conversion Table at HEC Montréal

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<th>IELTS</th>
<th>TOEFL IBT</th>
<th>TOEIC</th>
<th>BI (SL, HL)</th>
<th>AP</th>
<th>SAT</th>
<th>BULATS</th>
<th>CAMBRIDGE</th>
<th>Cours cégep LS</th>
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<tr>
<td><strong>Béquivalent</strong></td>
<td>8,5 et 9</td>
<td>115-120</td>
<td>960-990</td>
<td>A1 réussi avec &quot;4&quot;</td>
<td>90-100</td>
<td>Certificate of Proficiency in English (CPE) réussi avec &quot;C&quot;</td>
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<td>7, 7,5 et 8</td>
<td>95-114</td>
<td>781-959</td>
<td>A2 réussi avec &quot;4&quot;</td>
<td>75-89</td>
<td>Cambridge English: Advanced (CAE) réussi avec &quot;C&quot;</td>
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<td>72-94</td>
<td>601-780</td>
<td>4</td>
<td>700</td>
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<tr>
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<td>255-400</td>
<td>2</td>
<td>500</td>
<td>20-39</td>
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<td>3,5 et moins</td>
<td>19 et moins</td>
<td>254 et moins</td>
<td>0-19</td>
<td>Cambridge English: Movers (YLE Movers) réussi avec &quot;C&quot;</td>
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</tbody>
</table>

**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)  
**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.