

FREQUENTLY ASKED QUESTIONS TAKING A FRENCH COURSE AT HEC MONTRÉAL

Costs and registration process

- How much does it cost to register for a French course?
 - French courses are considered non-program courses. As such, the costs of these courses are not included in your program of study requirements. Tuition and institutional fees are calculated on a per-credit basis (3-credit course) and are added to your bill.
 - For the MSc Program:
 - ✓ If you are a Canadian citizen or permanent resident, but not a resident of Quebec, you pay Quebec tuition fees for French courses.
 - ✓ Differential tuition fees are waived for the French course for international students who are:
 - Enrolled in at least one course in the MSc program.
 - Enrolled for 9 credits including the 3-credit French course throughout the term (fall and winter). Enrolled for 6 credits at the summer. The *Thesis* activity counts as 15 credits.
 - The waiver is cancelled if a student is no longer enrolled for 9 credits (or 6 credits at the summer) as a result of dropping from the French course, an MSc course, or a preparatory course.
 - Quebec tuition and institutional fees are around \$500 per 3-credit course (see [fee table](#)). These fees are subject to change without notice.
 - The waiver only applies to the French course if the differential fees for your program of study are not already waived.
 - The invoice is updated the day before the payment date.
 - ✓ Tuition fee are waived for the French course for international students who are registered to the supervised project and are started the program from the September 2022

- For the PhD Program:
 - ✓ You pay only the institutional fee for each 3-credit course. Consult the [table of fees](#).
 - ✓ The refund of Quebec tuition fees is issued at the end of the first month of the term according to the same procedure used for the program tuition fees.

- What status is required to be enrolled in a French course (number of credits, type of stream, status)?
 - You must be admitted to the MSc or PhD program.
 - If you are an international student:
 - ✓ You must have a current study permit that has been validated by the Registrar's Office.
 - ✓ Certain conditions apply to qualify for the differential tuition fees waiver or the tuition fee waiver for the French course (see the article on this matter in this FAQ).

- How do I register?
 - Before enrolling in a course, you must take a free online placement test to find out what your level is. To register, [email us](#) your **name, your HEC Montréal student number and your study program**.
 - Your results will be available at [ZoneCours > Gradebook](#) within two weeks of your test date. You must take the placement test at least one week before the start of the term to be registered for the course on time.
 - No placement test is required if:
 - You took a business French course within the last two years.
 - Or
 - You took the online placement test within the last year.
 - Or
 - You have a compulsory course to take to meet the language requirements for your program.

In any of these situations, you must ask your [program administration office](#) to register you for the course corresponding to your level.

- Can I take a French course without registering for it?
 - No, only registered students may take a course.

- Can I register for a French course myself?
 - No, students in the MSc and PhD programs need to be registered by their program administration office. You have to take a placement test before you can be registered for a course (see the article on this matter in this FAQ).

- Can I take French courses after I finish my program, instead of doing it at the same time?
 - You will need permission from your [program administration office](#) if you wish to take a French course after your program of study has ended.
- I have no knowledge of French and have never taken a French course before. Which course should I take?
 - In this case, you should take the first course in the sequence, which is the novice level course (LANG 91508). Please [email us](#) your name, your HEC Montréal student number and your study program and we will send you a link to the placement test. If you don't have any French knowledge, the placement test will take you a few minutes only.
- I have no knowledge of French. Do I need to take a placement test?
 - Yes, a placement test is required but it will take you a few minutes only if you do not understand or speak French, or if you have never taken a French course before.
 - To register to the placement test, [email us your name, your HEC Montréal student number and your study program](#).
- I have taken French courses before, and I can understand and say a few words in French. Which course should I take?
 - You will need to take the Business Language Training Centre's placement test so that we can recommend the course that best matches your level. To register, [email us your name, your HEC Montréal student number and your study program](#).
- Do international students need a study permit to register for a course?
 - Yes, international students who wish to take a French course must have a study permit that is valid for the entire term.
- What is the deadline to register for a course?
 - We can register students for a course no later than the first day of the term.
- Can I take a course if I am not in Canada on the start date? I will miss the first few classes.
 - The courses are offered in person.
 - International students who wish to take a French course must have a study permit that is valid for the entire term. This document is issued at border services upon arrival in Canada.

- We do not recommend that you register for a course if you will be absent for one or more classes.
- **Will I have to pay a change fee if I drop the course?**
 - A change fee applies for each course dropped after the first course registration period of the term, up to the date the course is canceled, with a refund posted in your HEC en ligne account, as is the case for program of study courses.
- **Are scholarships available for me to take French courses?**
 - There are currently no scholarships available for students wishing to take a French course. For details on the costs of a French course, please refer to this question in this FAQ.
- **What is the deadline to drop a course without paying tuition?**
 - The deadline to cancel a course (with refund) is posted in your HEC en ligne account. Please note that a course change fee will apply.
- **Can I drop the French course during the term?**
 - You may drop the course without receiving a failing grade if you drop it prior to the term's [deadline to drop a course without refund](#).
 - Students who are enrolled in the MSc program and are exempt from the differential fee for the French course only will be required to pay the differential tuition fees for that course if they are no longer enrolled in 9 course credits (or 6 credits at the summer) as a result of dropping the French course or any other course in which they are enrolled that term.

Description of the French courses

- **What French courses are offered at HEC Montréal?**
 - Business French courses are divided into six levels:
 - [LANG 91508 Français des affaires – Novice](#) (novice)
 - [LANG 91501 Français des affaires – Débutant](#) (beginner)
 - [LANG 91502 Français des affaires – Élémentaire](#) (elementary)
 - [LANG 91503 Français des affaires – Intermédiaire](#) (intermediate)
 - [LANG 91504 Français des affaires – Intermédiaire-avancé](#) (intermediate-advanced)
 - [LANG 91505 Français des affaires – Avancé](#) (advanced)
- **What is the course schedule?**
 - We offer daytime and evening courses. The schedules are posted on HEC en ligne. You can check your course schedule by selecting the term and course number (e.g., 91508) in the online [search tool](#).

- **How long is a course?**
 - All French courses are worth 3 credits. A 3-credit course corresponds to 45 classroom hours, including exams.
- **How many hours should we expect to study for a course?**
 - A 3-credit French course corresponds to 45 hours of personal work, or about three hours per week. This can include grammar exercises, oral presentations, listening to audio and video excerpts, practical assignments, and exam preparation.
- **Are courses offered every term?**
 - French courses are offered every term (Fall, Winter and Summer). An intensive session is also offered in August, prior to the start of the Fall term. Use the online [search tool](#) to check the course schedule.
- **Are the courses taught online or in person?**
 - Courses are taught in person. Use the online [search tool](#) to check how a course is taught.
- **How long is a class?**
 - Classes last three hours.
- **Are French courses mandatory?**
 - French courses are not mandatory. However, they are strongly recommended if you wish to make your university experience more enjoyable and increase your employability in the Quebec job market.
- **What is the difference between the French courses taught at HEC Montréal and those offered at other institutions?**
 - The French courses at HEC Montréal are business French courses. They help you to increase your general knowledge of French and the knowledge required in business settings in Quebec and in the French-speaking world. The courses are workplace oriented. Several assignments give you the opportunity to communicate in real business settings, making it easier for you to enter the Quebec job market and promoting your employability. By taking French courses at HEC Montréal, you get to learn French at your place of study and meet other students who, like you, share your ambition to become part of Quebec society.
- **In novice and beginner courses, do teachers speak only in French?**
 - In novice and beginner courses, instruction is primarily delivered in French, but the teacher may use English to make it easier to convey some of the knowledge and information that is important to continue with the course.

- Are there resources other than credit courses to help me improve my French?
 - The Business Language Training Centre offers many free resources to help students improve their French. These include communication workshops, a language exchange program, one-on-one tutoring, French week, self-study in writing, and a language and cultural immersion program in the summer. Visit the [Business Language Training Centre website](#) to learn more.
- What are the class sizes?
 - Classes have between 20 and 30 students.

Notes, recognition, certification

- Are French courses taken at HEC Montréal accepted in the process to obtain a Québec Selection Certificate?
 - No. Since the recent changes to the [Programme de l'expérience québécoise](#) (PEQ – Québec experience program), French courses taken at a university are no longer recognized. However, perfecting your French at HEC Montréal can help you reach the level of French required by the PEQ, which you will have to demonstrate by meeting the program's conditions.
- Does the university or program issue a certificate to students who successfully complete a course or all courses in French?
 - HEC Montréal does not issue attestation letters or certificates for French courses. Confirmation of successful course completion is noted on student transcripts along with the grade obtained.
- Will my final grade for the French course appear on my transcript?
 - The final grade for your course will appear as a letter grade (A, B, or C) on your transcripts. In the MSc and MBA programs, the final grade will be either ES (for *exigence satisfaite*, meaning “requirement met”) or E (for *échec*, meaning “fail”).
- Will my final grade for the French course count towards my program of study's cumulative grade point average (CGPA)?
 - If the French course is considered a non-program course, your final grade will not be calculated in your program CGPA. If the French course is graded and is part of a program, your final grade will be calculated in your program GPA.

- Do the courses include evaluations? What is the passing grade for a course?
 - Yes. Every course has evaluations, which can be in the form of practical assignments, oral presentations, and exams. The passing grade for a course is a D (50/100). MSc and MBA Students who receive a 50/100 will receive the grade ES (for *exigence satisfaite*, meaning “requirement met”).

If the answer to your question is not in this FAQ, please contact the Business Language Training Centre team at formationenlangues@hec.ca.