



# OFFICIAL WELCOME WINTER 2024

International Activities and Student  
Mobility



# International Activities and Student Mobility

**Agnès Darmaillacq**



**Geneviève Benoit**



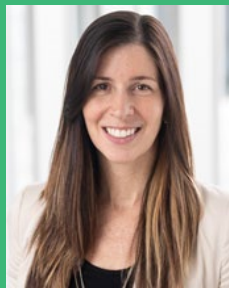
**Valérie Brodeur**

Europe (except France,  
Belgium & Scandinavia)



**Marie-Eve Porlier**

Africa, Belgium, France,  
Middle East, Oceania and  
Immigration



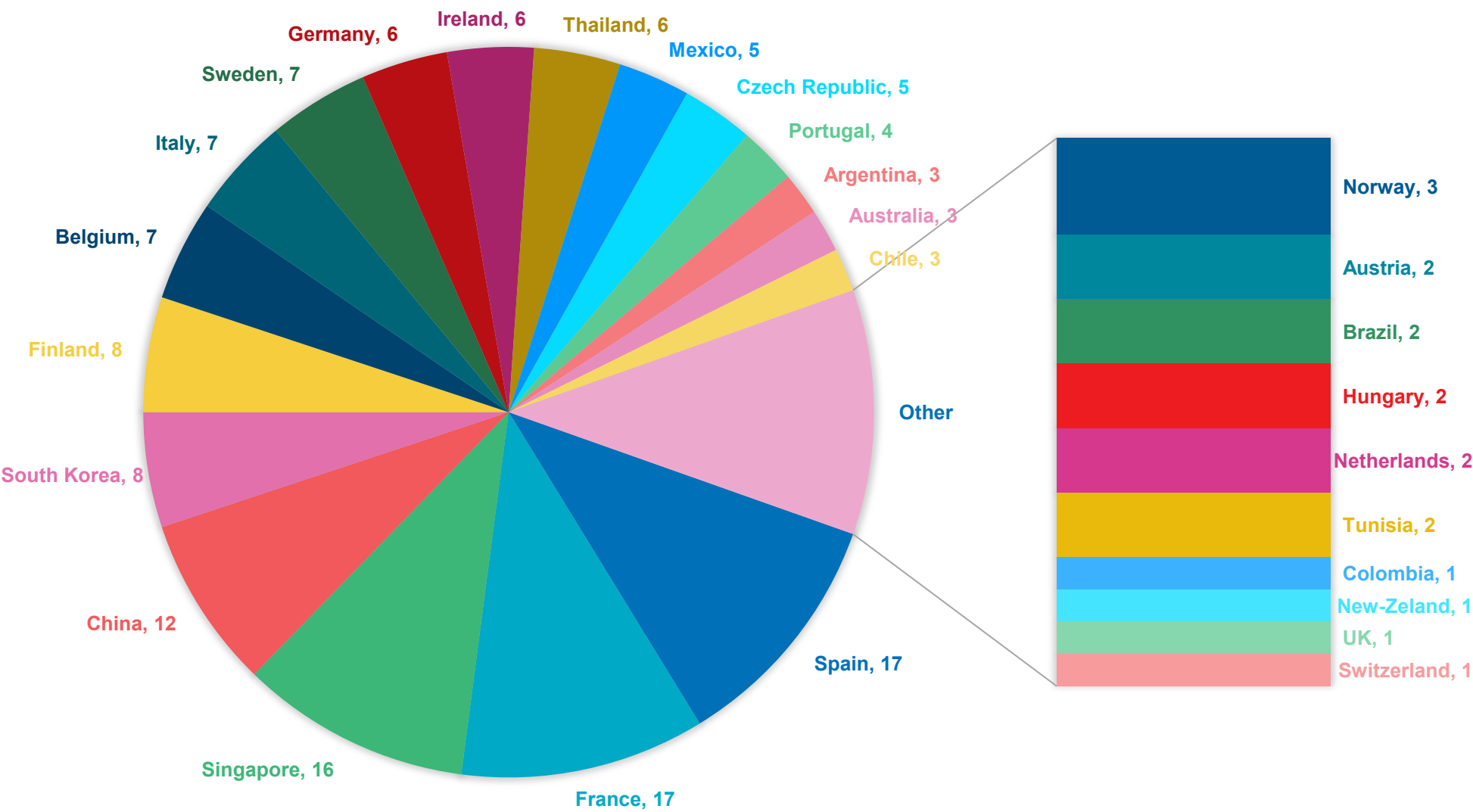
**Elodie Giannecchini**

Americas, Asia &  
Scandinavia





# Winter 2024 Student Mobility







# Entry Authorizations



# Entry documents

At this point, you should already have :

- An eTA, or;
- Applied for a Temporary Resident Visa, or;
- Applied for a Study permit

Do not attempt to enter the country without the right documents !

If you have any questions, [email us](#) immediately!

## Additional reminders :

Upload your documents in HEC en ligne :

- Birth certificate
- Passport

Complete the Application in HEC en ligne  
(not applicable to visiting students)

# Required documents at the border

Mandatory travel documents :

- Passport (with the visa sticker on it, if applicable)
- HEC Montréal Admission letter ([HEC en ligne](#))
- Private medical insurance if you enter Canada before January 1<sup>st</sup> (valid until January 1<sup>st</sup>)

More documents may be required for students with a Temporary Resident Visa or Study permit;

- Financial proofs : a copy of all financial documents submitted in the visa/study permit application



# Campus Facilities



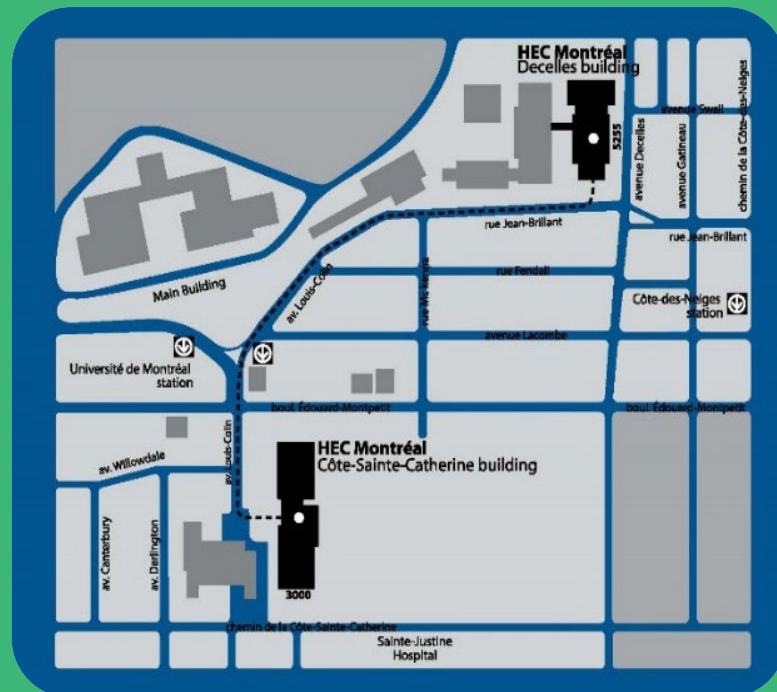


# Campus location

Decelles building – click [here](#) for map

Côte-Sainte-Catherine building – click [here](#) for map

Hélène Desmarais – [Downtown](#)



CEPSUM







# CEPSUM – CAMPUS SPORT COMPLEX

Access with your student ID card.

## Free membership

- Access to swimming pool, running track, sports rooms (squash, racquetball, etc.)

## Special rates

- Training room for 4 months: 101\$ + taxes
- Other activities: up to 40% reductions

[For more information](#)



2100, boulevard  
Édouard-Montpetit  
Montreal, QC, H3T 1J4

[cepsum@umontreal.ca](mailto:cepsum@umontreal.ca)

Phone: 514-343-6150

# RESOURCES

## Wi-Fi access on campus

- Username: Student ID
- Password: Same as for HEC en ligne

## Library

- Côte-Sainte-Catherine Building, 2<sup>nd</sup> floor
- Francine-Roy (Hélène Desmarais building)
- 7 days a week

## Printers

- Côte-Sainte-Catherine building, 1<sup>st</sup> floor  
– yellow section and Library
- Decelles building, 4<sup>th</sup> floor – at the intersection of Northern and Southern sections

[Instructions for printers](#)







# LOCKERS

Reservation during the first week of the semester

- 1 locker must be shared by 2 full-time students
- 1 shared compartment + 2 smaller individual compartments
- Bring your own padlocks
- You cannot have lockers in both buildings

Reserve your [locker](#) via HEC en ligne with both students' ID numbers.



# PSYCHOLOGICAL SUPPORT AND WELLNESS

We remain your main contact if you need assistance: [incoming@hec.ca](mailto:incoming@hec.ca)

## Psychological support:

Concerned about a situation?

We invite you to visit the [Student services support website](#) for more information.

## Wellness:

Several event and workshops are designed to help students successfully complete their academic journey while maintaining a good quality of life. See the complete activity calendar [here](#)!



# Special needs – Disabled students

HEC Montréal offers a range of accommodations that facilitate the access to academic curricula to students with special educational needs. We are very much committed to provide you with the same or very similar accommodations you receive at home.

Here's how to seek out personalized support and services during the course of your studies. We strongly suggest you proceed as soon as possible, since the implementation of some services calls for extra planning and organization. Your file shall be treated confidentially.

## 1. Gather the documents Required for the first appointment :

- A report certifying the existence of a disability and defining it, or;
- A statement declaring that the disability justifies the implementation of management Measures.

## 2. Contact us to request support: [incoming@hec.ca](mailto:incoming@hec.ca)

## 3. Upon reception of the confirmation of your needs, we will inform our [Student Service – Disabled Students](#)

## 4. HEC Montréal Student Services will meet with you to discuss the accommodation that will be put in place.





# Security on & off campus



# OFF CAMPUS SECURITY

**Never carry your passport when you go out.**

Keep it in a safe place at home.

Take a photocopy with you if needed.

**Never leave your bag, computer or any other personal belongings unattended.**

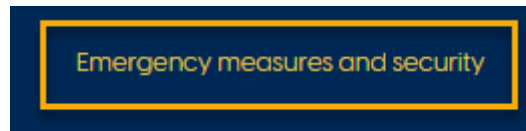
(ex: on the backseat of a car)

**Do not keep a large amount of money at home nor on you.**

# On-Campus Security

REFER TO [HEC Montréal Website](#) main page

« [Emergency measures](#) » at the bottom



OPEN 24/7

Security Desk at the main entrance of each building

A WINTER STORM IS COMING?

Get the latest info: [Winter Storm](#)



The screenshot shows the 'EMERGENCY 911' page for HEC MONTRÉAL SECURITY. The header is orange with the text 'EMERGENCY 911' and 'HEC MONTRÉAL SECURITY'. To the right, it says 'All facilities 514 340-6611'. Below the header, there is a breadcrumb trail: 'Home > Security Service > Emergency measures'. The main content area is divided into two columns. The left column, titled 'Security Service', lists various emergency measures: Medical emergency, Armed intruder, Lockdown, Physical aggression, Suspicious envelope or package, Civil disturbance or demonstration, Gas leak, Fire, and Evacuation. The right column, titled 'Emergency measures', displays a grid of 14 icons with corresponding labels: Medical emergency, Armed intruder, Lockdown, Physical aggression, Suspicious envelope or package, Civil disturbance or demonstration, Gas leak, Fire, Evacuation, Bomb threat, Earthquake, Power outage, Elevator malfunction, and Mobility impaired persons. On the far right, there is a 'Share this page' section with social media icons for Facebook, Twitter, LinkedIn, and Google+, along with a 'Plus' button.

# Phishing or a fraudulent mail

What is it?

Phishing are emails, text messages and websites that are designed to appear to come from well-known legitimate businesses, financial institutions and government agencies. Their goal is to extract your private data (personal, financial or sensitive information).

Examples:

- **Email or text message:** Email with an alert to change your password or to accept a wire transfer. (Don't click on the link included in the message)
- **Robots or fraudulent call:** Never answer to those call. Your bank institution will never ask you to make a Interact transfer or cryptocurrency transfer to another account.

**What to do in the case you are not sure of the origin of the email, the text message and/or the phone call?** Call the company who is responsible of the sending of this email: If it looks like the email that you just received comes from your bank institution and you are not sure that it is really from them, the best option is to call them.

**Important:** Never open an email or message text if you are not sure from where it comes from. Once they have your password, they can steal all your personal data.

For more information concerning phishing, fraudulent email or fraud, consult the following website from the Government of Canada: [Protection from frauds and scams - Canada.ca](https://www.canada.ca/en/govcanada/services/identity-protection/protect-yourself-from-fraud.html)





# Personal information



# PERSONAL INFORMATION | MANDATORY

## HEC en ligne

Put in your Montreal residence address on the profile section.

Profile



Personal Details
Contact Details
Addresses
Emergency Contacts
Social Insurance Number
Password

Emergency contact information  
Complete the [Emergency Contacts form](#)

# STUDENT ID CARD

## WHEN & WHERE

### **Côte-Sainte-Catherine building**

Espace Création C of the library (see location)  
First week of the semester  
– During opening hours

### **At the Coop HEC Montréal** - At all time

Note: You are under no obligation to become a  
Coop HEC Montréal member.

If you lose your card, you will be charged a \$10 fee  
for a new card.

## MANDATORY TO ACCESS

- Exams
- Library
- Computer Labs
- Sport Complez Cepsum
- Student activities
- School outside regular hours
- Campus medical clinic

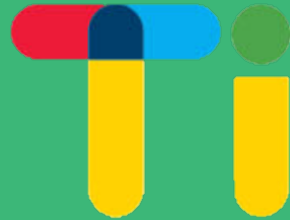


# Two-factor authentication – Use computer as secondary factor

Change in phone number:

Once in Canada, you may change your phone number for a Canadian one. In this case, you need to make a change in the *Office exploitation system* to avoid any authentication problem.

[See the steps here.](#)







# Health Insurance

# HEC MONTREAL MEDICAL & HEALTH INSURANCE PLAN

All international students are automatically enrolled to the Cowan insurance plan:

- Compulsory
- Premium cost
- Private health insurance plans are not accepted.

Cowan's insurance fees will appear in your HEC en ligne as « Tuition fees » in December.

## Cowan's coverage:

- Access to health care clinics and hospitals
- Prescription drugs
- Covered outside of Quebec less than 60 days
- Not covered: dental or eye care (unless accidental)

# HEC MONTRÉAL MEDICAL AND HEALTH INSURANCE PLAN

How can I get my Cowan insurance cards ?

- Payment upon your arrival:
  - \$396 CAN (one term)
- Approximately two week after the payment, the Cowan team will send you a welcome with instructions on how to access your kit (including your card), which is available online via the [Cowan portal](#).

Payment deadline: January 25, 2024

- Debit or Credit\*
  - Zone Info at the Registrar's Office – Room 2.26O, Decelles Building
- [CIBC International Student Pay Website](#) (1,25% in administrative fees (\$ CAD))



# RECIPROCAL SOCIAL SECURITY AGREEMENTS

Exemption from the compulsory HEC Montréal health insurance plan.

- Fee waived when covered by the Régie de l'Assurance Maladie du Québec (RAMQ)

Eligibility for the no fee Quebec Health Insurance Plan (RAMQ)

- Students must be citizens of Belgium, Denmark, Finland, Greece, Luxembourg, Norway, Portugal, Romania or Sweden.
- Must be covered by the health plan of their country of origin and have obtained the certificate of affiliation (required document)

## Coverage

- Access to health care clinics and hospitals (in Canada only)
- Prescription drugs: Covered for Belgian and French students only
- Dental or eye care: Not covered unless accidental.

More information: [Quebec Health Insurance Plan \(RAMQ\) for international students](#)

# HEALTH INSURANCE | RAMQ REGISTRATION

Registration procedure (start as soon as possible!)

## STEP 1 : Gather the required documents. You will need:

1. Identity page of your passport
2. CAQ and Study permit (CAQ only for French visitor students)
3. Attestation of full-time studies (Available in HEC en ligne)
4. [Certificate of coverage](#) under your country's social security (previously filled)

## STEP 2 : Fill the online form

- [Register for health insurance | Régie de l'assurance maladie du Québec \(RAMQ\)](#)
- You must provide a mailing address in Québec in order to receive your Health Insurance Card.
- You will receive a confirmation letter by email (acceptance or refusal) and you will receive your Health Insurance Card by mail.

## STEP 3 : Upload your RAMQ confirmation in you HEC en ligne.

- **Certificate of eligibility** (Attestation or Card) from the RAMQ must be uploaded in PDF via HEC en ligne.
- **Once you upload your RAMQ card or attestation, THEN** the mandatory Cowan health insurance fee will be waived.

# HOW TO USE MEDICAL PLAN

## Students with RAMQ card

- **Inside Quebec:** Present your RAMQ card at the clinic / hospital.
- **Outside Quebec:** The RAMQ will not cover any medical care. You must have a personal travel insurance.

## Students with COWAN insurance

- **Inside Quebec:** Present your printed Cowan card
  - If accepted by clinic – No upfront payment required
  - If not accepted by clinic– Upfront payment required
    - If you need medical care, you will have to upfront the payment and be reimbursed afterwards
    - To be reimbursed, you will need a medical certificate from the health professional OR the Medical Claim Form with the Physician's statement section completed. first month
- **Outside Quebec:** Refer to the Travel card (Allianz Global Assistance)



# MEDICAL ASSISTANCE

## Info-Santé

Free medical advice (24/7) – Dial 811

## Emergency

Fire, Police, Ambulance – Dial 911

## Hospital versus Clinic

- ONLY go to hospitals for emergencies – Waiting time can be long...
- Go to a clinic or refer to a pharmacist if not an emergency.
- Be advised that doctors do not make house calls.
- Campus medical clinic highly recommended – Student ID card required

## University of Montreal Clinic

2101 Édouard-Monpetit – Room 110  
Metro station: Edouard-Montpetit

Phone number: 514-343-6452 (press 1 to skip French message)

Opening hours: Monday to Friday – 9am to 5pm

## For more information

List of medical and dental clinics in Montreal



# Getting around Montreal





# OPUS CARD FOR BUS & METRO

The OPUS card is a smart card on which you can charge transit fares.

**Rechargeable** in all the subway stations and pharmacies. Several options available – daily, weekly, monthly and others.

## Plan your trip

- STM mobile application
- Google maps application



More information at the Montreal transit system website (STM)



# REDUCE FARE OPUS CARD

OPUS reduced fare – Students

How to get the rechargeable card:

Go to STM photo studio at [Berri-UQUAM metro station](#) (by appointment only)

You will have to bring with you:

- *Attestation OPUS card* available in HEC en ligne from an electronic device (if you don't have an electronic device, a tablet is available on site).
- Your passport

You will have to pay \$15 by cash, debit card or credit card (Visa, Mastercard)





# BUS & OTHER TRANSPORTS



BUS

If you don't have an OPUS card: you have to pay the exact amount of \$3,75 (one way).

Do not hesitate to ask the driver if you are going in the right direction.

Use the night buses, they are safe!



TAXI

Taxis and Uber are safe and also recommended at night.



RENTAL

International driver license is required if your permit is not written in English or French. For more information [click here](#).



# Settling down



# HOUSING

## Assistance on arrival

When: January 4, 5, 8 and 9<sup>th</sup>

Where: Côte-Sainte-Catherine building

Stand in the Atrium (cafeteria)

Assistance throughout the semester: [incoming@hec.ca](mailto:incoming@hec.ca)

## Information on housing options

- [Facebook group](#)
- [Montréal housing guide](#)
- [Housing Hawk](#) - housing search services

## Warnings

- Make sure to sign a rental contract or a sublet agreement.
- Never pay cash deposit nor monthly rent without getting a receipt right away.
- Be respectful and careful with the place you rent – you are liable for damages.
- We recommend you subscribe to a liability housing insurance.

# OPENING A BANK ACCOUNT

It is OPTIONAL : no obligation for you to open a bank account for less than 6 months (and not all banks will accept to do so!).

Make an appointment with the bank (TD Canada Trust recommended)

Documents usually required

- Passport
- A second ID with photo – such as driver's license
- Proof of enrollment with a Montreal residence address
  - Available in HEC en ligne
- Admission letter from HEC Montréal or HEC Montréal student ID card

Student ID required for reduced fees student account.

Make sure to update your Montreal residence address in HEC en ligne!



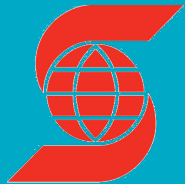
# BANKING

BANKS NEARBY :

**Scotiabank**

5180, chemin de la Côte-des-Neiges,  
Montréal

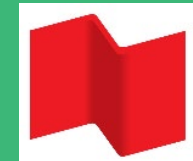
Phone: 514-739-5508



**Banque  
Nationale**

5355, chemin de la Côte-des-Neiges,  
Montréal

Phone: 514-340-9550



You can also find ATM machines in HEC Montréal buildings !



# Laws







# CIGARETTES – ALCOHOL – CANNABIS

## Quebec strict laws

### Smoking in public areas

- Outside 9 meters of any public buildings.
- In restaurants, bars and night-clubs – Outside shelters are available

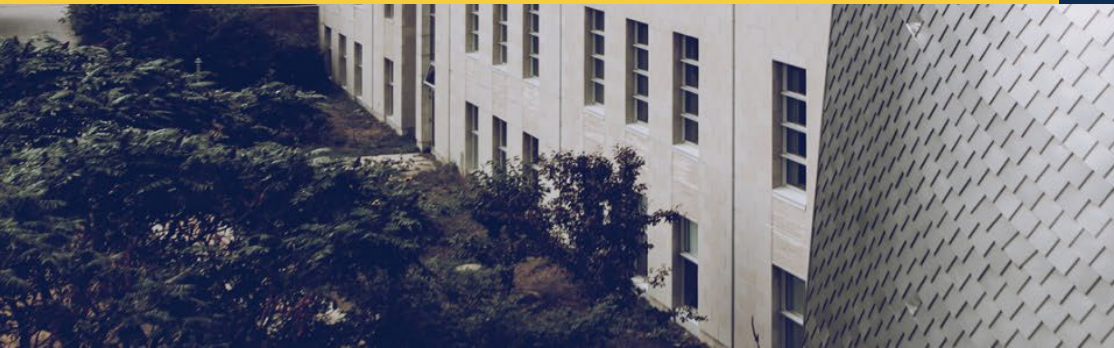
### Drinking alcohol in public areas

- Prohibited in parks and on the street

## Cannabis – Legal in Canada – 21 y.o. minimum

- 7 Things You Should Know About Cannabis in Quebec | Éducaloi ([educaloi.qc.ca](http://educaloi.qc.ca))

## HEC Montréal Policy for smoke-free environment

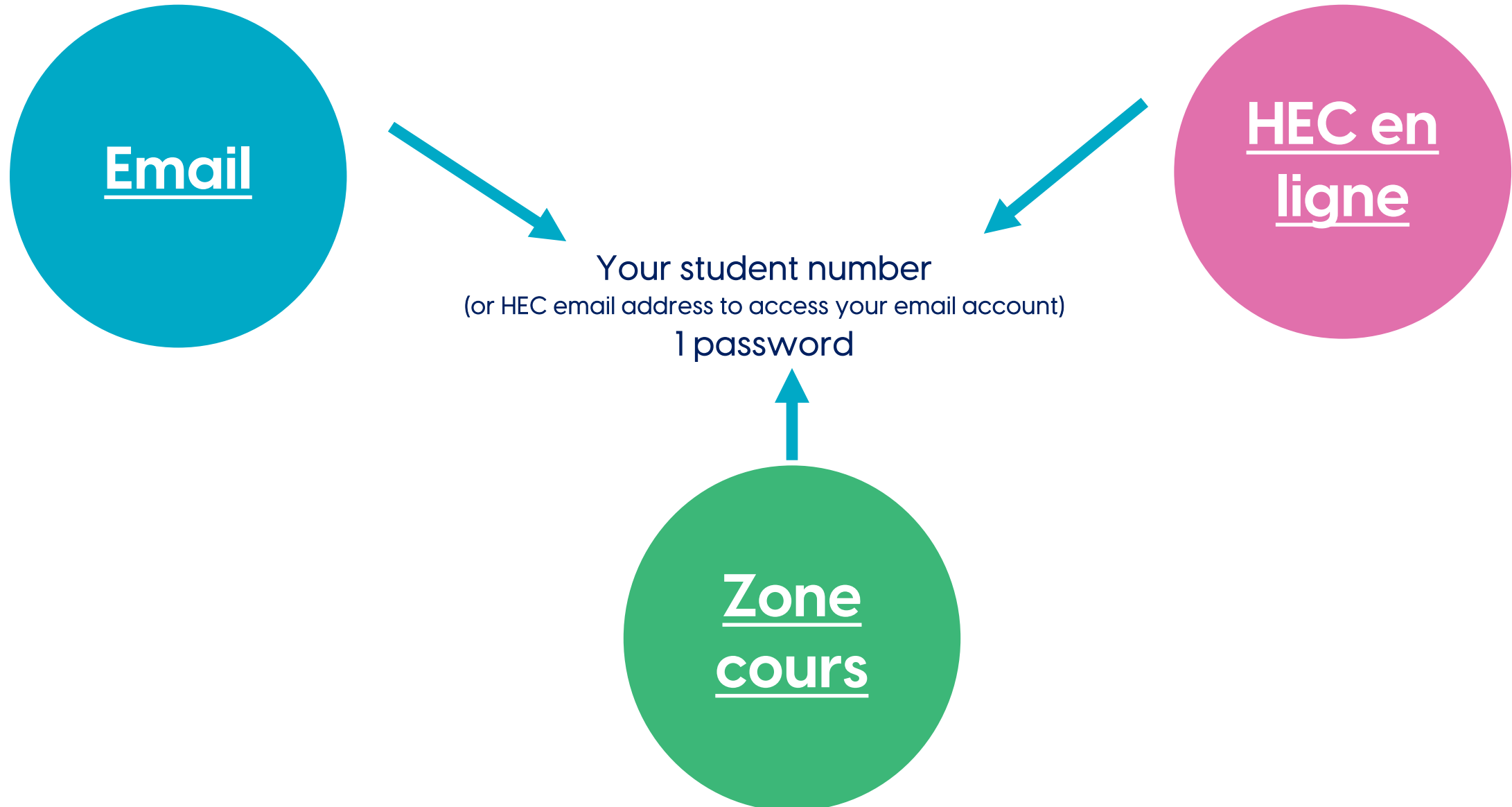


# Tools





# TOOLS AT YOUR FINGERTIPS

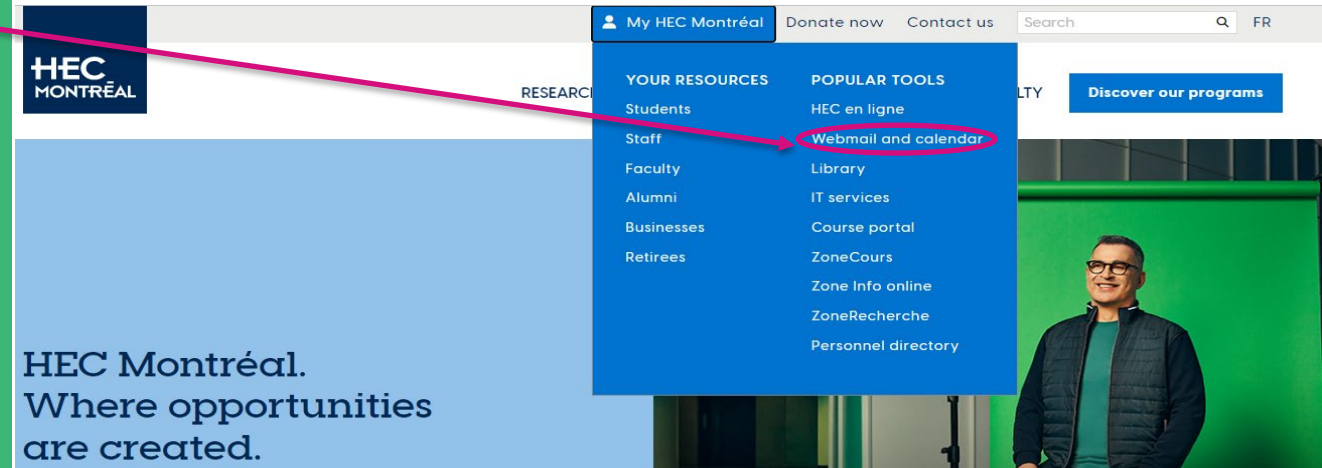


# HEC EMAIL ADDRESS

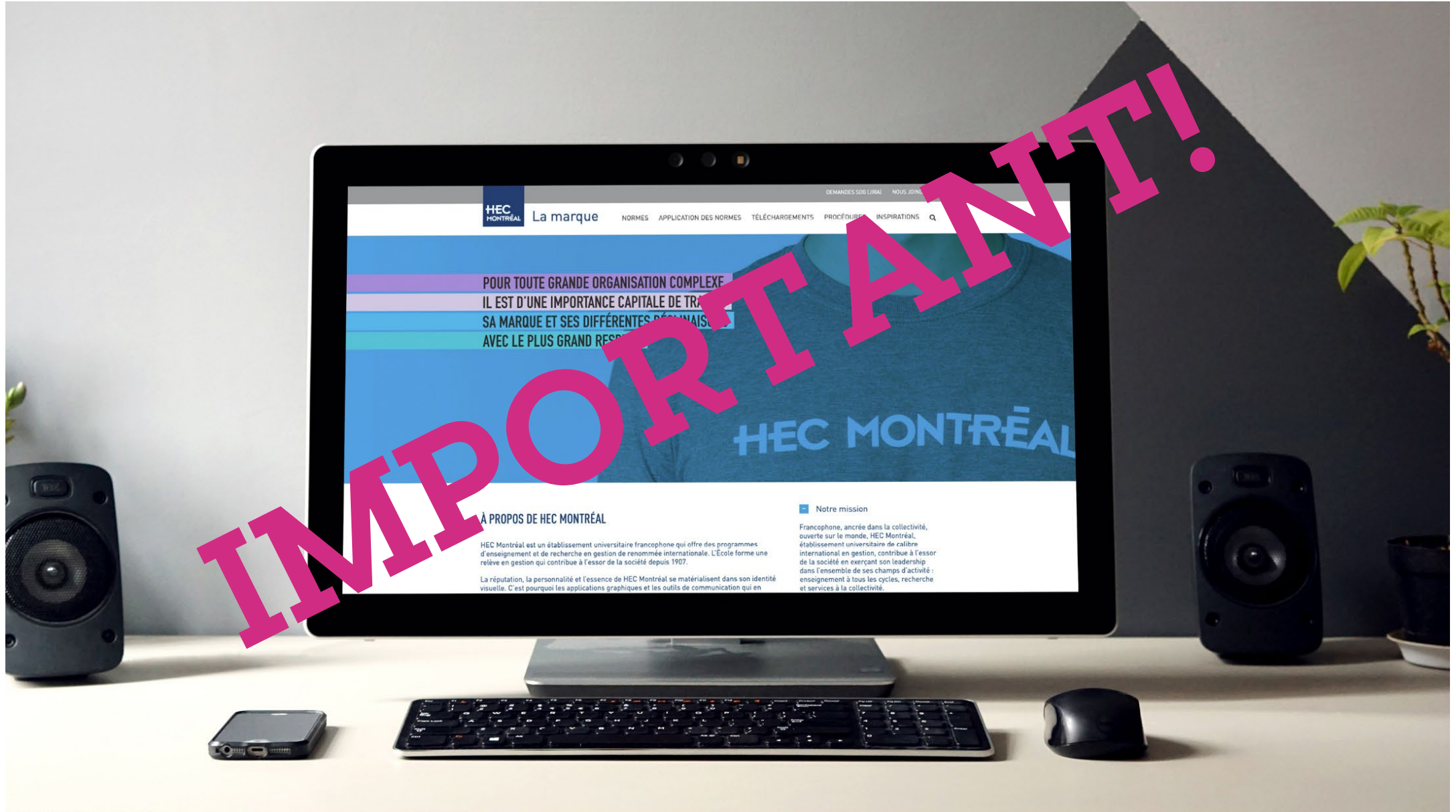
Teachers and administrative staff will ONLY contact you via your HEC email account.

Access your HEC email account through [courriel.hec.ca](mailto:courriel.hec.ca) or through [www.hec.ca](http://www.hec.ca) home page.

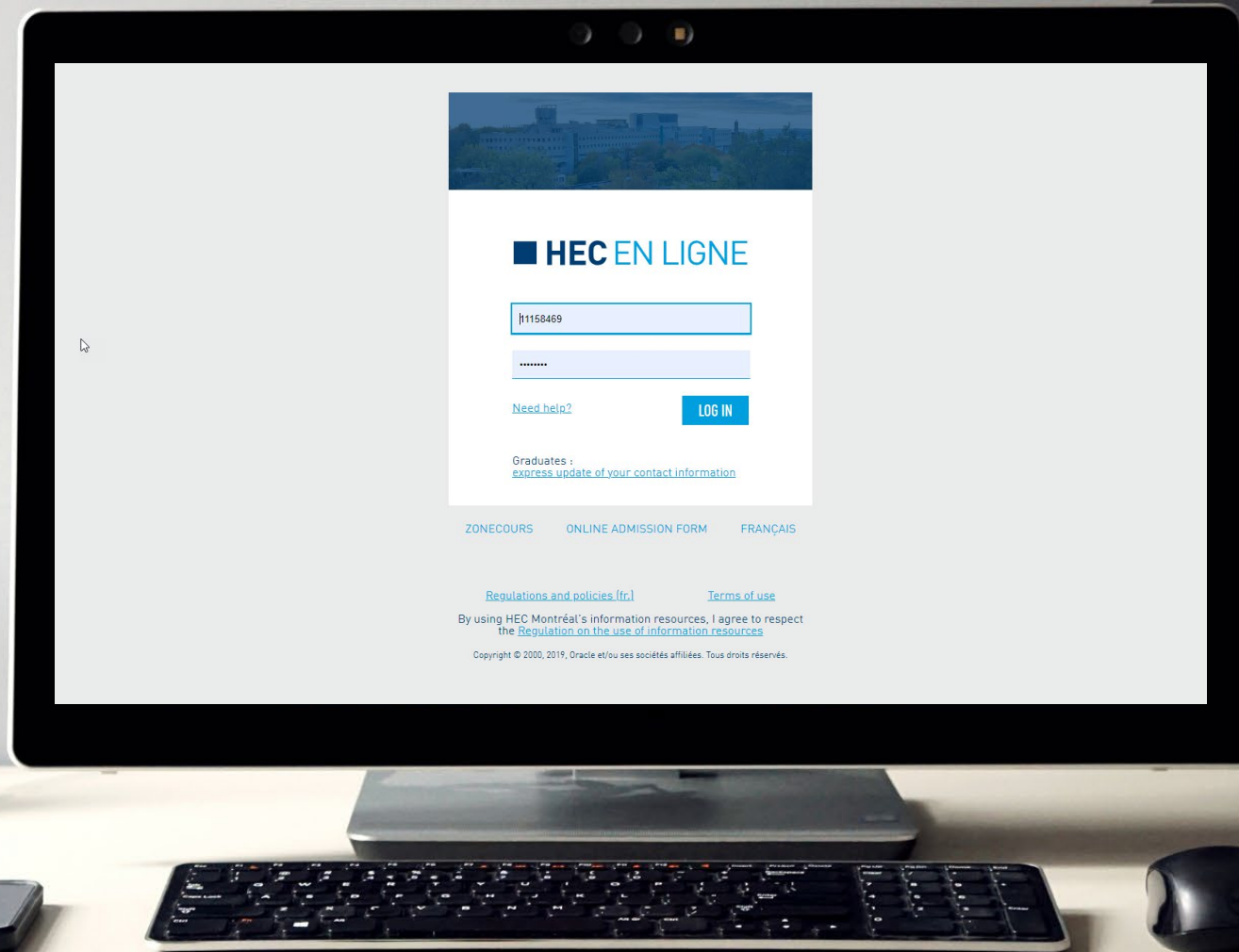
- Under MY HEC MONTRÉAL
- **Username:** your HEC email address
  - Go to *Profile* in HEC en ligne under *Contact Details*
- **Password:** Same as for HEC en ligne = Your birthday (yymmdd) if not already modified



# HEC EMAIL ADDRESS



# HEC EN LIGNE













# HEC EN LIGNE – PERSONAL INFORMATION

**MANDATORY:** Make sur that you have completed the Exchange Student Application

■ HEC EN LIGNE

▼ Student



Academic Progress 	Admission 	
Exchange Student 	Manage Classes 	Academic Records 
Tuition Fees 	Profile 	Documents 

# HEC EN LIGNE – COURSE SCHEDULE

- Meeting Information = Course Timetable

- Title and section of the course

- Each week's schedule and room

- Exam Information

- Mid-term & Finale exams timetable

No information in the exam section means that another type of evaluation will be used.

Class Information				
Meeting Information	Enrollment Information	Class Details	Class Availability	Exam Information
ECON 10804A Macroeconomic Analysis A01 - 3786				
Status : Closed				
Meeting Dates	Days	Times	Building, Room	Instructor
2020-08-31 - 2020-08-31	Monday	08:30 to 11:30	Virtual, Remotely	Nora Traum
2020-09-14 - 2020-09-14	Monday	08:30 to 11:30	Virtual, Remotely	To be Announced
2020-09-21 - 2020-09-21	Monday	08:30 to 11:30	Virtual, Remotely	To be Announced
2020-09-28 - 2020-09-28	Monday	08:30 to 11:30	Virtual, Remotely	To be Announced

Class Information					
Meeting Information	Enrollment Information	Class Details	Class Availability	Exam Information	
ECON 10804A Macroeconomic Analysis A01 - 3786					
Status : Closed					
Date	Day	Time	Building, Room	By Last Name	Type
2020-10-21	Wednesday	13:30 to 16:30	To be Announced		Intra
2020-12-15	Tuesday	09:00 to 12:00	To be Announced		Final

# ZONECOURS



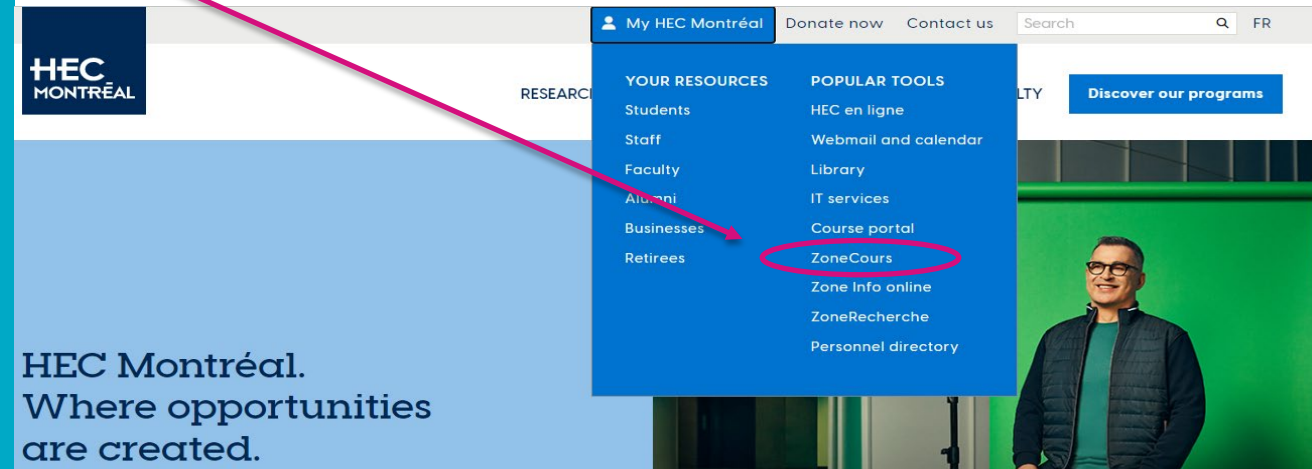
# ZONECOURS

ZoneCours is the academic platform used by teachers.

Access through [www.hec.ca](http://www.hec.ca) home page

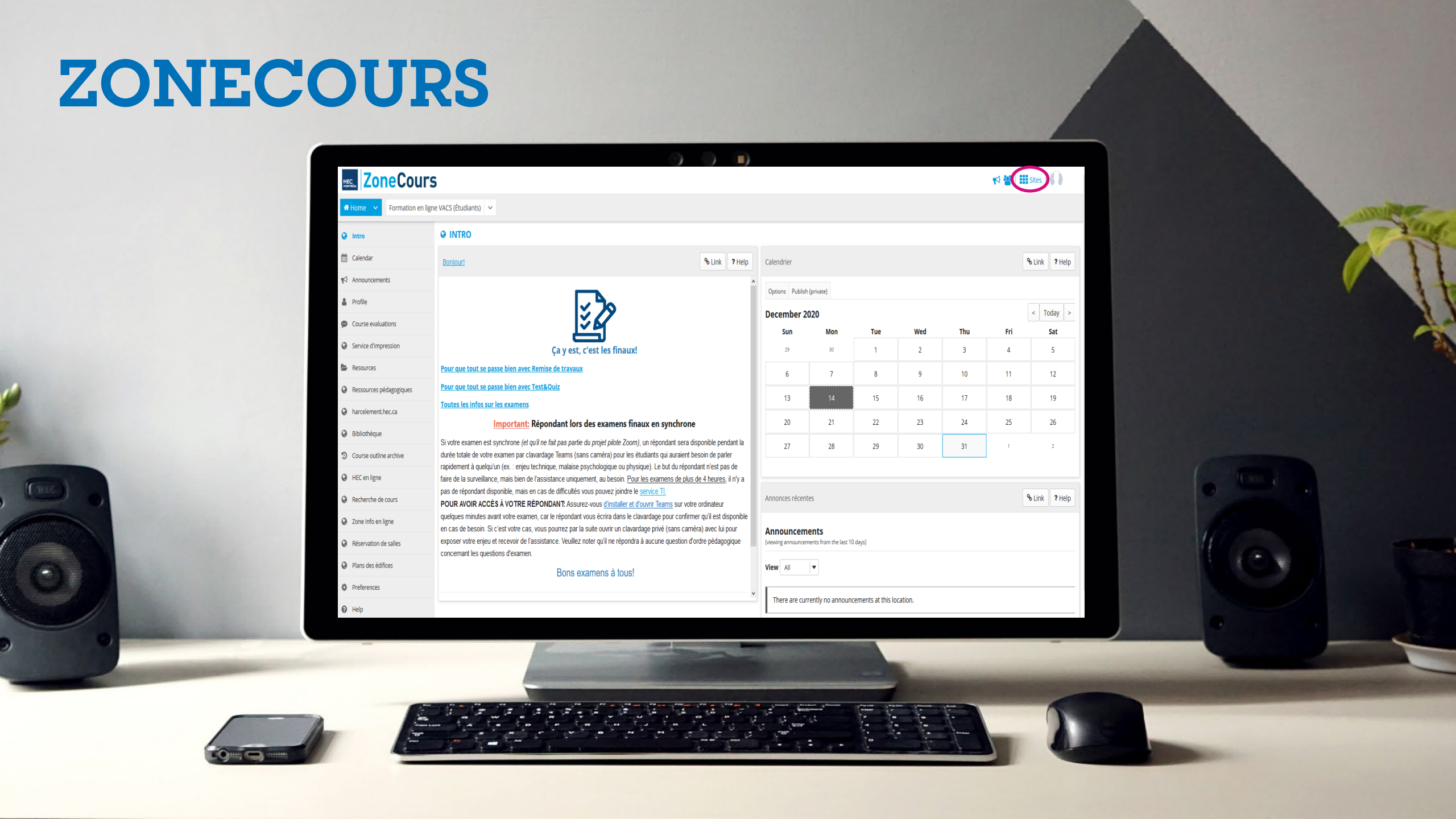
- Under MY HEC MONTRÉAL/Zone Cours
- Password: Same as for HEC en ligne

- Course Outline
- Plan for each course meeting
- Academic support material
- Forums
- Announcements
- Teacher contact details
- List of students in your classes
- And more!





# ZONECOURS



The image shows a desktop environment with a monitor displaying the ZoneCours website. The website is for HEC Montréal and is titled 'ZoneCours'. The top navigation bar includes a 'Home' dropdown menu and a 'Formation en ligne VACS (Étudiants)' dropdown menu. The left sidebar contains a list of navigation links: Intro, Calendar, Announcements, Profile, Course evaluations, Service d'impression, Ressources, Ressources pédagogiques, harcèlement.hec.ca, Bibliothèque, Course outline archive, HEC en ligne, Recherche de cours, Zone Info en ligne, Réservation de salles, Plans des édifices, Preferences, and Help. The main content area is titled 'INTRO' and features a 'Bonjour!' greeting, a 'Link' button, and a 'Help' button. Below this is a large icon of a document with a pencil and the text 'Ça y est, c'est les finaux!'. There are three links: 'Pour que tout se passe bien avec Remise de travaux', 'Pour que tout se passe bien avec Test&Quiz', and 'Toutes les infos sur les examens'. A section titled 'Important: Répondant lors des examens finaux en synchrone' explains the process of being a respondent during synchronous exams. It mentions that the respondent will be available during the total duration of the exam via Teams (without camera) for students who need to speak quickly. It also notes that the respondent will not be monitoring, but assisting as needed. For exams lasting more than 4 hours, a 'service TI' is available. A section titled 'POUR AVOIR ACCÈS À VOTRE RÉPONDANT' instructs users to install and open Teams on their computer a few minutes before the exam, as the respondent will write in the chat to confirm availability. It also mentions that if needed, users can open a private chat (without camera) with the respondent to expose their question and receive assistance. A note at the bottom of this section says 'Veuillez noter qu'il ne répondra à aucune question d'ordre pédagogique concernant les questions d'examen.' Below this is a link 'Bons examens à tous!'. On the right side of the main content area, there is a 'Calendrier' (Calendar) section with a 'Link' button and a 'Help' button. It shows a calendar for December 2020, with the 14th highlighted. Below the calendar is a section for 'Annonces récentes' (Recent announcements) with a 'Link' button and a 'Help' button. It shows a section for 'Announcements' with a 'View' dropdown menu set to 'All'. Below this is a message: 'There are currently no announcements at this location.'

ZoneCours

Home Formation en ligne VACS (Étudiants)

Intro

Calendar

Announcements

Profile

Course evaluations

Service d'impression

Ressources

Ressources pédagogiques

harcèlement.hec.ca

Bibliothèque

Course outline archive

HEC en ligne

Recherche de cours

Zone Info en ligne

Réservation de salles

Plans des édifices

Preferences

Help

INTRO

Bonjour!

Link Help

Ça y est, c'est les finaux!

Pour que tout se passe bien avec Remise de travaux

Pour que tout se passe bien avec Test&Quiz

Toutes les infos sur les examens

**Important: Répondant lors des examens finaux en synchrone**

Si votre examen est synchrone (et qu'il ne fait pas partie du projet pilote Zoom), un répondant sera disponible pendant la durée totale de votre examen par clavardage Teams (sans caméra) pour les étudiants qui auraient besoin de parler rapidement à quelqu'un (ex. : enjeu technique, malaise psychologique ou physique). Le but du répondant n'est pas de faire de la surveillance, mais bien de l'assistance uniquement, au besoin. Pour les examens de plus de 4 heures, il n'y a pas de répondant disponible, mais en cas de difficultés vous pouvez joindre le [service TI](#).

**POUR AVOIR ACCÈS À VOTRE RÉPONDANT** Assurez-vous d'installer et d'ouvrir Teams sur votre ordinateur quelques minutes avant votre examen, car le répondant vous écrira dans le clavardage pour confirmer qu'il est disponible en cas de besoin. Si c'est votre cas, vous pourrez par la suite ouvrir un clavardage privé (sans caméra) avec lui pour exposer votre enjeu et recevoir de l'assistance. Veuillez noter qu'il ne répondra à aucune question d'ordre pédagogique concernant les questions d'examen.

Bons examens à tous!

Calendrier

Options Publish (private)

December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Annonces récentes

Link Help

**Announcements**

(viewing announcements from the last 10 days)

View All

There are currently no announcements at this location.

# LEARNING MATERIAL

Required material will be indicated in the course syllabus.

Online books: available on Coop HEC Montréal website

- You must be a member of COOP HEC Montréal to benefit from reduced fees.
- Contact :  
[pedagogique.coophec@hec.ca](mailto:pedagogique.coophec@hec.ca)

School's library

★★ When contacting the school's services (Coop, library, etc.), always mention that you are an exchange student at HEC Montréal; it help us better answer your requests.







# Academic expectations



# ACADEMIC CALENDAR

[Academic calendar available online](#)

Always check HEC en ligne for exact schedule.

Important dates	Winter 2024
Course enrollment	November 1, 10 a.m. to November 13
Classes begin	January 6
Holiday	March 29 to April 1
Mid-semester exams Check HEC en ligne for updated info	February 24 – March 1
Mid-semester break	March 2 - March 8
Final exams Check HEC en ligne for updated info	April 17 – April 30



# COURSE REGISTRATION

PER SEMESTER

## BBA

Minimum 4 courses

12 HEC credits



## MSc

Minimum 3 courses

9 HEC credits



# COURSE REGISTRATION – FIRST WEEK OF CLASS

DURING

---

The first week of  
class

Attend all courses even the one on  
the waiting list.

Add, swap or drop courses

Check your *HEC en ligne* regularly!

# COURSE REGISTRATION

## WAITING LIST

You will automatically be registered to the course on the waiting list if it becomes available and the system allows it.

The **system does not allow** to be registered to the course on the waiting list, when:

- Timetable clash with another registered course
  - Cancel the course with the timetable clash
- Already registered to 5 business courses (BBA)
  - Cancel one of the registered course
- Already registered to 4 or 5 business courses + 1 language course (BBA)  
Contact us

You will receive an email notifying that you have 48 hours to correct the situation to remain in 1<sup>st</sup> position on the waiting list and to get the place next time one becomes available.

# COURSE REGISTRATION – ADD / SWAP / DROP

## UNTIL January 19

- Add / Drop / Swap – **No fee exchange students**
- Drop: Course will not appear on final transcript
- Swap: To change a course

## AFTER January 19

- No adding nor swapping

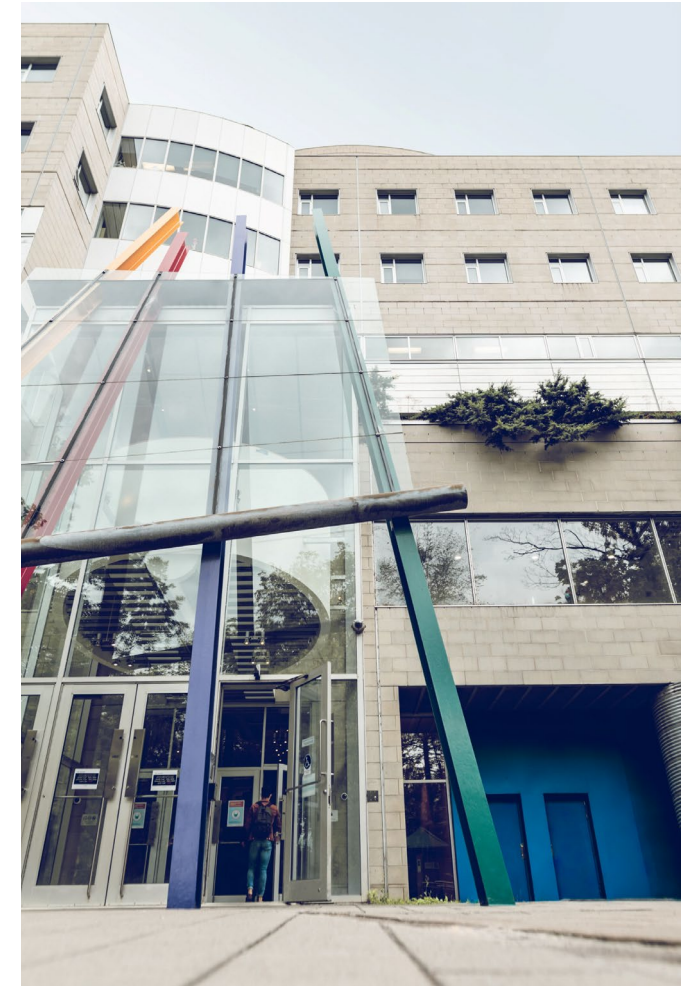
## BETWEEN January 19– March 23

- Drop: Course will appear on your final transcript with the grade 'AB' (Abandon = Withdraw)
- No impact on you GPA

## AFTER March 23

- Drop: Course will appear on your final transcript with the grade 'F' (fail)
- Impact on your GPA

HEC Montréal is strict about deadlines.





# COURSE REGISTRATION LANGUAGE COURSES

Placement test must be done by  
November 15th:

- The Language Center will proceed to your enrollment after the placement test is done.
- You cannot enroll in a language course yourself.

An email with all details was sent this week.

Any question, contact  
[formationenlangues@hec.ca](mailto:formationenlangues@hec.ca)



# PLAGIARISM

Integrity is one of the core values which the School reinforces strongly.

A zero-tolerance policy is applied in case of plagiarism.

Examples:

- Using another person's text and passing it off as one's own, without citing any references. This is the case even if such use is partial.
- Handing in an assignment that was written or done fully or partly by another person.
- During an examination, possessing or using any documents, materials or unauthorized instruments.
- Requesting or obtaining unauthorized help during an exam.
- Replacing another person – or getting replaced – during an exam or evaluation.
- Failing to reference or quote a source.

[Citing your sources](#) provides clear explanations on how to present references and quotations and, indicates how to cite electronic documents.

**Warning !** HEC Montréal [Plagiarism policy](#) may differ from the one at your home university. Please consult our website on [Intellectual integrity of students](#).

# FINAL TRANSCRIPT

OFFICIAL TRANSCRIPT WILL BE SENT TO YOU VIA A SECURED PLATFORM CALLED MYCREDS.CA

- Upon reception, you'll be able to send it directly to your home institution.
- It's impossible to receive a transcript with grades in percentage.
- Grades conversion is to be confirmed by your home university
- Grades will be available on HEC en ligne by mid-January

**"With great distinction" – BAA program:**  
**« Mention d'excellence »**

- Must be enrolled in a minimum of 15 credits
- GPA of 3.5 over 4.3 for BBA students



# BE PREPARED !

Student Services webinars recordings:

- [Start on the right foot at HEC Montréal](#) (date to be confirmed)
- [Succeed in my studies](#) (video clips)



[HEC Montréal Instagram](#)



[HEC Montréal Twitter](#)



[HEC Montréal Facebook](#)



[HEC Montréal LinkedIn](#)







# Housing Hawk & Hechange



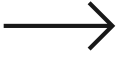
HELLO



# HEChange

HEChange is an association that aims to give you the best months of your life.

- A crazy Welcome Week – January 12 to 21
- 1 to 2 activities per week
- Trips to Quebec City, Toronto, Ottawa
- Canadian and Québec activities
- Memorable parties
- Academic meetings
- A Gala





# Meet your HEChange team

FALL SEMESTER 2023



Our team of  
**volunteers** has at  
heart to make you  
live the best  
semester of your  
life



**PAUL**  
PRESIDENT



**ADELE**  
Treasurer

**Nicolas**  
Vice-presidente  
Gala



**Elisa**  
Vice-presidente  
Welcome-Week



**Theo**  
Art Director



**Matthew**  
Vice-presidente  
Party

**Marion**  
Vice-presidente  
Trip



**Paul**  
Vice-presidente  
Partnership



**MARGAUX**  
Vice-presidente  
Executive



# CONTACT US

## HOW?

**E-mail:** [hechange@hec.ca](mailto:hechange@hec.ca)

**Office:** RJ889 Côte Sainte-Catherine  
Building

You can also use our Instagram :

@paulmigiano

@adeleguignochau

@margauxchristiany

Follow us now so you don't  
miss anything :



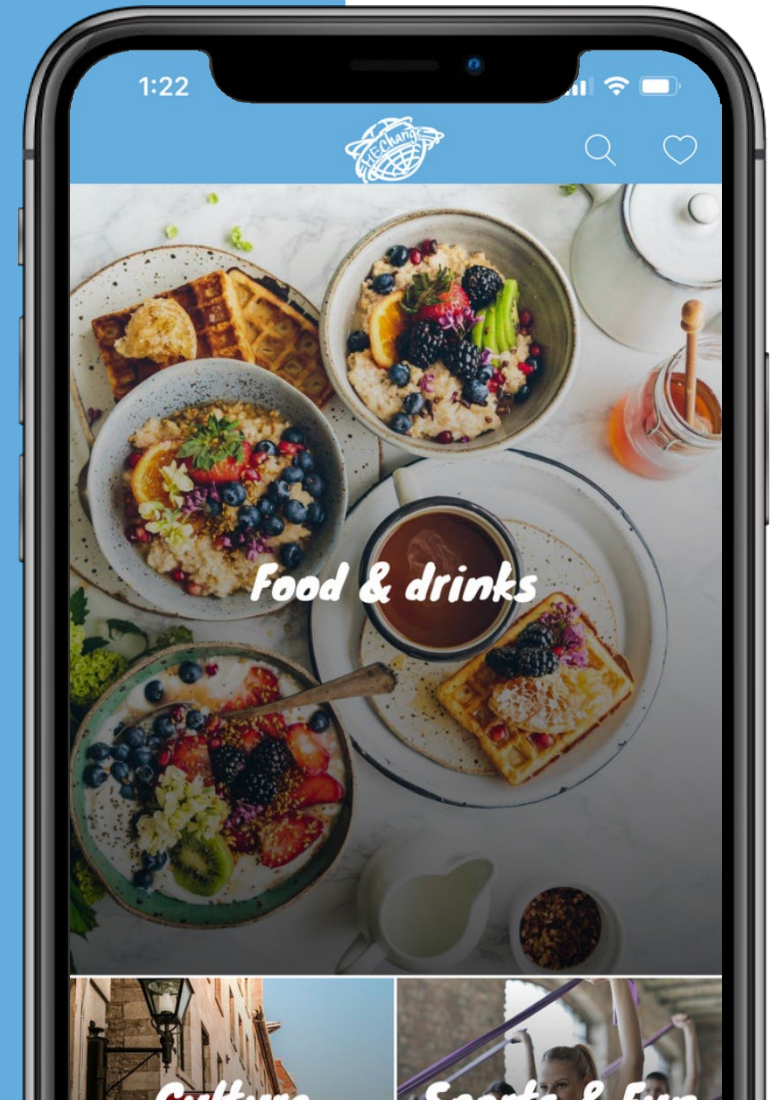
HEChange



@hechange\_official



@hechange\_official







# Our services



Apartment Visits



Apartment searches

+  
visits



Available apartments

HOUSING HAWK

Our services



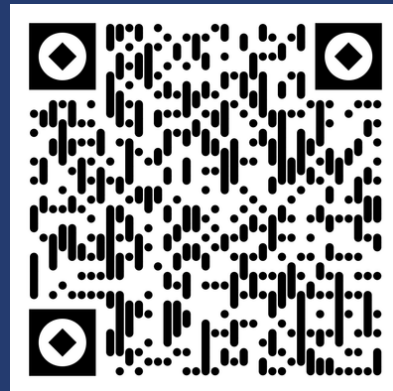
<https://www.housinghawk.ca/>

info@housinghawk.ca

+1 (514) 404-5168



# Contact us



HOUSING HAWK

Contact us



<https://www.housinghawk.ca/>

info@housinghawk.ca

+1 (514) 404-5168



# Questions ?

Mobility team  
[incoming@hec.ca](mailto:incoming@hec.ca)

Emergencies: [HEC security](#)

[HEC website](#)

IT Support: [soutien.ti@hec.ca](mailto:soutien.ti@hec.ca)

