

HEC MONTRÉAL

INTERNATIONAL ACTIVITIES AND STUDENT MOBILITY

INFORMATION SHEET

2019-2020

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 Facts and Figures](#)



HEC Montréal—Campus Decelles

Updated November 2018

HEC MONTRÉAL INTERNATIONAL

31% of the student body is made of international students and permanent residents from 146 countries.

40% of HEC Montréal faculty is from overseas.

More than 500 exchange students from 141 partner institutions in 45 countries/regions 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, AACSB International and EQUIS.



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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
Undergraduate Studies – Bachelor Diploma		16 years of studies
University (MSc Program)	2	2
Graduate Studies – Master Diploma		18 years of studies
University (PhD Program)	4	4
Graduate Studies – Doctorate Diploma		22 years of studies



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 st year	60	120
2 nd year	90	180
3 rd 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 the 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
- International Business
- Logistics & Operations Management
- Management
- Marketing
- Professional Accounting
- Project management
- Sustainable development management

Advanced intermediate level	Recommended score
ENGLISH	
TOEFL Internet Based Test (IBT)	72—94
IELTS	5.5—6.5
FRENCH	
TFI	750—845

BBA Numerical value / Mark	Evaluation
4.3 / A+	Exceptionnal
4.0 / A 3.7 / A-	Excellent
3.3 / B+ 3.0 / B 2.7 / B-	Very good
2.3 / C+ 2.0 / C	Good
1.7 / C- 1.3 / D+ 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 2019	Winter 2020
Semester Period	August 24 – December 20	January 4 – 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	June 5 – 17	October 30 – November 11
Orientation	August 21 – 22	January 3
BBA mid-semester exams	October 16 – 22	February 22 – 28
BBA reading week	October 23 – 29	February 29 – March 6
BBA final exams	December 4 – 17	April 15 – 28

School Closure	
September 2, 2019	Labor Day
October 14, 2019	Thanksgiving
December 24, 2019 – January 2, 2020	Holidays
April 10 – 13, 2020	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.

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 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:
June 5 to 17

Winter semester:
October 30 to November 11

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, Luxembourg, 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

ASSISTANCE

[Housing](#) (Website)

[Housing for exchange students](#) (Facebook)



ORIENTATION

MANDATORY ORIENTATION

[Orientation Website](#)

Fall semester: August 21– 22

Winter semester: January 3

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 (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.



hec.ca/en/international

LEARNING EXPEDITION PROGRAM

WHAT IS A LEARNING EXPEDITION

It is a short customized training program in specific fields related to business, offered on the prestigious HEC Montréal campus. Company visits and corporate meetings with management add depth to the information shared on practical issues and challenges of today. Offered to BBA, MSc and MBA students as well as organized company groups, the program can be conducted either in English, French or other languages with consecutive translation. Different from Study Tours and Summer Schools, the Learning Expedition will provide deeper understanding of North American best practices in business and related fields of expertise.

OUR LATEST LEARNING EXPEDITIONS

- In French: Administration des entreprises (1 week)
Marketing et pratiques commerciales (1 week)
Contrôle de gestion et en audit organisationnel (1 week)
- In English: Artificial Intelligence and Data Science—LEAD (2 weeks)

FIELD OF EXPERTISE

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





WEBSITE

[School Website](#)

[Information for Partners and Students](#)

SECURITY

[Security Website](#)



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 \(Video\)](#)

[Exchange at HEC Montréal](#)

[Video Library](#)

[Photo Library](#)

