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—Campus Decelles

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 partners 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.

HEC Montréal Facts and Figures

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Updated November 2018
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).

<table>
<thead>
<tr>
<th>Education Levels</th>
<th>Students from Quebec (years)</th>
<th>Students from outside Quebec (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Secondary</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>University College</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>University (BBA Preparatory Year)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>University (BBA Program)</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>BBA Program</th>
<th>Cumulative Units (Credits)</th>
<th>Cumulative Units (ECTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last year of University College Preparatory year</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>1st year</td>
<td>60</td>
<td>120</td>
</tr>
<tr>
<td>2nd year</td>
<td>90</td>
<td>180</td>
</tr>
<tr>
<td>3rd year (final year)</td>
<td>120</td>
<td>240</td>
</tr>
</tbody>
</table>
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 daytime 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, an 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.

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### 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

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

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**BBA Numerical value / Mark** | **Evaluation**
--- | ---
4.3 / A+ | Exceptionnal
4.0 / A | Excellent
3.7 / A- | Exceptionnal
3.3 / B+ | Very good
3.0 / B | Good
2.7 / B- | Good
2.3 / C+ | Fair
2.0 / C | Fair
1.7 / C- | Fair
1.3 / D+ | Fair
1.0 / D | Fail
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.

<table>
<thead>
<tr>
<th>Exchange Key Dates</th>
<th>Fall 2019</th>
<th>Winter 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Period</td>
<td>August 24 – December 20</td>
<td>January 4 – April 30</td>
</tr>
<tr>
<td>Nomination Period for Partners</td>
<td>March 1 – May 1</td>
<td>March 1 – October 1</td>
</tr>
<tr>
<td>Admission Letters</td>
<td>Online By the end of April</td>
<td>Online By the end of September</td>
</tr>
<tr>
<td>Application Period for Students</td>
<td>May 1 – 15</td>
<td>October 1 – 15</td>
</tr>
<tr>
<td>Course Registration</td>
<td>June 5 – 17</td>
<td>October 30 – November 11</td>
</tr>
<tr>
<td>Orientation</td>
<td>August 21 – 22</td>
<td>January 3</td>
</tr>
<tr>
<td>BBA mid-semester exams</td>
<td>October 16 – 22</td>
<td>February 22 – 28</td>
</tr>
<tr>
<td>BBA reading week</td>
<td>October 23 – 29</td>
<td>February 29 – March 6</td>
</tr>
<tr>
<td>BBA final exams</td>
<td>December 4 – 17</td>
<td>April 15 – 28</td>
</tr>
</tbody>
</table>

School Closure

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2, 2019</td>
<td>Labor Day</td>
</tr>
<tr>
<td>October 14, 2019</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>December 24, 2019 – January 2, 2020</td>
<td>Holidays</td>
</tr>
<tr>
<td>April 10 – 13, 2020</td>
<td>Easter</td>
</tr>
</tbody>
</table>

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.

NOMINATION PERIOD

Fall semester (or full year): March 1 – May 1, 2019

Winter semester: March 1 – October 1, 2019

For full-year nominations starting in January or difficulties respecting our deadlines, contact us.

ONLINE NOMINATION

Partners must complete the online nomination via HEC en ligne.

Partner User ID and Password: previously provided.

A nomination guideline will be sent to partners prior to the nomination period.

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 APPLICATION PERIOD

Fall semester: May 1 to May 15, 2019

Winter semester: October 1 to October 15, 2019

STUDENT ONLINE APPLICATION

Students must complete the online application via HEC en ligne.

No documents required.

User IDs and passwords are directly sent to students.

For more information

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, 2019
Winter semester:    October 30 to November 11, 2019

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, Luxemburg, 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.

hec.ca/en/international
ACCOMMODATION

OFF-CAMPUS HOUSING—EXCLUSIVE OFFER FOR EXCHANGE STUDENTS

Get Your Place – password incoming2019
Student Flat – no password required
Student Housing Mtl – no password required
IRIE Location – contact them directly

ASSISTANCE

Housing (Website)
Housing for exchange students (Facebook)

ORIENTATION

MANDATORY ORIENTATION

Orientation Website
Fall semester: August 21-22, 2019
Winter semester: January 3, 2020

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)

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Average Cost ($ CA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>2,800</td>
</tr>
<tr>
<td>Food</td>
<td>2,000</td>
</tr>
<tr>
<td>Local transportation</td>
<td>245</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>1,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>355</td>
</tr>
<tr>
<td>Total</td>
<td>6,400</td>
</tr>
</tbody>
</table>

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.
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)

DUAL DEGREE — PROGRAM

WHAT IS A DUAL DEGREE PROGRAM WITH HEC MONTRÉAL

HEC Montréal’s Bachelor of Business administration (BBA), dual degree pathway is allowing students to complete the first years of the Program in their university of attachment before continuing subsequent years at HEC Montréal. The Dual Degree Program can either on unidirectional or bidirectional and, depending on the partner’s specific interests and duration of the undergraduate program, different models can be explored (BBA 2+2, BBA 3+2, BBA 1.5+1.5).

GUEST STUDENTS

WHAT IS A GUEST STUDENT

Also known as visiting student/free mover, a guest student is a BBA or MBA students who wishes to study at HEC Montréal.

BBA Guest students can study for a semester or a full academic year, MBA student for the elective courses period and are required to pay international tuitions fees at HEC Montréal.
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.

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.

Canada International Exchange
Fly Me to HEC Montréal (Video)
Exchange at HEC Montréal
Video Library
Photo Library

HEC Montréal
International Activities and Student Mobility
3000, chemin de la Côte-Sainte-Catherine
Montreal, Quebec, Canada  H3T2A7