INFORMATION SHEET
2020-2021
BBA PROGRAM

EXPERIENCE HEC MONTRÉAL

HEC Montréal, the affiliated Business School of the Université de Montréal, is a French 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 6th world’s best student city for international students, according to a study by the Quacquarelli Symonds (QS) Institute (2019).

About HEC Montréal

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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).

<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

<table>
<thead>
<tr>
<th></th>
<th>Students from Quebec (years)</th>
<th>Students from outside Quebec (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University (MSc Program)</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Graduate Studies – Master Diploma 18 years of studies

<table>
<thead>
<tr>
<th></th>
<th>Students from Quebec (years)</th>
<th>Students from outside Quebec (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University (PhD Program)</td>
<td>4</td>
<td>4</td>
</tr>
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</table>

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</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Preparatory year</td>
<td></td>
<td></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 nor rescheduling of mid-semester or final exams allowed.

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.

<table>
<thead>
<tr>
<th>BBA Numerical value / Mark</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3 / A+</td>
<td>Exceptionnal</td>
</tr>
<tr>
<td>4.0 / A</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.7 / A-</td>
<td></td>
</tr>
<tr>
<td>3.3 / B+</td>
<td>Very good</td>
</tr>
<tr>
<td>3.0 / B</td>
<td></td>
</tr>
<tr>
<td>2.7 / B-</td>
<td></td>
</tr>
<tr>
<td>2.3 / C+</td>
<td>Good</td>
</tr>
<tr>
<td>2.0 / C</td>
<td></td>
</tr>
<tr>
<td>1.7 / C-</td>
<td>Fair</td>
</tr>
<tr>
<td>1.3 / D+</td>
<td></td>
</tr>
<tr>
<td>1.0 / D</td>
<td></td>
</tr>
<tr>
<td>0.0/ E</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Advanced intermediate level | Recommended score

<table>
<thead>
<tr>
<th>ENGLISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL Internet Based Test (IBT)</td>
</tr>
<tr>
<td>IELTS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRENCH</th>
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<tbody>
<tr>
<td>TFI</td>
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hec.ca/en/international
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 2020</th>
<th>Winter 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Period</td>
<td>August 29 – December 22</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 End of April</td>
<td>Online 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 10 – 22</td>
<td>November 4 – 16</td>
</tr>
<tr>
<td>Orientation</td>
<td>August 26 – 27</td>
<td>January 3</td>
</tr>
<tr>
<td>BBA mid-term exams</td>
<td>October 21 – 27</td>
<td>February 21 – 27</td>
</tr>
<tr>
<td>BBA reading week</td>
<td>October 28 – November 3</td>
<td>February 28 – March 6</td>
</tr>
<tr>
<td>BBA final exams</td>
<td>December 9 – 22</td>
<td>April 18 – 30</td>
</tr>
</tbody>
</table>

School Closure

<table>
<thead>
<tr>
<th></th>
<th>Fall 2020</th>
<th>Winter 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7, 2020</td>
<td>Labor Day</td>
<td></td>
</tr>
<tr>
<td>October 12, 2020</td>
<td>Thanksgiving</td>
<td></td>
</tr>
<tr>
<td>December 23, 2020</td>
<td>Holidays</td>
<td></td>
</tr>
<tr>
<td>April 2 – 5, 2021</td>
<td>Easter</td>
<td></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, 2020
Winter semester: March 1 – October 1, 2020
For full-year nominations starting in January or difficulties respecting our deadlines, contact us.

ONLINE NOMINATION

Partners must complete the online nomination. 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, 2020
Winter semester: October 1 to October 15, 2020

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 procedures

STUDENT VISA REQUIREMENTS

For 1 semester (less than 6 months)
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).
For more information

Students must bring all their original documents.
COURSE REGISTRATION

Registration Instructions

REGISTRATION PERIOD

Fall semester:
June 10 to 22, 2020

Winter semester:
November 4 to 16, 2020

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

Before registering for a course, students must make sure to meet the prerequisites.

Refer to the course portal
Detailed syllabus

BUSINESS LANGUAGE COURSES

For students wishing to improve their business language skills in French, English or Spanish, we offer:

Business French
6 levels: Novice to Advanced

Business English
4 levels: Intermediate to Expert

Business Spanish
5 levels: Beginner 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 MONTRÉAL 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 *:

• $ 355 CA for one semester
• $ 570 CA for 2 semesters in the same academic year

*Subject to change without notice

RECIROCAL SOCIAL SECURITY AGREEMENTS

Citizen students of Belgium, Denmark, Finland, France, Greece, Luxemburg, Norway, Portugal, Romania and Sweden may be exempted from the compulsory HEC Montréal 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 incoming2020
Student Flat – no password required
Student Housing Mtl – no password required
IRIE Location – contact them directly

ASSISTANCE

Housing (Website)
Housing for exchange students (Facebook)
Logement@hec.ca (Email)

ORIENTATION

MANDATORY ORIENTATION

Orientation Website
Fall semester: August 26 – 27, 2020
Winter semester: January 3, 2021

Program
Official Welcome
Administrative Procedures
Campus Visit
Workshops: Arrival Information, Academic Expectations, Living in Montreal and Enjoying Winter (Winter semester only)

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>3,000</td>
</tr>
<tr>
<td>Food</td>
<td>2,000</td>
</tr>
<tr>
<td>Local transportation</td>
<td>225</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>1,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>355</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6,580</strong></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 ON ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

WHAT IS LEAD

Once limited to the realm of science fiction, AI and Data science are now shaping our world more than ever before. Montreal is at the center of this movement, with major players such as Facebook, Microsoft and Samsung choosing to establish their AI labs in this city. LEAD is a customized two weeks' training program exploring these two very actual subjects. Carried out on HEC Montréal’s Campus, it is offered entirely in English to BBA, MSc, MBA and PhD students.

HEC Montréal is involved in research and develop fruitful collaboration with company and start-ups in AI.

For more information

LEARNING EXPEDITION PROGRAM

WHAT IS A LEARNING EXPEDITION

HEC Montréal can offer your students a customized short-term training programs that address the various themes of management in general, as well as the more specialized themes such as entrepreneurship, innovation and leadership sectors.

Each program consists of a series of professional development seminars in management intended for managers, executives or professionals. Two program formats are offered: open-enrolment and customized.

The program combines company visits, academic courses and conferences, simulation games and networking with our students. It is offered to undergraduate or graduate students. The costs related to the Learning Expedition vary according to the length of stay and the degree of personalization.

For more information

FIELD OF EXPERTISE

Artificial Intelligence
Corporate Social Responsibility
Data Science
Energy
Entrepreneurship
Family Business
Innovation
Marketing
Strategy
Sustainable Development

GUEST STUDENTS

WHAT IS A GUEST STUDENT

As our goal is to ensure that as many students as possible benefit from learning experiences abroad and become better citizens open to the world, your students are welcome to complete a semester (or year of study) at HEC Montréal, as a fee-paying guest student.

hec.ca/en/international
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.

**FLY ME TO HEC MONTRÉAL**

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