

# INFORMATION SHEET

## BBA PROGRAM

INTERNATIONAL ACTIVITIES AND STUDENT MOBILITY

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## EXPERIENCE HEC MONTRÉAL

Building on our excellence in teaching and research, HEC Montréal is a French-language institution open to the world and solidly rooted in Quebec society, that trains management leaders who make a responsible contribution to the success of organizations and to sustainable social development.

HEC Montréal's vision is to be a hub of management knowledge that inspires, innovates and make a mark worldwide, thanks to the quality and relevance of its teaching and research, its influence and engagement in the local, national and international communities and its human-centered, responsible and collaborative approach.

At HEC Montréal, students benefit from a quality education known for its pragmatic approach and relevance in today's world. That's why they promote dynamic learning based on practice and exchanges, which includes 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 again named among the world's top 14 student cities, according to a study by the Quacquarelli Symonds (QS) Institute (2023).

[About HEC Montréal](#)



HEC Montréal—Campus Côte-Sainte-Catherine

### HEC MONTRÉAL INTERNATIONAL

**27%** of the student body is made of international students and permanent residents from 145 countries. **49%** of HEC Montréal faculty professors are from overseas.

**More than 500 exchange students** from 132 partner institutions in 44 countries/regions enjoy HEC Montréal academic experience and Montreal cultural activities every year.

**Ashoka U's first Francophone Changemaker Campus**

### 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. Only 2 in Canada holds this three-fold mark of distinction.



# 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 2024	WINTER 2025
Semester Period	August 24 – December 17	January 4 – April 29
Nomination Period for Partners	March 1 – April 15	March 1 – September 15
Admission Letters	Online End of April	Online End of September
Application Period for Students	April 15 - May 1	September 15 - October 1
Course Registration	June 5 – 17	October 30 – November 11
Mandatory Online Orientation	April 25 & May 23	October 24 & November 28
BBA mid-semester exams	October 16 - 22	February 22 - 28
BBA reading week	October 23 - 29	March 1 - 7
BBA final exams	December 4 - 17	April 12 - 29

SCHOOL CLOSURE	
September 2, 2024	Labor Day
October 14, 2024	Thanksgiving
December 20, 2024 – January 3, 2025	Holidays
April 18 - 21, 2025	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.**

### NOMINATION PERIOD

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 ONLINE APPLICATION

Students must complete the online application via [HEC en ligne](#).

Valid passport and birth certificate required.

User IDs and passwords are directly sent to students.

[For procedures](#)

### ENTRY 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](#).

Depending on students citizenship, a [visitor visa \(temporary resident visa\) or an Electronic Travel Authorization \(eTA\)](#) is also needed.

**Students must bring all their original documents.**

# 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 weekdays. 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

## ACADEMIC INFORMATION

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.

Grading of courses and other evaluated learning activities is done by a letter system, with each letter corresponding to a numerical value according to the scale presented beside.



## SPECIALIZATIONS

- > Applied Economics
- > Applied Economics, Finance, and Mathematics
- > Business Analysis — Information Technologies
- > Business Analytics
- > Business Intelligence
- > Entrepreneurship
- > Finance
- > Human Resources Management
- > International Business
- > Logistics & Operations Management
- > Management
- > Marketing
- > Project Management
- > Sustainable Development Management

ADVANCED INTERMEDIATE LEVEL	RECOMMENDED SCORE
<b>ENGLISH</b>	
TOEFL Internet Based Test (IBT)	72—94
IELTS	5.5—6.5
<b>FRENCH</b>	
TFI	750—845

BBA NUMERICAL VALUE / MARK	EVALUATION
4.3 / A+	Exceptional
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

# COURSE REGISTRATION

[Registration Instructions](#)

## REGISTRATION PERIOD

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](#)

[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\*:

> \$396 CA for one semester

> \$605 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 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.





## ACCOMMODATION

### OFF-CAMPUS HOUSING EXCLUSIVE OFFER FOR EXCHANGE STUDENTS

- > [Get Your Place](#)
- > [Student Flat](#)
- > [IRIE Location](#)

### ASSISTANCE

- > [Housing](#) (Website)
- > [Housing for exchange students](#) (Facebook)
- > Take advantage of [Housing Hawk's](#) services for apartment search
- > Consult our [Montreal housing guide](#) for incoming students

## ADVISING AND COUNSELING SERVICES

- > [Psychological support and well-being](#)
- > [Support for students with disabilities](#)
- > [Academic support](#)
- > [Immigration](#) (Email)



## ORIENTATION

### MANDATORY ORIENTATION

[Orientation Website](#)

### 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@hec.ca](mailto:HEChange@hec.ca) (Email)



## LIVING EXPENSES

Average range from \$8,000 to \$9,000 CA per semester (4 months)

EXPENSES	AVERAGE COST (\$ CA)
Accommodation	4,500
Food	2,000
Local transportation	225
Personal expenses	1,500
Insurance	396
<b>Total</b>	<b>8,000 to 9,000</b>

### 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.



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

## 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		
1st year	60	120
2nd year	90	180
3rd year (final year)	120	240



# CONTACTS

## FOR STUDENTS

[Incoming@hec.ca](mailto:Incoming@hec.ca)

## FOR PARTNERS



### **Agnès Darmaillacq**

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### **Geneviève Benoit**

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### **Élodie Giannecchini**

**Student Mobility Programs**

Exchange Program (Americas, Scandinavia and Asia),  
Guest Students

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### **Valérie Brodeur**

**Student Mobility Programs**

Exchange Program for Europe (except France, Belgium  
and Scandinavia)

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### **Marie-Eve Porlier**

**Student Mobility Programs**

Exchange Program (Africa, France, Belgium, Middle East,  
Oceania), Dual Degrees (In & Out) Immigration Counselor

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## LOCATED IN THE HEART OF MONTREAL

HEC Montréal is located right in the heart of Montreal, a dynamic university city that attracts top talent from around the world. Second in North America for the number of students per capita, it offers a stimulating environment for studies and research. It is also, a vibrant metropolis, known worldwide for its tremendous variety of cultural activities, that 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.

## LANGUAGES 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 speaker live side by side. Montreal is also a multiethnic city and therefore, multilingual.

[Montreal International](#)

## MEDIA

[Get the HEC Montréal Experience \(Video\)](#)

[Video Library](#)

[Photo Library](#)



## WEBSITE

[School Website](#)

[Information for Partners and Students](#)

## MAILING ADDRESS

HEC Montréal

International Activities and Student Mobility

3000, chemin de la Côte-Sainte-Catherine

Montreal, Quebec, Canada H3T 2A7

## SECURITY

[Security Website](#)

After Hours Emergency Phone:

+1 514 340-6611