

# INFORMATION SHEET

## QTEM - MSC 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 15 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 155 countries. **47%** of HEC Montréal faculty professors are from overseas.

**More than 550 exchange students** from 135 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 Fall and Summer Semesters are not open to QTEM students.**

EXCHANGE KEY DATES	FALL 2023	WINTER 2024
Semester Period	August 26 – December 19	January 5 – 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	March 1 - April 1	August 15 - September 15
Course Registration	June 7 – 19	November 1 – 13
Mandatory Online Orientation	April 28 & May 26	October 27 & December 1
MSc mid-semester exams	October 25 -31	March 1 - 7
MSc reading week	October 18- 24	February 23 - 29
MSc final exams	December 6 - 19	April 16 - 29

SCHOOL CLOSURE	
September 4, 2023	Labor Day
October 9, 2023	Thanksgiving
December 20, 2023 – January 4, 2024	Holidays
March 29 - April 1, 2024	Easter

## ADMISSION PROCESS

[Admission Website](#)

### EXCHANGE PERIOD

Winter semester only

### 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 MSC PROGRAM

MSC courses are offered in different and sometimes mixed formats: lectures, case studies, class discussions, simulations, seminar, etc.

Quantitative disciplines use mainly examinations as evaluations, while qualitative disciplines put more emphasis on individual and teamwork.

## WORKLOAD REQUIREMENTS

Each course has a weight of 3 credits (7,5 ECTS). Students are required to take a minimum of 9 credits to be considered a full-time student.

A 3-credits course consists of 45 contact hours and an additional 135 hours of personal work for a total of 180 hours.

Workload for exchange students to comply with HEC Montréal regulations:

- > Minimum: 9 credits (3 courses, may include 1 language course)
- > Maximum: 12 credits (4 business courses, may include 1 language course)

Note:

- > No more than 1 language course is allowed per semester

## ACADEMIC INFORMATION

Languages of instruction at HEC Montréal are French and English.

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

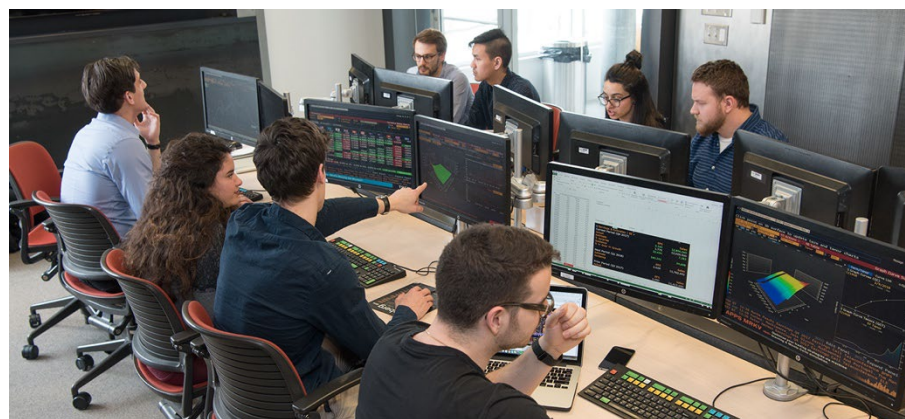
No retakes nor rescheduling of mid-semester or final exams allowed.

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.



## FIELDS OF STUDY OFFERING COURSES IN ENGLISH

- > Economics
- > Finance
- > International Business
- > Logistics & Operations Management
- > Management
- > Marketing

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

MSC NUMERICAL VALUE / MARK	EVALUATION
4.3 / A+	Exceptional
4.0 / A	Excellent
3.7 / A-	Very good
3.3 / B+	Good
3.0 / B	
2.7 / B-	
2.3 / C+	Fair
2.0 / C	
0 .0 / E	Fail



# COURSE REGISTRATION

[Registration Instructions](#)

## REGISTRATION PERIOD

Students are invited to preselect their courses and we proceed with their official registration as soon as the system open.



## BUSINESS COURSE OFFER

Course list for QTEM students is available In August for Spring semester.

Updates are made prior to each semester.

## COURSE OUTLINES PREREQUISITES

Students must make sure to meet the prerequisites of the courses they wish to take.

[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

*\*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 ORIENTATION

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

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

### ASSISTANCE

- > [Housing \(Website\)](#)
- > [Housing for exchange students \(Facebook\)](#)
- > [Logement@hec.ca \(Email\)](mailto:Logement@hec.ca)

### 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 \$7,000 to \$8,000 CA per semester (4 months)

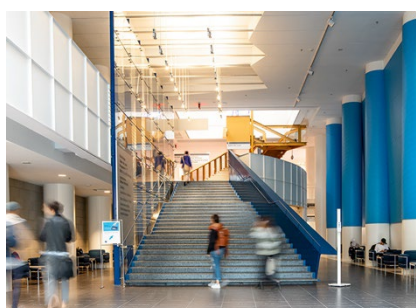
EXPENSES	AVERAGE COST (\$ CA)
Accommodation	3,600
Food	2,400
Local transportation	400
Personal expenses	1,200
Insurance	396
Total	7 996

### 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.

## ADVISING AND COUNSELING SERVICES

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



[hec.ca/en/international](http://hec.ca/en/international)



# 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>	

## M.SC. PROGRAM STRUCTURE

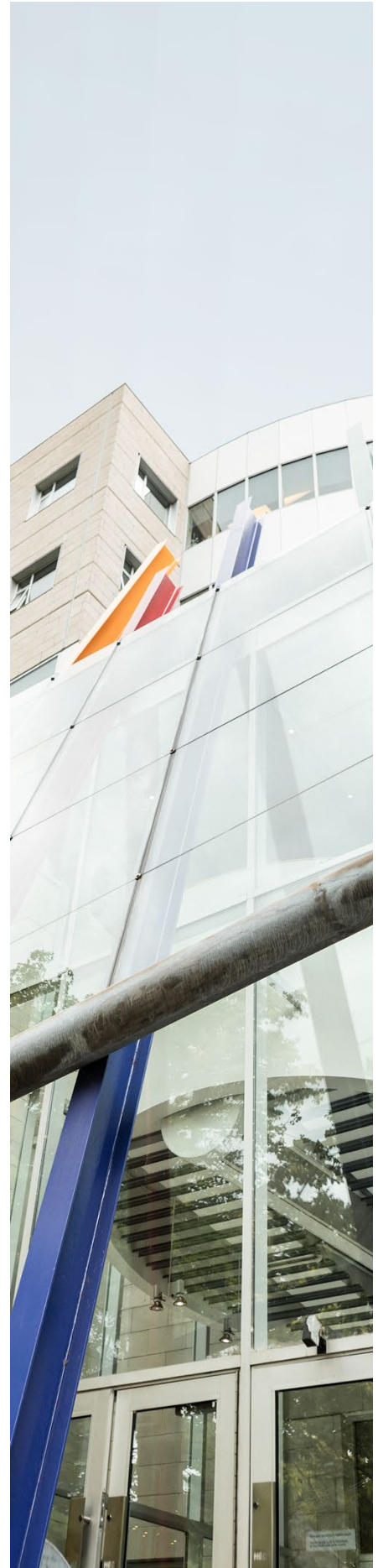
The M.Sc. program (45 credits or 112,5 ECTS) offers two streams

Thesis stream

- 7 courses (21 credits or 52,5 ECTS)
- A research workshop and a thesis (24 credits or 60 ECTS)

Supervised project stream

- 12 courses (36 credits or 90 ECTS)
- A supervised project: an Intervention mandate, an essay, an expert opinion, or a specific research mandate, which can be realized at the university or within an organization (9 credits or 22,5 ECTS)



# CONTACTS

## FOR STUDENTS

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

## FOR PARTNERS



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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](#)

## SECURITY

[Security Website](#)  
After Hours Emergency Phone:  
+1 514 340-6611

## MAILING ADDRESS

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

