



Services aux étudiants
HEC MONTRÉAL

ACADEMIC EXPECTATIONS **FALL 2015**



PROGRAM

Academic Calendar

Course Registration

Academic Culture



ACADEMIC CALENDAR



ACADEMIC CALENDAR

[Available online](#)

Important dates	Fall 2015
Official First Day of Class	August 31 (Monday)
Holidays	Labor day : September 7 Thanksgiving : October 12
Midterm Exams	Check your HEC en ligne B.B.A. October 21 to 27 M.Sc. October 28 to November 3 <i>*French course exam might be outside these date</i>
Midterm Break	B.B.A. October 28 to November 3 M.Sc. October 21 to 27
Final Exams	Check your HEC en ligne B.B.A. & M.Sc. December 9 to 22 <u>NO RESITS!</u>

COURSE REGISTRATION



WORKLOAD

Mandatory full-time status

B.B.A.

Minimum
4 courses
12 HEC Credits

M. Sc.

Minimum
3 courses
9 HEC Credits

If here for 1 year (2 semesters),
it is a must to keep legal status in Canada

Check with your home University

Number of
courses you are
required to take

If language
courses can be
credited or not

Only 1 language course per semester
3 credits

FIRST WEEK OF CLASS

DURING

The first week
of class

- **Attend all courses even the one on waiting list**

AFTER

The first week
of class

- **Swap or drop** courses you do not need or do not want

WAITING LIST

- **Check your HEC en ligne regularly !**
- If a place opens up, you will automatically be registered

DEADLINES ADD/SWAP/DROP

HEC Montréal is strict about deadlines.
No exceptions will be allowed !

UNTIL SEPTEMBER 14

Add / Drop / Swap course

If dropped: Course **WILL NOT** appear on final transcript

**BETWEEN SEPTEMBER 15
& NOVEMBER 17**

Drop course

Course **WILL appear** on your final transcript
with the grade 'AB' (Abandon = withdraw)

AFTER NOVEMBER 17

Drop course

Course **WILL appear** on your final transcript
with the grade 'F' (Fail)

It will have an impact on your overall grades

COURSE SCHEDULE - HEC en ligne

Click here to see each week separately
in case of classroom changes

ÉCONOMIE 483513 - Macroéconomie						
Statut	Session	Crédits	Barème notation	Note	Dates d'abandon	
Inscrit		3,00	Noté			
N° cours	Section	Horaire			Enseignant	
3108	S01				Maurice Marchon	
Jour	Heure	Date		Édifice, Salle		
Mardi	18:45 - 21:45	Du 2013-08-27 au 2013-10-08		C-Ste-Cath, Transat		
Mardi	18:45 - 21:45	Du 2013-11-05 au 2013-12-03		C-Ste-Cath, Transat		
Examens	Jour	Heure	Date	Édifice, Salle		
Intra	Mardi	18:30 - 21:30	2013-10-22	Emplacement à venir		
Final	Mardi	18:30 - 21:30	2013-12-17	Emplacement à venir		

Course
timetable

Mid-term & Final
exams timetable

Building &
Classroom

No information in the exam section
means that another type of evaluation will be used.

More details will be given during first class and within course outline.

ZONE COURS

ZoneCours is a tool used by teachers

Find on ZoneCours:

- Announcements
- Forums
- Power Points
- Course Syllabus
- Material required
- Teacher contact details
- List of students in your classes
- and more!

Access through www.hec.ca
the link is on the right side of the screen

Quick links

All departments and Web sites
Campus
Course portal (directory)
Faculty
Inter-University transfers -
CRÉPUQ
Library (in French only)
Make a gift online (in French)
Online application
Room reservation

My HEC Montréal

My profile (HEC en ligne)
My courses (ZoneCours)
My webmail
My Web agenda
My study room reservations
My career



ASSISTANCE AVAILABLE



Need assistance with your course registration?

WHERE?

International Exchange Program Office
5th floor, Decelles Building, Room 5.260

WHEN?

July 28 to September 3 - 1:00 pm to 3:30 pm

ACADEMIC CULTURE



BEFORE EACH COURSE



All documentation has to be read before class



Teachers expect a high degree of integration of theories in case analysis, discussions and workshops



Bringing additional material is always appreciated

TO SUCCEED



Attend all classes and exams (no resit)



Inform your teachers that you are an exchange student



Take time to study efficiently



Don't be afraid to ask questions in class

TEACHERS' EXPECTATIONS

Punctuality is very important

- Mobile phones OFF
- Proper usage of Internet – NO Facebook during class
- Wait for break to go out of the classroom, if needed

During the course

- Participation is expected
- Open discussions is the norm
- Respect of other students is a must

TEACHERS' COMMUNICATION

Teachers will communicate with you through

ZoneCours and your HEC WebMail

Check them regularly!

Remember that teachers won't

- Do basic tasks for you
- Give you all the answers

Teachers are willing to help and guide students about fundamental issues.

TEACHERS' ASSISTANCE

Do not hesitate to seek the teacher's assistance through

- Quick and informal discussion during break, before or after class
- E-mail or formal appointment

Note

- Go forward if you need assistance
- Teachers would be happy to help if you let them know

TEAMWORK



Teamwork is part of education at HEC Montréal

- Let know your teammates that you are an exchange student
- Ask for feedback from local teammates
Most of them have been abroad and will be very open minded towards helping you

Expect to invest many hours outside classroom for meetings, readings and assignments.

NOTE: 1 credit = 2 hours of work out of class per week

PLAGIARISM

Academic integrity is one of HEC Montréal's core values which the school reinforce strongly

A zero tolerance policy is applied in case of plagiarism

Plagiarism examples:

- Glancing at another student's exam
- Using prohibited documentation during an exam or quiz
- Failing to reference or quote a source

EXAMS' INFORMATION

Midterm & Final exams

- Student ID card is mandatory
- No home exam can replace HEC Montréal exams
- **No resits**

Beware

- Plagiarism
- Exams are **NOT** at the same time and place as regular classes
Check [HEC en ligne](#) for the exact schedule and classroom

Business courses delivered in French

- Possibility to write exams in English (exception apply)
- Ask your teacher at the beginning of semester

**Additional information on exams
will be provided by email before midterm**

EXAMS' MATERIAL



Dictionaries – Translation paper version only

- **French Business course** – Approval sticker needed
Accepted only if French is not your first language
- **English Business course** – No approval sticker needed
- **Spanish Business course** – No approval sticker needed

Note: Dictionary not accepted for language course



Calculators

- Some calculators are allowed - Approval sticker needed



How to get approval stickers

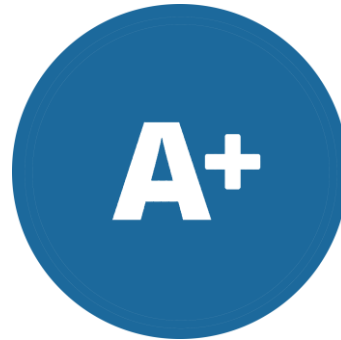
- Bring dictionary or calculator to the Office of the Registrar, Information Counter
Decelles Building, Ground Floor, Room 2.260
- Ask for a certified sticker
Without sticker, your calculator will not be accepted for exams

GRADING SYSTEM



Each course has its own weighting system

- Midterm exam
- Class participation
- Quiz
- Individual or team assignment
- Final exam



Grading system

- Overall GPA on 4.3
- The mark range (% or else) is always transferred into grade (A+ to F)

“With great distinction” – “Mention d'excellence”

- Must be registered to 15 credits
- GPA of 3.5 over 4.3

FINAL TRANSCRIPT

Transcript will be sent directly to home university by March

- It is not possible to receive transcript with grades in percentage
- Grades conversion is to be confirmed by your home university
- Grades will be available on HEC en ligne

BOOKS



Wait before purchasing

During the first class,
teachers will confirm which books are MANDATORY



Look for FREE Online versions

Google books, e-books, etc.

USED BOOKS



Save money by buying used books

At the COOP HEC

Côte-Sainte-Catherine Building, Room RC-11

On Facebook

Join the group:

[ACHAT ET VENTE DE LIVRES HEC MONTREAL](#)

International Exchange Program Office

Location & Opening hours

Decelles Building, 5th Floor, Room 5.260

Monday to Thursday – 1:00 pm to 4:30 pm

Friday: closed

Advisors

Carmen Brodeur: carmen.brodeur@hec.ca

Caroline Therrien: caroline.3.therrien@hec.ca

Geneviève Benoit: genevieve.benoit@hec.ca

Facebook

Important for information, activities, tips & more!

Join the group: **HEChange Fall/Automne 2015**





QUESTIONS?

