

Information Sheet B.B.A. Program 2014-2015

Mailing address

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Websites

Main Website: www.hec.ca
Incoming Students Website: www.hec.ca/en/international_student/index.html

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External Recognition

- ⇒ Forbes
- ⇒ AmericaEconomia
- ⇒ Business Week
- ⇒ Financial Times
- ⇒ The Economist
- ⇒ Expansión

HEC Montréal was the first school in North America to be awarded the **AMBA**, **AACSB International** and **EQUIS** accreditation.

This threefold recognition of the quality of the school's study programs, the calibre of its students and faculty, and the excellence of the guidance provided to students, confirms HEC Montréal's status as **one of the world's great business schools**.



HEC Montreal's Academic Calendar in a nutshell

	Fall 2014 (August - December)	Winter 2015 (January - April)
Nomination period (partners)	March 1 - May 1	March 1 - October 1
Application period (nominated students)	April 1 – May 15	September 1 – October 15
Course registration (Business and Language)	June 4 – 16	October 23 – November 3
Orientation program	August 24–29	January 4
Classes begin	September 2	January 5
Holiday	Thanksgiving: October 13	Easter break: April 3 – 6
BBA mid-term break	October 22 – 28	February 28–March 6
Final exams—no resits possible	December 10-23	April 15- 28

Detailed Academic Calendar available online:

http://www.hec.ca/en/current_student/my_program/bba/academic_calendars_course_directory/directory.html

International Fair, Fall 2013



Exchange Related Information

Nominations

Nomination period: Term 1 (Fall): March 1 – May 1, 2014
Term 2 (Winter): March 1 - October 1, 2014

Should you have difficulties respecting our deadline, please advise us as soon as possible.

All nominations must be submitted online at:

<https://enligne.hec.ca>

Partner user ID and password (previously sent to contact by email)

Exchange period: nominations may be for one semester or one full year.

Students and partner institutions will receive a confirmation by HEC of student nomination.

Partner institutions will receive the letters of acceptance for their students in June for the Fall nominations and in September for the Winter nominations.

Please be advised, no extensions will be possible after one semester.

Student Application

Application period: Term 1 (Fall): April 1st - May 15th, 2014
Term 2 (Winter): September 1st - October 15th, 2014

Students are required to fill in the On-line Exchange Student Application (user ID and password will be provided).

Supporting application procedure:

http://www.hec.ca/en/international_student/international_exchange/prospective_exchange/index.html

Immigration Requirements

Please note that procedures vary according to the duration of stay and your country of residence, see :

http://www.hec.ca/en/international_student/international_exchange/pre-arrival_guide/immigration_documents/index.html

STUDENTS MUST START THEIR IMMIGRATION PROCEDURES AS SOON AS THEY RECEIVED THE ADMISSION LETTER.

Do not hesitate to contact us should the student require assistance.

Located in the heart of Montréal

It is worth pointing out that HEC Montréal is located right in the heart of Montreal, a cosmopolitan city with a population of almost 2 million people made up of more than 100 different ethnic communities.

Vibrant, fast-paced and yet historical, with a mix of impressive festivals and an incredible nightlife... international students will turn their excellent educational experience into an exciting adventure.

New York, Boston, Toronto, and other great North American cities are all within a couple of hours away.

Canada is an officially bilingual country: its two official languages are English and French.

Quebec is one of the 10 provinces of the Canadian federation.

In Quebec, French is the only official language, and it is spoken by the majority of the population.

However, Montréal is an international, multilingual city, where English and French speakers live side by side.

Health & Medical Insurance

Under Quebec law, international students must hold medical insurance valid in Quebec. No exception is possible, it is **MANDATORY**.

Compulsory insurance for all students

Students are required to purchase their health insurance from HEC Montréal.

The cost is \$636 CAN for two semesters or \$371CAN per semester. *(Fees are subject to change without prior notice.)*

This COMPULSORY medical insurance plan covers medical and hospital expenses and prescription drugs for the student alone. You will be informed of the various procedures to follow to obtain this insurance upon your arrival.

Health insurance purchased elsewhere will not be recognized by HEC Montréal.

For additional information: http://www.hec.ca/en/international_student/international_exchange/pre-arrival_guide/health_insurance/index.html

Bilateral social security agreements

Citizens of one of the following countries: *Belgium, Denmark, Finland, France, Greece, Luxembourg, Norway, Portugal, Sweden* who are covered by the social security plan in their country are covered free of charge by the Régie de l'assurance-maladie du Québec (dental care, eye care (glasses) and drugs (except for French citizens) are not covered) under bilateral social security agreements.

Students need to contact social security to obtain the required papers.

Additional information: http://www.hec.ca/en/international_student/international_exchange/pre-arrival_guide/health_insurance/index.html

Workload

A semester in the BBA program consists of 15 weeks.

A 3 credit course is 45 contact hours (15 X 3).

For each credit, students need to contribute about 30 hours of additional personal work.

Therefore the required workload for each course is :
45 contact hours + 90 hours of personal work
= 135 hours per course for a semester.

Workload Requirements

Minimum 4 courses required

To be considered a full time student and to comply with Canadian Immigration regulations, a minimum of **12 credits (4 courses)** is required for the B.B.A program.

The workload requirement for HEC students in a regular program is **15 credits (5 courses)** per term for the B.B.A. program.

Language Requirements

Languages of instruction at HEC Montreal: French, English and Spanish

Students are not required to pass any language proficiency test. As an indication only, the following scores are desirable :

English: TOEFL: minimum score of 560 (paper version), 220 (computer version), 83 (Internet version – iBT) or IELTS: 6.5
French TFI: minimum score of 750

Course Registration & Academic Information

Semester Dates

Term 1 (Fall) September 2—December 23
Term 2 (Winter) January 5 – April 28

Study Program

Bachelor of Business Administration (B.B.A.) (4 years)

The business courses are offered in 3 languages: French, English & Spanish!
Please note that courses given in French may sometimes require the use of English text books. Under certain conditions it is possible to write exams in English.

Language courses

Only one language course (3 credits) per term allowed.

French Business Communication
3 credits, level 1 to 5, placement test required

English Business Communication
3 credits, level 1 to 5, self evaluation

Spanish Business Communication
3 credits, level intermediate to advanced, evaluation by coordinator upon arrival

Additional information about language courses:

http://www.hec.ca/en/international_student/international_exchange/pre-arrival_guide/course_registration/index.html

Course Registration

Course registration dates

Term 1 (Fall) June 4—June 16
Term 2 (Winter) October 23—November 3

We recommend that student register as soon as the system opens as registrations are taken on a first come, first served basis.

List of courses available for exchange students
Available as of May 15th, 2014 for both terms

http://www.hec.ca/en/international_student/international_exchange/pre-arrival_guide/course_registration/index.html

Course Outlines available on the *Course Portal*

<https://zonecours2.hec.ca/portail/?EN#programme=BAA+APRE>

Supporting course registration procedure

http://www.hec.ca/en/international_student/international_exchange/pre-arrival_guide/course_registration/index.html



Business Administration with many different specialisations

- ⇒ Applied Economics
- ⇒ Entrepreneurship
- ⇒ Finance
- ⇒ Human Resources Management
- ⇒ Logistics & Operations Management
- ⇒ International Business
- ⇒ Information Technology
- ⇒ Management
- ⇒ Marketing
- ⇒ Professional Accounting
- ⇒ Quantitative Methods



Summer School

Participate in a total immersion experience to acquire or refine your writing and speaking skills in Business French, thereby increasing your opportunities in the international job market!

Company Visits 2014:

- ⇒ Bombardier,
- ⇒ Radio-Canada Broadcasting Corporation,
- ⇒ Cirque du Soleil,
- ⇒ Moment Factory multimedia studio (conference)

Fly me to HEC Montréal

Vidéo

http://www.hec.ca/etudiant_etranger/echange_international/index.html

<http://www.hec.ca/en/experience/videos/index.html>

Photo Library

<http://www.flickr.com/photos/hecmontreal/sets/72157600282106156/>

Additional information about HEC Montreal's grading system :

English:

http://www.hec.ca/en/programs_training/files/pdf/guidelines_regulations.pdf

French:

http://www.hec.ca/programmes_formation/documents/pdf/endos_bulletin.pdf

☆ New! Business French Summer School *Language and Culture*

From Monday, August 4 to Friday, August 22, 2014

Geared towards not only students but also professionals, this unique immersion program features:

- ⇒ Business French language course, 3 credits, level 1 to 4
- ⇒ Workshops, Seminars, Conferences and Company Visits
- ⇒ Socio-Cultural and Sports Activities

Special rate for exchange students: \$ 875.00 CAD (extra curricular activities)

Registration deadline: June 10, 2014

For additional information and to register :

<http://francaisaffaires-immersion.hec.ca/en/>

Exams & Grading System

Exams and Resits

No special arrangements or resits possible for mid-term and final exams.

Transcripts

Sent to partner institution approximately 6 weeks after end of term.

Grading System

BBA		Evaluation	MSC	
Mark/	Numerical value		Mark/	Numerical value
4.3	A+	Exceptional	4.3	A+
4.0	A		Excellent	4.0
3.7	A-	Very good		3.7
3.3	B+			
3.0	B			
2.7	B-	Good	3.3	B+
2.3	C+			
2.0	C			
1.7	C-	Fair	2.3	C+
1.3	D+			
1.0	D			
0	E	Fail	0	E

Accommodation

HEC Montréal has no on-campus accommodation. Information about accommodation can be found on our website: http://www.hec.ca/en/international_student/international_exchange/pre-arrival_guide/housing/index.html

Exclusive Offer for Exchange Students

A limited amount of rooms are reserved for exchange students with the partnership of the company [GetYourPlace.ca](http://www.getyourplace.ca). Reservations are made on a first come first serve basis.

Housing Support

Personalized assistance will be available during the orientation week. Adds are regularly posted on Facebook: [Housing for exchange students](https://www.facebook.com/HousingforExchangeStudents)
For housing assistance, contact: housing@hec.ca

Temporary Housing

We suggest students to book temporary housing for their first few days in Montreal.

Airport Pick-up

Airport pickup (fee paying service) is offered by the HEChange student committee: www.hechange.ca e-mail: hechange@hec.ca

Term 1 (Fall): August 18—19 (Fall 2014)

Term 2 (Winter): January 2 – 3 (Winter 2015)

Orientation

Mandatory Orientation

Specially designed, *HEC Montréal's mandatory Orientation Program* will give you a walk through the administrative procedures, learn about Quebec culture and provide some benchmarks for your first steps in the "Belle Province" and at HEC Montréal and meet incredible people.

Term 1 (Fall): August 25—29

Term 2 (Winter): January 4

Orientation calendar and more information:

http://www.hec.ca/en/international_student/international_exchange/pre-arrival_guide/orientation_day/index.html

HEChange student committee

In addition to the mandatory orientation, the HEChange student committee organizes social activities. Their activities are included in the orientation calendar.
Student participation is highly recommended !

For more information about the HEChange student committee: www.hechange.ca

Shared accommodation

Having a room or roommates is commonplace in Montréal, particularly for students.

This kind of arrangement has many benefits, and sharing expenses is only one of them!

Estimated Cost of Living

Estimated expenses per semester/term:

\$6,000 CDN – \$7,000 CDN

- ⇒ Accommodation: \$2800 / term (approximately)
- ⇒ Food/meals: \$2,000 / term (5 months)
- ⇒ Local transportation: \$225 / term
- ⇒ Personal expenses: \$1,000 / term
- ⇒ Insurance: See insurance section for costs

