



## Fact sheet 2023-2024

Institutional information

### École des sciences de la gestion (ESG) - School of Management

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# ACADEMIC CALENDAR

SEMESTER	BEGINNING AND END OF CLASSES (including exams)	NOMINATION AND APPLICATION DEADLINE
Fall 2023	September 5 <sup>th</sup> to December 20 <sup>th</sup> , 2023 Orientation Day: → August 31 <sup>st</sup> , 2023 (for ESG international exchange students)	April 1 <sup>st</sup> , 2023 (Fall 2023 semester only or Fall 2023 and Winter 2024 semesters)
Winter 2024	January 8 <sup>th</sup> to April 28 <sup>th</sup> , 2024 Orientation Day: → January 4 <sup>th</sup> , 2024* (for ESG international exchange students)  *Online. Being in Canada is not necessary to attend.	October 1 <sup>st</sup> , 2023 (Winter 2024 semester only)

→ Attending the orientation session is mandatory.

→ It is highly recommended to arrive in Montreal before the start of classes.

→ Incoming students are strongly advised to attend their classes from the very beginning.

→ In addition, enrolment in a course could be denied to incoming students who did not participate in the first two three-hour periods of the course, which generally take place in the first two weeks of the semester.

→ Since it's not possible to negotiate the passing of exams in the exchange student's home institution, students are responsible for ensuring that their departure from Montreal at the end of the semester is scheduled after all final exams.

## ACADEMIC INFORMATION

### CREDITS AND WORKLOAD

Learning activities are evaluated in credits:

→ 1 UQAM credit = 2 ECTS credits

A 3 credit course generally requires 45 hours of class work (i.e. 45 contact hours) and 90 hours of personal work, for a total workload of 135 hours.

### FULL-TIME COURSE LOAD

At the undergraduate (Bachelor's) level, a full-time student must enrol in at least 4 courses (12 credits), the normal course load being 5 courses (15 credits) per semester.

At the graduate (Master's) level, a full-time student must enrol in at least 3 courses (9 credits), the normal course load being 4 courses (12 credits) per semester.

However, for the Maîtrise en comptabilité, contrôle et audit program (French only), students can register to a maximum of 3 courses within the program, considering the intense workload. If the student needs to register to a fourth course, it can be selected amongst the ones offered in our other programs, if necessary.

### EVALUATION OF STUDENTS IN COURSES

At the undergraduate level, the level of learning reached by students, in regard to course objectives, is indicated by letter grades:

→ A+, A and A-: Excellent

→ B+, B and B-: Very Good

→ C+, C and C-: Good

→ D+, D: Passable

→ E: Fail

→ S: Satisfactory

Grades C-, D+ and D are not used in the evaluation of graduate (Master's level) courses.

The following symbols are also used for transmitting technical information on grades:

→ I: Incomplete (forthcoming grade)

→ #: Authorized delay for grading

→ X: Authorized withdrawal from a course

→ ZE: Fail by withdrawing from a course

### LANGUAGES OF INSTRUCTION

In undergraduate programs (Bachelor's level) and graduate programs (Master's level), most courses are taught in French. Some courses are taught in English.

#### FRENCH

Partner institutions whose main language of instruction is not French must ensure that all students planning to enroll in courses taught in French at ESG have intermediate level spoken and written French. This knowledge of French should be sufficient to enable the student to obtain a minimum score of 605 on the Test de français international (TFI) equivalent to the B2 level (Upper Intermediate) of the Common European Framework of Reference for Languages (CEFR). This minimum score is presented as a guide. Although no specific test is required, a certificate attesting to the student's French language skills (oral and written) must be provided by a competent authority.

#### ENGLISH

Partner institutions whose main language of instruction is not English must ensure that all students planning to enroll in courses taught in English at ESG have intermediate level spoken and written English. The expected level of competency corresponds to the B2 level (Upper Intermediate) of the Common European Framework of Reference for Languages (CEFR) and to the following major test score (presented as a guide):

→ TOEIC: 750 +

→ TOEFL (Paper): 550 +

→ TOEFL (Internet): 80 +

→ IELTS: 6,0 +

Although no specific test is required, a certificate attesting to the student's English language skills (oral and written) must be provided by a competent authority.

# COURSE LIST

## COURSES TAUGHT IN FRENCH

ESG's course list can be accessed online:

<https://esg.uqam.ca/en/international/international-students/courses-offered/>

Any student wishing to enrol in Master's or Graduate Certificate (DESS) courses must obtain course selection approval from the head of the relevant program of study. It should be noted that some graduate programs are not available to exchange students.

## COURSES TAUGHT IN ENGLISH (BACHELOR LEVEL ONLY) | 3 CREDITS EACH

AOT4200	Operations Management
DSR2010	Corporate Social Responsibility
DSR4700	International Management and Cultures
DSR5100	Strategic Management
ECO3550	International Economic Relations
EUT1172	Sustainable Development in Management
FIN3500	Financial Management
FIN5521	Investment and Portfolio Management
FIN5580	Multinational Financial Management
MGT3122	Management of SMEs (Entrepreneurship)
MGT4011	Technological Innovation in Context
MKG3300	Marketing
MKG5305	Consumer Behavior
MKG5321	International Marketing
MKG5322	Personal Selling and Sales Management
MKG5334	Digital Marketing
MKG5339	Search Engine Marketing
MKG5423	Advertising
MOD1101	Business of Fashion
ORH1163	Organizational Behavior
ORH1600	Introduction to the Management of Human Resources
SCO2000	Managerial Accounting

## FRENCH COURSE FOR NON-FRENCH SPEAKERS

It is possible for non-francophone candidates to register to a French language course to learn French. To do so, the candidature must do a placement test at a cost of \$65 CAD.

# ADMISSION PROCEDURES

## REQUIRED DOCUMENTS (must be uploaded within the online registration form)

- ESG UQAM [online](#) registration form, which will be received by the candidate by email after their nomination by his/her home institution;
- A copy of the individual record of civil status or any other document (e.g. birth certificate) attesting to the identity of the candidate and including the names of both parents (a requirement of the Government of Quebec);
- Photocopy of the candidate's passport ID page (**Does not replace the birth certificate**);
- An official transcript of all courses completed to date by the candidate in his/her current program;
- A list of all courses taken by the candidate during the two semesters preceding his/her arrival at ESG UQAM;
- When required (see section on Languages of Instruction), a certificate attesting to the French or English language skills of the candidate;
- A list of courses selected by the candidate for his/her exchange semester(s) at ESG UQAM.

Remarks:

- **Incomplete applications of candidates for an exchange will not be processed** until all the required documents are uploaded online. UQAM's Service de l'admission will not treat files with missing information.
- **Documents must be in French or English.** If not, please provide a translation with the original document. Non-official translations are accepted.
- Applications of candidates for an exchange may be accepted after the application deadlines (April 1<sup>st</sup> and October 1<sup>st</sup>). However, it is generally impossible to guarantee late applicants that they will receive their acceptance letter early enough to enable them to complete immigration procedures, if required.

# GENERAL INFORMATION

## IMMIGRATION PROCEDURES

Students studying in Québec for a period of six months or more must obtain, before their arrival, an acceptance certificate (Certificat d'acceptation du Québec (CAQ)) from Immigration-Québec and a study permit issued by Immigration and Citizenship Canada. For details, see:

→ [www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca)

→ [www.cic.gc.ca](http://www.cic.gc.ca)

## ELECTRONIC TRAVEL AUTHORIZATION (eTA)

Visa-exempt foreign nationals who fly to or transit through Canada will need an Electronic Travel Authorization (eTA). Exceptions include U.S. citizens and travelers with a valid visa. The eTA is issued with the study permit. For more information concerning the eTA:

→ [www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp)

## HEALTH INSURANCE

Exchange students at ESG UQAM are **obliged** to be covered by a health insurance plan. Two options are available:

### 1. Coverage by the Régie de l'assurance maladie du Québec (RAMQ)

The Government of Quebec has signed a series of reciprocity agreements with Belgium, Denmark, Finland, France, Greece, Luxembourg, Norway, Portugal, Romania, Serbia and Sweden. Under these agreements, exchange students who are nationals of these countries are exempted from subscribing to a health insurance plan after demonstrating to the UQAM authorities that they have obtained a RAMQ card.

Procedures for obtaining the RAMQ card are presented in the International section of the ESG website under the headings International Students and Preparing your exchange.

Finally, please note that the deadlines for applying for exemption from the health insurance fee are October 15<sup>th</sup> (Fall Semester) and February 25<sup>th</sup> (Winter semester).

### 2. Coverage by the Desjardins Sécurité Financière (DSF) compulsory health insurance plan

Since subscription to a Canadian or a foreign health insurance plan, other than the DSF plan, is not accepted, exchange students are automatically charged a health insurance fee upon their registration to courses at UQAM. In 2022-2023, this fee was \$300 CAD per semester.

It should be noted that exchange students are covered by the DSF health insurance plan as long as their enrolment in courses is maintained. Students are no longer entitled to benefits from the DSF plan as soon as they cancel their courses. The DSF coverage is valid only for the period of studies. If the student plans to arrive earlier or leave later, he will have to obtain his own insurance coverage.

## ARRIVAL AT THE AIRPORT

In the weeks preceding the start of the fall semester, students arriving at Montreal-Trudeau Airport can consult the officers stationed in two welcome booths to provide information and address immediate concerns (transportation to UQAM, temporary housing in Montreal, etc.).

## TRANSPORTATION FROM MONTREAL-TRUDEAU AIRPORT TO THE UQAM CAMPUS

There is no airport pick-up service for international students. However, this route is served by the Société de transport de Montréal (bus #747) with 24-hour service for \$10 CAD.

## INTEGRATION ACTIVITIES ORGANIZED BY SSI

Orientation sessions, welcoming days, "Farewell" cocktail party, International happy hour and more.

## SERVICES AVAILABLE ON UQAM'S CAMPUS

University library, bookstore, computer labs, cafeteria, sports center, sports activities, student coffee shop.

## SERVICES AVAILABLE NEAR UQAM'S CAMPUS

Quebec National Library, restaurants, banks, shops, bookstores, hotels.

## HOUSING

UQAM's Services à la vie étudiante can help exchange students find accommodations, for the duration of their stay or a few days, upon their arrival in Montreal.

### Residence halls

Two residence halls are located on the UQAM campus. To make a reservation, **which should be done as soon as possible**, exchange students should have completed the admission process and received their acceptance letter from UQAM. Then, students should contact the residence halls office at:

→ [www.residences-uqam.qc.ca](http://www.residences-uqam.qc.ca)

Contracts with the residence halls are binding from August 15<sup>th</sup> to May 14<sup>th</sup>. Therefore, rooms are normally reserved for students seeking accommodation for two semesters, however exceptions are possible.

### Off-campus temporary accommodation

In the vicinity of UQAM, several establishments offer reasonably priced lodging on a temporary basis. However, it would be wise to make a reservation as soon as you know your arrival date. More information will be sent in preparation emails after admission.

## COST OF LIVING IN MONTREAL

Living expenses for students, depending on their lodging and lifestyle, is about \$1 500 CAD monthly.