INSTITUTIONAL INFORMATION

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

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315, rue Sainte-Catherine Est
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Canada

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international.esg.uqam.ca

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ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>BEGINNING AND END OF CLASSES (including exams)</th>
<th>APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019</td>
<td>September 3rd, 2019 to December 18th, 2019</td>
<td>April 30th, 2019</td>
</tr>
<tr>
<td></td>
<td>Orientation: August 29th, 2019 (for ESG international exchange students)</td>
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</tr>
<tr>
<td>Winter 2020</td>
<td>January 6th, 2019 to April 27th, 2020</td>
<td>October 15th, 2019</td>
</tr>
<tr>
<td></td>
<td>Orientation: January 6th, 2020 (for ESG international exchange students)</td>
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</tr>
</tbody>
</table>

- Incoming students must attend the orientation sessions.
- It is therefore highly recommended to arrive in Montreal before orientation.
- 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 2 courses (3 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+: 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 enrol 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 (CEFRL). 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 enrol 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 (CEFRL) 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 (2019-2020)**

**COURSES TAUGHT IN FRENCH**

ESG Course List for the Fall 2019 and Winter 2020 semesters can be accessed in the International section of the ESG website under the headings Partners and Course List.

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 | UNDERGRADUATE** *(3 credits)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSR2010</td>
<td>Corporate Social Responsibility</td>
</tr>
<tr>
<td>DSR4700</td>
<td>International Management and Cultures</td>
</tr>
<tr>
<td>DSR5100</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>DSR6102</td>
<td>Business Simulation</td>
</tr>
<tr>
<td>ECO3550</td>
<td>International Economic Relations</td>
</tr>
<tr>
<td>ECO5550</td>
<td>Currencies and International Financial Markets</td>
</tr>
<tr>
<td>ESG1114</td>
<td>Doing Business in North America: Start a Business in Canada (Entrepreneurship)</td>
</tr>
<tr>
<td>EUT1172</td>
<td>Sustainable Development in Management</td>
</tr>
<tr>
<td>FIN3500</td>
<td>Financial Management</td>
</tr>
<tr>
<td>FIN5521</td>
<td>Investment and Portfolio Management</td>
</tr>
<tr>
<td>FIN5570</td>
<td>Financial Analysis and Evaluation of Firms (Corporate Finance)</td>
</tr>
<tr>
<td>FIN5580</td>
<td>Multinational Financial Management</td>
</tr>
<tr>
<td>MET3122</td>
<td>Management of SMEs (Entrepreneurship)</td>
</tr>
<tr>
<td>MET4011</td>
<td>Technological Innovation in Context</td>
</tr>
<tr>
<td>MET4200</td>
<td>Introduction to Operations Management</td>
</tr>
<tr>
<td>MKG3300</td>
<td>Marketing</td>
</tr>
<tr>
<td>MKG5305</td>
<td>Consumer Behavior</td>
</tr>
<tr>
<td>MKG5316</td>
<td>International Sports Marketing</td>
</tr>
<tr>
<td>MKG5321</td>
<td>International Marketing</td>
</tr>
<tr>
<td>MKG5327</td>
<td>Advertising</td>
</tr>
<tr>
<td>MKG5334</td>
<td>Digital Marketing</td>
</tr>
<tr>
<td>MOD1101</td>
<td>Business of Fashion</td>
</tr>
<tr>
<td>ORH1163</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>ORH1600</td>
<td>Introduction to the Management of Human Resources</td>
</tr>
<tr>
<td>SCO2000</td>
<td>Managerial Accounting</td>
</tr>
</tbody>
</table>

* A minimum of 15 courses are offered each semester.

**COURSES TAUGHT IN ENGLISH | MASTER** *(3 credits)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSR8403</td>
<td>Strategy of Organization and Corporate Social Responsibility: From Local to Global</td>
</tr>
<tr>
<td>DSR8410</td>
<td>Implementing International Strategy</td>
</tr>
<tr>
<td>DSR8412</td>
<td>International Management: Strategies for the BRICS</td>
</tr>
<tr>
<td>ECO8041</td>
<td>International Trade and Globalization</td>
</tr>
<tr>
<td>MET8404</td>
<td>Innovation Management</td>
</tr>
<tr>
<td>MET8413</td>
<td>International Issues in Organizational Management</td>
</tr>
<tr>
<td>MGP7017</td>
<td>Management of International Projects</td>
</tr>
<tr>
<td>MGP7726</td>
<td>Project Management in a Multi-Cultural Context</td>
</tr>
<tr>
<td>MGP7900</td>
<td>Project Management</td>
</tr>
<tr>
<td>MKG8425</td>
<td>International Marketing</td>
</tr>
<tr>
<td>MKG8429</td>
<td>Intercultural Marketing</td>
</tr>
<tr>
<td>ORH8412</td>
<td>Individuals and Organizations in a Cross-Cultural Context</td>
</tr>
</tbody>
</table>

**FRENCH COURSE FOR NON-FRENCH SPEAKERS**

This course (3 credits) aims to develop basic skills for oral and written communication in French.

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>FLS1000</td>
<td>Français élémentaire sur objectifs spécifiques I</td>
</tr>
</tbody>
</table>

**Remarks:**

- Send only COMPLETE FILES of candidates for an exchange since UQAM’s Service de l'admission will not treat files with missing information.
- Applications of candidates for an exchange may be accepted after the application deadlines (April 30th and October 15th). 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.

**ADDITIONAL DOCUMENTS**

- **REQUIRED DOCUMENTS**
  - A copy of the individual record of civil status or any other document (e.g. birth certificate) attesting to the identity of the person and including the names of both parents (a requirement of the Government of Quebec). Documents must be in French or English;
  - 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;
  - filling out the ESG UQAM registration form which will be received by the candidate by email after his nomination by his home institution. The candidate must first complete the online admission form. Once submitted online, the candidate must print the form, sign and join it with all the paper version of the required documents mentioned above.

**ADRESSES FOR SENDING STUDENT FILES**

**By regular mail:**

ESG International Office (SSI)
International Relations Coordinator – Incoming Students
Vice-décanat aux études, ESG UQAM
C.P. 8888, Succursale Centre-Ville
Montréal (Québec) Canada H3C 3P8

**By special delivery:**

ESG International Office (SSI)
International Relations Coordinator – Incoming Students
Vice-décanat aux études, ESG UQAM, (R-1020)
315, rue Ste-Catherine Est
Montréal (Québec) H2X 3X2
CANADA
GENERAL INFORMATION

INCOMING STUDENTS GUIDE
Exchange students can access the Guidelines for exchange program in the International section of the ESG website under the headings International Students, stay in Montreal and Preparing your exchange.

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
- www.cic.gc.ca

ELECTRONIC TRAVEL AUTHORIZATION (eTA)
Since March 15th, 2016, 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. For more information concerning the eTA:
- 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 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.

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 arrival at UQAM. In 2018-2019, this fee was $312 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.

INTEGRATION ACTIVITIES ORGANIZED BY SSI
Orientation sessions, welcoming days, “Au revoir” cocktail party, international happy hour and more.

SERVICES AVAILABLE ON THE UQAM CAMPUS
University library, bookstore, computer labs, cafeteria, sports center, sports activities, student coffee shop.

SERVICES AVAILABLE NEAR THE UQAM CAMPUS
Quebec National Library, restaurants, banks, shops, bookstores, hotels.

HOUSING
UQAM’ 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

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

Off-campus housing
Exchange students looking for an apartment may refer to the data bank (apartments to rent, sublet or share) provided by UQAM in J.-A.-De Sèves Building (Room DS-R503) or at:
- international.esg.uqam.ca/en/international-students/prepare-your-exchange-to-esg

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. See the following list:
- international.esg.uqam.ca/en/international-students/prepare-your-exchange-to-esg

COST OF LIVING IN MONTREAL
Living expenses for students, depending on their lodging and lifestyle, range between $1 250 CAD and $1 500 CAD monthly.