

FACT SHEET FOR EXCHANGE STUDENTS 2014-2015

This Fact Sheet is a summary of the most important information students and partner institutions must know about the International Mobility Program at Polytechnique Montréal.

Please refer to our web site for incoming exchange students www.polymtl.ca/inter/etuvise/echange and to our Guide for new students www.polymtl.ca/rentree for more detailed information.

Name of the Institution	Polytechnique Montréal
Location	City: Montréal (population: 1 886 481) Province: Québec (population: 8 054 756) Country: Canada (population: 34 880 491)
Language of instruction	French (many textbooks are in English)
Field of study	Engineering
Website	www.polymtl.ca
Number of incoming exchange students per year	≈ 500
Number of international students registered at Polytechnique for full degree programs	≈ 1300
Total number of students at Polytechnique (Bachelor's, Master's, PhD)	≈ 7400

Brief overview of the university

Polytechnique Montréal is one of Canada's leading engineering schools and is the largest in Québec in terms of its student population (7400 students, 24 % of whom are international students from about 120 countries) and the scope of its research budgets. Founded in 1873, Polytechnique Montréal has always provided high-quality university instruction in engineering at all levels by focusing on human values and striving to meet the needs of industry and society.

Polytechnique Montréal offers a wide array of programs (more than 100) at every level: certificates, bachelor's degrees and graduate programs. With 58 research units, Polytechnique's research activities are among the most active in Canada and account for nearly one-quarter of all university research in engineering in Québec. Student life at Polytechnique is extremely rich and dynamic, and the opportunities for international students to get involved in student clubs, outings and events are countless.

Affiliated to Université de Montréal and to HEC Montréal (Campus Montréal), Polytechnique Montréal is centrally located on the northern slope of Mount Royal, in an exceptional natural setting. Campus Montréal is the 2nd largest campus in Canada, largest French-language campus in America. Multicultural, cosmopolitan and bilingual, Montréal is home to more than 25,000 international students from more than 150 countries. Montréal is clean and safe, and is well known for its *joie de vivre*, festivals, cultural activities and quality of life. With four distinct seasons, Montréal and surroundings have much to offer to fans of sports and nature.

International Mobility Program Office

Head of International Mobility Program	Ms. Julie Defretin
International student's records clerk	M. Jean-François Urruty

Address	Polytechnique Montréal Services aux étudiants/Student Services 2500, Chemin de Polytechnique, Office A-205.04 Montréal (Québec) H3T 1J4 Canada
Telephone number	+1 514 340-4711 ext. 5821
Fax number	+1 514 340-5964
E-mail address	etudiant.echange@polymtl.ca

Application procedures

Application deadlines	April 30th, 2014 for Fall 2014 (August-December) and for the academic year 2014-2015 October 1st, 2014 for Winter 2015 (January to April) It is highly recommended that all students (Fall or Winter) send their applications by April 30th, 2014 Late applications will be refused
Application process	Applications are processed between March and May, and between September and October.
Levels of study open to exchange students	Bachelor for all partners Master only if agreement specifies
Quota of applications to be received per partner institution	CREPUQ: we offer a maximum of two places per institution, which is to say <u>2 places of 1 academic year</u> or <u>4 places of 1 semester</u> Bilateral partner institutions: no quota

All forms and information about our application and admission procedure can be found on our web site:
<http://www.polymtl.ca/inter/etuvise/echange/admission/admission.php>.

If your institution has signed a bilateral agreement with Polytechnique Montréal, please only complete our application form and do not complete the CREPUQ application form.

If your institution has not signed a bilateral agreement with Polytechnique Montréal but is a member of CREPUQ, please complete both the CREPUQ application form and the Polytechnique application form.

Admission criteria: Exchange students must be enrolled in a program leading to an accredited Engineering Degree in their home institution. In addition, the institution must be a member of CREPUQ or have signed a bilateral agreement with Polytechnique Montréal. The required average is 2.5/4 GPA

Budget and tuition fees

Sample budget	See our web site: http://www.polymtl.ca/inter/etuvisi/preparatifs/planificationdebudget.php
Other expenses	There is no tuition fee for undergraduate exchange students. Exchange students at the graduate level (Master's) do not pay tuition fees either but must pay administrative and student services fees as follows: Fall & Winter terms ≈ 290\$ per term (fees subject to change).

Academic Information

Term dates (including final exam periods)	<p>Fall: Late August to late December, including final exams</p> <p>Winter: Early January to early May, including final exams</p> <p>Summer: Early May to end of August: not open to exchange students</p> <p>See: www.polymtl.ca/registrariat/calendrier</p>		
<p>Arrival dates</p> <p>MANDATORY Student orientation sessions are held a few days before the beginning of classes (August and January).</p>	<p>Orientation sessions are free of charge and registration is required. Students can complete the registration and download our Guide for new students at: www.polymtl.ca/rentree</p> <p>For arrivals in fall: the Accueil Plus service provides quality reception services to all international students who pass through the Montréal-Trudeau Airport between the beginning of August and the beginning of September. For more information see: www.accueilplus.ca</p> <p>For arrivals in winter: there is an excellent airport shuttle service to downtown Montreal. For more information see: www.stm.info</p>		
Language of instruction	French - A French language test is not mandatory. However, students should have the equivalence of 785/990 on the "test de français international" (TFI) in order to succeed the courses, according to the admission criteria of full degree program students. English competency is also recommended as some class textbooks may be in English.		
Education levels	<table border="1" style="width: 100%;"> <tr> <td> <p>Undergraduate Programs:</p> <ul style="list-style-type: none"> • Bachelor's Degree (Baccalauréat) = 1er cycle </td> </tr> <tr> <td> <p>Graduate Programs:</p> <ul style="list-style-type: none"> • Master's Degree (Maîtrise) = 2^{ième} cycle • PhD (Doctorat) = 3^{ième} cycle • D.E.S.S. = Diplôme d'études supérieures spécialisées </td> </tr> </table> <p>The Bachelor's Degree (Baccalauréat) at Polytechnique Montréal is 4 years in duration, and leads to the Engineering Degree which is accredited by the Canadian Engineering Accreditation Board (CEAB).</p>	<p>Undergraduate Programs:</p> <ul style="list-style-type: none"> • Bachelor's Degree (Baccalauréat) = 1er cycle 	<p>Graduate Programs:</p> <ul style="list-style-type: none"> • Master's Degree (Maîtrise) = 2^{ième} cycle • PhD (Doctorat) = 3^{ième} cycle • D.E.S.S. = Diplôme d'études supérieures spécialisées
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Class format	Lectures, tutorials, laboratory work, group projects																														
Credit system	Most classes are worth 3 credits 1 credit = approximately 45 hours of work per student 3 credits = 135 hours of work (including personal study time) 1 Polytechnique credit = 2 ECTS credits (generally)																														
Full-time course load	MANDATORY Undergraduate level exchange students must register for a minimum of 12 credits per term in order to be registered as full-time students.																														
Grading system (undergraduate level)	<table border="1"> <thead> <tr> <th>Evaluation</th> <th>Grade</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Exceptional</td> <td>A*</td> <td>4,0</td> </tr> <tr> <td>Excellent</td> <td>A</td> <td>4,0</td> </tr> <tr> <td>Very good</td> <td>B+</td> <td>3,5</td> </tr> <tr> <td></td> <td>B</td> <td>3,0</td> </tr> <tr> <td>Satisfactory</td> <td>C+</td> <td>2,5</td> </tr> <tr> <td></td> <td>C</td> <td>2,0</td> </tr> <tr> <td>Marginal</td> <td>D+</td> <td>1,5</td> </tr> <tr> <td></td> <td>D</td> <td>1,0</td> </tr> <tr> <td>Fail</td> <td>F</td> <td>0,0</td> </tr> </tbody> </table>	Evaluation	Grade	Value	Exceptional	A*	4,0	Excellent	A	4,0	Very good	B+	3,5		B	3,0	Satisfactory	C+	2,5		C	2,0	Marginal	D+	1,5		D	1,0	Fail	F	0,0
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Courses selection	With their application, students must provide a list of courses they wish to enrol. Students can chose courses in any bachelor degrees. However, in order to prevent schedule conflict, we advise to choose courses within one degree and ideally within the same term. The list of programs and courses descriptions are available at www.polymtl.ca/etudes/bc In order to know when a specific course is offered, see: www.polymtl.ca/etudes/planTri																														
Language courses	Students may register for languages courses (3 credits per term permitted) at Polytechnique Montréal or Université de Montréal. These courses are free of charge for exchange students. It is important to register early at Université de Montreal, because there is placement test and space is limited. For more information, see our website: http://www.polymtl.ca/inter/etuvisi/echange/Choixdecours.php																														
Restricted courses and programs (any exceptions will be accepted)	Courses not open to exchange students: see the section "cours à accès restreint" on our website: http://www.polymtl.ca/inter/etuvisi/echange/Choixdecours.php . Graduate level courses: exchange students must register for Undergraduate level courses only. Only exchange students who are in the final year of their engineering degree at their home institution are allowed to take a maximum of one Master's or D.E.S.S. level course per term. Final project or internships: please see Laboratory Internship for exchange students section bellow for more information.																														
Courses registration and schedule confirmation	Official courses registration and schedule confirmation are done on the student file online. For more information, see the document « choix de cours par le Web pour les étudiants en programmes d'échanges », on the Registrar web site :																														

<http://www.polymtl.ca/registrariat/savoir/particulier.php>

Before modifying their course selection in their student file, students should wait the orientation sessions at the start of the term.

Immigration documents

General information about immigration documents

For details on immigration documents, please consult our website:
<http://www.polymtl.ca/inter/etuvisi/autorisation/index.php>

Documents required (summary)

Quebec Acceptance Certificate (CAQ) for study: The CAQ is granted by the Ministère de l'Immigration et des communautés culturelles (MICC) from Quebec Government and is a prerequisite to ask for the Study permit. This document is mandatory for an exchange period over than 6 months and facultative for exchange period under six months.

Study Permit: The study permit is granted by Citizenship and Immigration Canada (CIC). It is also mandatory for an exchange period over than 6 months and facultative for exchange period under six months.

Temporary Resident Visa: Students coming from certain countries, to be authorized to set foot on Canadian soil, also need a temporary resident visa. (CIC)

Students must hold all immigration documents upon arrival to Polytechnique Montréal to register officially and should not leave their home country without these documents.

Laboratory, research and company internships

Laboratory Internship for exchange students

Exchange students can pursue a research internship in one of Polytechnique laboratories during their exchange term or after but they cannot do so before the exchange term. During the term, they can choose to get a **maximum of 6 credits** for it.

Students are required to find a professor willing to supervise their internship, before or upon arrival. Professors are listed by field of research expertise on: www.polymtl.ca/recherche/rc/en/expertises. For their application, students can write "laboratory internship for exchange students" on the list of course they wish to enrol.

If laboratory internship extends beyond the official and date of the exchange period, students are no longer considered students but research interns and a valid Canadian Work Permit becomes mandatory.

<p>Research Internship (ex : projet de fin d'études)</p>	<p>Students who wish to come to Polytechnique Montréal for an internship only (for example a "Projet de fin d'études" with no coursework at all) should not apply to the exchange program. They must follow a distinct procedure outside of the exchange program: www.polymtl.ca/inter/en/stavisi</p>
<p>Internships and Jobs in companies</p>	<p>Exchange students who want to acquire work experience in Canada must hold valid immigration documents in order to do so. For more information, consult Citizenship and Immigration Canada web site: www.cic.gc.ca</p> <p>Jobs and internships in companies are outside the Exchange program, consequently, no support on the procedures for work permits will be given by Polytechnique Montréal.</p>
<p>On Campus Jobs</p>	<p>Exchange students who would like to work part time during the term can only do so on campus and they need to have a valid CAQ and Study Permit, even if their stay is less than six months. However, jobs opportunities on campus are very rare, and there is no job posting system, making job search difficult and not reliable as a source of funding for their stay.</p>

Housing

Housing in campus residences is limited and generally not available to exchange students. However, off-campus housing is widely available, affordable, and is typically shared apartment housing ("colocation"). We recommend that students stay in temporary housing for the first few nights after arrival and look for housing after arriving to Montreal. Students will receive personalized help finding off-campus housing during the mandatory orientation workshops before the start of each term.

Link to Polytechnique's housing website: www.logement.polymtl.ca

Students need their admission letter with student number (matricule) to access the website.

Link to Get your place web site: www.getyourplace.ca

For exchange students for **one semester only**, this company offers shared apartment housing, ready to move in, that students can book online before arrival (company recognized by Polytechnique Montréal). An email with logging information will be sent to admit students before the start of the semester.

Health insurance

<p>Mandatory health insurance</p>	<p>It is mandatory for all international students at Polytechnique Montréal to subscribe to Polytechnique's health insurance plan. Students from countries with which Québec has a bilateral agreement allowing for provincial health coverage in Québec must bring proof of this coverage to the Registrar's office by the deadline or will otherwise be charged for Polytechnique's insurance (87\$ per month in 2013-2014). For more information: see our web site: http://www.polymtl.ca/inter/etuvisi/ASSURANCEMALADIE.php</p>
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Campus facilities

Student life	www.polymtl.ca/vie
CEPSUM Sports complex	The CEPSUM Sports Complex is one of the largest in Québec, and is located on Campus Montréal. Polytechnique students are automatically members of CEPSUM, and have access to many facilities free of charge. www.cepsum.umontreal.ca

SEE YOU SOON
AT POLYTECHNIQUE MONTRÉAL!

