



# GUIDE FOR NEW STUDENTS

POLYTECHNIQUE  
MONTREAL

WORLD-CLASS  
ENGINEERING



AN INVALUABLE RESOURCE FOR YOUR ARRIVAL AT POLYTECHNIQUE  
BACHELOR'S DEGREE / GRADUATE PROGRAMS / EXCHANGE / CERTIFICATE

2017  
2018

# WELCOME TO POLYTECHNIQUE!



It is with great pleasure that we welcome you to Polytechnique Montréal, Canada's leading French-language engineering teaching and research institution.

At Polytechnique Montréal, we believe that university studies are much more than the receipt of a degree. We take our job seriously, for we know this is a special moment in your life, when you will have the chance to explore ideas, and to gain new perspectives and intellectual competencies. Seize this opportunity, and make the most of it!

I can assure you that your years at Polytechnique will be memorable ones. It will be a period of great personal growth, the beginning of lasting friendships and of memories to remain with you for decades to come.

I wish you the best of success!

A handwritten signature in black ink, appearing to read 'Christophe Guy'.

Christophe Guy, Eng., Ph.D., FCAE, O.Q., Professor  
Chief Executive Officer



## HOW DO I USE THIS GUIDE?

Perhaps you are tempted to quickly skim through this guide. Bear in mind that the information found in this document is essential. Taking the time to read it now is an investment in your success. Think about it!

- To facilitate navigation of this document, refer to the Table of Contents.
- Read it in its entirety or peruse by section, as needed.
- Take notes, highlight passages, enter important dates into your agenda.
- Keep it close, it will be a useful reference throughout your studies.

The information contained in this guide was selected by the Student Services team to help you get off to a good start. Polytechnique's and your department's websites are also full of useful information; we encourage you to refer to them regularly. This guide is an administrative document; the texts contained within Polytechnique's website are the official versions and, as such, take precedence over this guide.



Important  
informations



Information for  
foreign students

*\* In this guide the masculine form is used without discrimination to lighten the text.*



# IN THIS GUIDE, YOU WILL FIND...

## SECTION 1: BEFORE THE START OF CLASS

- 8 Step 1: Financial planning**
- 8 My budget
- 9 A few tips for managing your finances
- 10 Applying for student financial assistance
- 10 Scholarships
- 11 Finding a job
- 11 Opening a bank account in Montreal
- 12 Step 2: Sorting out your health insurance coverage**
- 12 Student Health
- 12 RAMQ
- 12 Accident insurance for all students
- 12 Medical insurance for international students (mandatory)
- 14 Step 3: Finding housing**
- 14 Shared housing vs. living alone
- 14 University housing
- 14 Temporary housing
- 15 How to conduct my search?
- 15 Workshops to help you
- 16 Step 4: Getting settled in Montreal**
- 16 I found my apartment. What next?
- 16 Cell phones

## **17 Step 5: Assessing your language skills**

- 17 French
- 17 English
- 17 Other languages
- 17 How to register?

## **18 Step 6: Confirm registration and course selection**

- 18 Schedule generator
- 18 Three-year plan
- 18 Undergraduate - Personal schedule
- 18 Engineering upgrade programs for holders of foreign engineering degrees
- 18 For certificate students
- 18 For exchange students and Master's integration's student
- 19 For graduate students
- 19 › Supplemental mandatory training sessions

## **20 Step 7: Taking part in orientation and integration activities**

- 20 New students welcome session
- 20 Orientation Day for new international students
- 21 Integration activities

## **22 Step 8: Adapting to your new school environment**

- 22 Anticipating culture shock
- 22 Understanding the education system

## SECTION 2: THE FIRST DAYS

### **24 Step 1: Your first few steps**

- 24 Locker
- 24 Student ID card
- 24 Code of conduct
- 24 Work space for graduate students
- 24 OPUS card (metro and bus)
- 24 Student agenda
- 25 Coopoly membership card (student bookstore)
- 25 Textbooks
- 25 Computer access code
- 25 Student file
- 25 Polytechnique e-mail address
- 25 Digital library
- 25 Moodle: your courses
- 25 Wireless network
- 26 Photocopying and printing
- 26 Calculator

### **27 Step 2: Paying tuition and fees**

- 27 Did you know?
- 27 Payment of your tuition and fees and miscellaneous fees
- 28 Differential tuition fees

### **29 Step 3: Planning a strategy for your studies**

- 29 Dates to remember
- 29 Course selection
- 29 › Initial course selection
- 29 › Changes to course selection

- 30 Course withdrawal (with penalty)
- 30 Number of credits required
- 31 What is a credit?
- 31 › The three-point time allotment
- 31 Course equivalencies
- 31 Prerequisites and corequisites
- 32 Specifics by program**
- 32 Bachelor's degree
- 32 › Course exemptions
- 32 **Engineering upgrade program for holders of foreign engineering degrees**
- 32 Certificates
- 32 › Change of admission or enrolment
- 33 Exchange students
- 33 › Graduate-level courses
- 33 › Non-accessible courses
- 33 › Prerequisite courses
- 33 › Laboratory internships for exchange students
- 33 › Short program and Certificate in engineering
- 34 **Double degree - Master's integration**
- 34 › Integration term
- 34 › Admission to a Master's program
- 34 › Payment of fees
- 35 **Graduate programs**
- 35 › Anticipated program length
- 35 › Changes to the study plan
- 35 › Change of program
- 35 › Interruption of studies
- 35 › Course exemption

## SECTION 3: SUCCEEDING AT POLYTECHNIQUE

- 37 Leading a balanced lifestyle**
- 37 The winning strategy
- 37 Planning your summer
- 38 Profession: student**
- 38 Work load and time management
- 38 To plan is to succeed
- 38 What awaits you in a semester
- 39 Grading and evaluation system

- 39 › How is the grade point average calculated?
- 40 › Grade transcripts
- 40 › Exams
- 40 Declaration of student rights and responsibilities
- 40 Cheating and plagiarism
- 41 Successfully completing your Graduate's program**
- 41 Supervision
- 41 Department administrator of student files
- 41 Competencies to develop
- 42 Steps to expect in preparation for evaluation
- 43 Knowing the resources at your disposal**
- 43 Student Services
- 43 › Support for student success
- 43 › Student life
- 43 › Financial aid and awards
- 43 › International
- 43 › Career Management Counseling Service
- 44 Support from your academic unit
- 44 Mathematics support center (CCM)
- 44 Internships and Jobs Service
- 44 The Ombudsman
- 45 Are you in one of those situations?
- 45 › Mature/Re-entry students
- 45 › School and personal difficulties
- 45 › Students with disabilities
- 45 › Student parents
- 46 Louise-Lalonde-Lamarre Library
- 47 Getting involved in student life**
- 47 Student associations
- 47 Technical societies
- 47 Student committees
- 48 Sustainable Development at Polytechnique**
- 49 Preparing an international exchange**
- 50 Living in Montreal**
- 50 Montreal, a safe city
- 50 Weights and measures
- 50 I'm sick
- 51 Transportation
- 51 Travel
- 51 Recreation
- 52 Winter in Montreal**

- 52 Advice on how to stay warm
- 53 Making the most of winter
- 54 Making my immigration experience a success**
- 54 Understanding your immigration status
- 54 Settling in Canada
- 55 Maintaining legal status**
- 55 Make sure these three documents are valid at all times
- 55 To maintain valid to return to Canada after a stay abroad
- 55 To avoid being deregistered from Polytechnique
- 56 Obligation to remain registered in a program
- 56 Renewal of your immigration documents
- 57 Working in Canada
- 57 › Working on and off campus
- 57 › Doing a mandatory internship in your program
- 57 › SIN (Social Insurance Number)
- 57 › Tax returns: mandatory for everyone!
- 57 › Entering the Quebec job market
- 58 Experiment entrepreneurship

## APPENDICES

- 59 Knowing your way around campus**
- 59 Map of Polytechnique
- 59 Parking
- 59 Cafeterias
- 59 Cash machines
- 59 Public Safety
- 59 Registrar's Office
- 59 Student Services
- 60 Internships and Jobs Service
- 60 Louise-Lalonde-Lamarre Library
- 60 Student unions
- 60 Université de Montréal Fitness and Recreation Centre (CEPSUM)
- 60 Université de Montréal Health Center
- 61 Academic calendar**
- 62 Campus map**



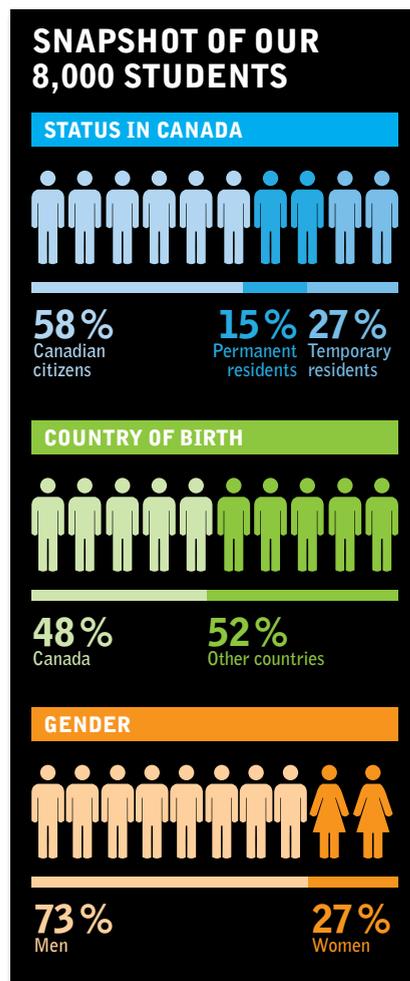
# Benefiting from diversity... it begins at Poly!

There is no doubt that Polytechnique is committed in its openness to diversity. On this subject, diversity is equally represented in sexual orientation, disability, and culture. The numerous student committees demonstrate the value given to a variety of interests and tastes. Here, students cooperate and complement each other to achieve a common goal, for we are only as good as the sum of our parts!



**LA DIVERSITÉ  
FAIT LA FORCE**

Toutes nos différences  
enrichissent Poly.



## TIPS FOR DEVELOPING MY INTERCULTURAL SKILL SET

Did you know that Polytechnique is one of the most multicultural university in Québec? More than one in two students was born outside of Canada, and approximately one in four is an international student. Polytechnique thus prepares you for your future professional reality! Indeed, you will be asked to take on responsibilities in large-scale engineering projects which are sure to call upon your intercultural skills because, in our global economy, your associates will come from all corners of the world. See page 22 for tips on preventing culture shock.

### LOCAL STUDENTS

- Take an interest in international news and discuss what I learn with classmates.
- Collaborate with international students for my group projects.
- Go abroad through participation in international exchange and double degree programs, or by getting involved in Poly-Monde, Engineers without Borders, or the International Committee for Overseas Projects (CIPO).
- Don't judge and make a consistent effort to understand differences.
- Answer a newcomer's questions.
- Get involved in a committee, such as PolyExplore or PolyCultures.

### NEWCOMERS

- Ask questions of local students about Montreal and Quebec and try new things (food, sports, etc.).
- Listen to the radio, read the newspaper, or watch Quebec television.
- Collaborate with students from Quebec and from other countries for my group projects.
- Don't judge and make a consistent effort to understand differences.
- Share my culture and represent my country during the international week organized by PolyCultures.

The field of engineering is recognized as being comprised predominantly of men, but for some time now, it has been opening up to the growing presence of women. In certain bachelor of engineering programs, the number of women has now caught up to the number of men!

## SECTION 1:

# BEFORE THE START OF CLASS

### IN THIS SECTION:

- Step 1:**  
Financial planning
- Step 2:**  
Sorting out health insurance coverage
- Step 3:**  
Finding housing
- Step 4:**  
Getting settled in Montreal
- Step 5:**  
Assessing your language skills
- Step 6:**  
Confirm registration and course selection
- Step 7:**  
Taking part in orientation and integration activities
- Step 8:** Adapting to your new school environment

# Step 1:

## Financial planning

PERSONAL FINANCES ARE A CENTRAL ISSUE IN A STUDENT'S LIFE. WHY NOT PREPARE A REALISTIC BUDGET NOW TO MINIMIZE THE EFFECT OF FINANCIAL CHALLENGES THAT COULD ARISE. KEEP IN MIND THAT MANY STUDENTS UNDERESTIMATE THEIR EXPENSES AND OVERESTIMATE THEIR INCOME.

### MY BUDGET

RESOURCES	Monthly budget	Annual budget	Budget for entire program	
Employment income (see p. 11)	\$	\$	\$	<b>A</b>
Financial contribution from a parent or third party	\$	\$	\$	<b>B</b>
Scholarships and financial assistance (non-reimbursable) (see p.10)	\$	\$	\$	<b>C</b>
Savings	\$	\$	\$	<b>D</b>
Interest earnings/investments	\$	\$	\$	<b>E</b>
<b>Total income ( A+B+C+D+E)</b>	\$	\$	\$	<b>F</b>
Loans to be reimbursed (see p. 10)	\$	\$	\$	<b>G</b>
Lines of credit (see p. 11)	\$	\$	\$	<b>H</b>
Credit cards	\$	\$	\$	<b>I</b>
<b>Total resources (F+G+H+I)</b>	\$	\$	\$	<b>J</b>
<b>PERSONAL EXPENSES</b>				
Tuition and miscellaneous fees (see p. 27-28)	\$	\$	\$	<b>K</b>
Books and school supplies (see p. 25)	\$	\$	\$	<b>L</b>
Rent (see p. 14)	\$	\$	\$	<b>M</b>
Electricity and heating (see p. 16)	\$	\$	\$	<b>N</b>
Transportation (see p. 51)	\$	\$	\$	<b>O</b>
Food and personal hygiene	\$	\$	\$	<b>P</b>
Health insurance and fees (see p. 12-13)	\$	\$	\$	<b>Q</b>
Telecommunication (telephone, cable, Internet) (see p. 16)	\$	\$	\$	<b>R</b>
Recreation, clothing, and unexpected	\$	\$	\$	<b>S</b>
Expenses for children (see p. 45)	\$	\$	\$	<b>T</b>
Credit reimbursement, interest payments	\$	\$	\$	<b>U</b>
<b>Total of recurrent expenses (K+L+ ... +T+U)</b>	\$	\$	\$	<b>V</b>
Resettlement/moving expenses (1 <sup>st</sup> year only)	\$	\$	\$	<b>W</b>
Funding for participation in international exchange (see p. 49)	\$	\$	\$	<b>X</b>
<b>Total expenses (V+W+X)</b>	\$	\$	\$	<b>Y</b>
<b>Surplus or deficit (J-Y)</b>	\$	\$	\$	<b>Z</b>

## A FEW TIPS FOR MANAGING YOUR FINANCES

# \$1,200

The average amount needed per month for a single person without children to live in Montreal (not including tuition fees).

**Employment income** / Working during your studies can be a great choice, but be realistic as to the time you can devote to work without detriment to your studies, and to the salary that you can earn. For example, working 10 hours per week at \$12 per hour, you will earn \$120 per week, \$520 per month, or \$6,240 per year. Summer is the perfect time to beef up your portfolio. And remember that the year you will do your paid internship (if part of your program) will mean additional income.

**Financial contribution from a parent** / Discuss with your parents and provide them with a copy of your budget, in order to plan for a realistic level of support throughout all of your studies. And if you plan to reimburse your family members, it's not a gift, it's a loan.

**Savings** / Are you using savings to finance your studies? Be careful, and don't spend it all too quickly!

**Loans and lines of credit** / Money used as credit must be reimbursed. Repayment of debt during or after studies can represent a very big challenge. Be realistic and careful! Remember that a portion of a loan from AFE must be repaid at the completion of your studies. That said, interest rates are at zero during your studies and are very favorable afterwards as well. Therefore, if you cannot avoid using credit, make the best possible choices (low interest rates).

**Credit cards** / A credit card should not be used as a regular source of funding! At interest rates of 20-30%, it should be reserved for emergencies. A balanced budget would indicate "zero" in this box.

**DON'T WAIT UNTIL IT'S TOO LATE!** If you are in debt or your financial well-being concerns you, come see an advisor in Student Services without further delay!



**Rent** / Consider shared housing to lower your expenses, it could make all the difference.

**Transportation** / Going without a car allows you to tighten your budget (gasoline, parking, insurance, registration, repairs, tickets, etc.).

**Food and personal hygiene** / To save money, try to cook at home instead of eating out. By preparing several portions at a time, you can freeze some and break the routine by defrosting meals later.

**Repayment of debt** / Are you starting your studies in debt? If so and you are required to make monthly payments, these payments should be included in your anticipated expenses. Take note that repayment of student debt owed to the AFE is not required while you are studying full-time.

**Resettlement expenses** / Furniture, moving fees, computer equipment, immigration fees, arrival from abroad (hotels, meals, etc.), winter clothes.

**Funds for student exchange** / Study abroad is becoming indispensable to compete in a global labor market. Poly offers you this opportunity, but you need to plan for it!



## APPLYING FOR STUDENT FINANCIAL ASSISTANCE

The Student financial assistance programs (AFE), also known as “Loans and Bursaries”, are intended for Canadian citizens, permanent residents, and refugees. To learn more about eligibility criteria, estimate the amount of financial assistance that could be awarded to you, and begin your application, visit [www.afe.gouv.qc.ca/en](http://www.afe.gouv.qc.ca/en)

Students from other Canadian provinces can likewise learn more about financial aid available to them by contacting the student financial assistance program in their home province.



To avoid delays in processing, complete your application form as soon as possible (at least two months before the start of the school year). Make sure to respond completely to all questions on the application in order to obtain an accurate calculation of eligibility, and to avoid unwelcome surprises down the road.

### Financial Aid and Awards Office

If you have questions about your school financial aid or scholarships, feel free to come meet with our team in person or send your questions by e-mail.

Student Services, office C-240, 2<sup>nd</sup> floor, main building  
 Financial aid: [afe@polymtl.ca](mailto:afe@polymtl.ca)  
 Scholarships: [bourses.sep@polymtl.ca](mailto:bourses.sep@polymtl.ca)



## SCHOLARSHIPS

Starting in your first year at Polytechnique, a wide variety of scholarships are available. The Financial Aid and Awards Office can inform you about the various scholarship competitions and their eligibility and selection criteria, and can advise you on how to prepare your application forms.

The directory of scholarships offered by Polytechnique and by outside organizations is available at [www.polymtl.ca/bourses](http://www.polymtl.ca/bourses) (only in French). Check it regularly to find out everything about the various scholarship opportunities (admission, excellence, financial support, social involvement, research, etc.).

### Research Scholarships

Watch for scholarship program launches and information sessions about research scholarships offered by various granting agencies (NSERC, FRQNT, SSHRC, etc.). For more information, please visit : [www.polymtl.ca/bourses/recherche](http://www.polymtl.ca/bourses/recherche) (only in French)

Research Scholarships: [bourses.recherche@polymtl.ca](mailto:bourses.recherche@polymtl.ca)



Before leaving their home country, international students must make sure to have sufficient financial resources for their studies. The number of scholarships available to international students is very limited. If additional scholarship opportunities come up, they will be posted on the Financial Aid and Awards Office website.

## GRADUATE PROGRAMS

At the Thesis Master's or PhD level, your research supervisor can, in certain cases, award you some financial assistance. The suggested amounts are as follows: • \$17,500 per year for a Thesis Master's • \$20,000 per year for a PhD

To learn more, inquire with your research supervisor or consult the section "Educational cost and financing" at: [www.polymtl.ca/futur/es/en](http://www.polymtl.ca/futur/es/en)

## FINDING A JOB

Employment can help you finance your studies or obtain work experience (which could be necessary to secure an internship or a job after you graduate). Polytechnique's Service for internships and jobs (see p. 60) can advise you in your employment search. Its website lists a multitude of job posting sources:

[www.polymtl.ca/sp](http://www.polymtl.ca/sp)

During your studies, it is recommended that you work no more than 15 hours/week so as not to negatively affect your academic performance. For those who do not wish to make a long-term commitment, occasional or contractual work could prove to be the perfect solution.

### On-campus jobs

It is important to note that there are few job opportunities on campus and they are not centralized in a single location. To try your luck, you must make the rounds of all the departments and services with your résumé.



### Integration into the Canadian job market

For newcomers to Canada, integration into the local job market represents an added challenge. The International Students Office (see p.53) offers a workshop on this very topic; attend so that you might maximize your employability! As well, international students must obtain the appropriate authorizations (see p. 56).

## STUDENT LINE OF CREDIT

A line of credit allows you to use credit funds up to a predetermined amount. The associated interest rates are generally lower than those attached to most credit cards. Several banking institutions offer credit lines specifically established for engineering students.



While the approved credit limit can be enticing (large sum allocated), don't forget that the money spent must be reimbursed in full. Before using credit, calculate the time it would take to pay off the debt and the number of payments required. Your decision could have a considerable and long-term impact on your life!

## OPENING A BANK ACCOUNT IN MONTREAL



It could be an essential first step depending on the time you are staying in Canada. A bank account is often needed in the housing and job search process. It is possible with certain banks to open an account from abroad, before arriving to Canada.

### STEP 1:

Compare student rates and services offered by several different banking institutions.

### STEP 2 :

Visit the chosen bank making sure to bring the following documents: proof of permanent address (lease, bill), passport, study permit, letter of admission to Polytechnique.

### How to choose a bank?

- Are there special services for students? for engineers?
- Is there a branch close to campus?
- Are foreign wire transfers free?
- Are there charges for transactions (withdrawals, deposits, transfers, etc.)?
- Is there a fee for use of an ATM from another bank?
- Is it possible to pay bills online from the bank's website?
- How long is a check held before funds can be accessed?
- Is there an international agreement with my home bank?

## LOCAL VOCABULARY

**Interac Debit card (or ATM card):** allows you to make deposits and withdrawals, and to make purchases at area businesses from your checking and savings accounts.

**Credit card:** used to "pay by credit", that is to say, by borrowing money. Interest rates could reach as high as 30% (e.g., Visa, MasterCard, department store credit cards).

**Note :** The French "carte bleue" does not exist in Quebec.

For more information, please visit:

[www.polymtl.ca/etudiants-internationaux/en](http://www.polymtl.ca/etudiants-internationaux/en)  
section "Day-to-day living in Quebec"

## Step 2: Sorting out your health insurance coverage

### STUDENT HEALTH

Your enrolment in the student health insurance plan (medical and dental care) is automatic. International students are enrolled only in the dental portion of this insurance plan. Only those who are eligible for the RAMQ's medical insurance (see point A of the exemption categories on the following page) may request to be covered for the "Health" portion of the plan.

The associated fees are added to your tuition on your account statement. If you wish, you may withdraw your coverage by submitting a request online, before the following dates:

**Autumn** To be confirmed  
**Winter and Summer** To be confirmed

[www.santeetudiante.com](http://www.santeetudiante.com)    



Before withdrawing yourself from coverage, make sure you are prepared to cope with unexpected expenses. Dental bills can be very high.



### RAMQ

The health care system in Quebec is public and is called RAMQ (Régie de l'assurance maladie du Québec). To have access to this system, you must be a Canadian citizen or permanent resident. Temporary residents do not have access, with some exceptions (see p. 13).

[www.ramq.gouv.qc.ca/en](http://www.ramq.gouv.qc.ca/en)

### ACCIDENT INSURANCE FOR ALL STUDENTS

As a part-time or full-time enrolled graduate student, you are automatically enrolled in an accident insurance plan. For international students, this insurance is in addition to the mandatory health insurance. For further information regarding insurance coverage and pre-existing conditions, refer to the insurance company's website at: [ia.ca/my-insurance-group](http://ia.ca/my-insurance-group) - section "Accigroup"



### MEDICAL INSURANCE FOR INTERNATIONAL STUDENTS (MANDATORY)

Quebec law mandates that all foreign nationals within its borders have adequate medical insurance coverage. By default, all international students are automatically enrolled in the **health and hospitalization insurance plan for international students (ASHEE)**. This coverage is mandatory, unless the recipient of an exemption (see p. 13). It covers the student alone. If you are accompanied by dependents, you must contract a separate medical insurance plan for the other members of your family.

**Worth noting: The information below is for 2016-2017. The data for the year 2017-2018 are coming.**

ASHEE			
Arrival term	Autumn 2016	Winter 2017	Summer 2017
Insurance premium	\$972* <i>added to tuition</i>	\$648* <i>added to tuition</i>	\$324* <i>added to tuition</i>
Coverage period	August 15, 2016 to August 31, 2017	December 15, 2016 to August 31, 2017	April 15, 2017 to August 31, 2017
Covered services	Medical consultations (generalists and specialists), hospitalizations, prescription medicine.		
Non-covered services	Dental care**, eyeglasses		

\* The insurance premium amounts are subject to change.

\*\* Can be covered by the student dental care plan (see the section "Student Health").



## MEDICAL INSURANCE FOR INTERNATIONAL STUDENTS (continued)

### How does it work?

You will be automatically enrolled in the health insurance program and will be charged the insurance fees at the same time as your tuition fees.

You will receive an e-mail from the Registrar, about a month after classes begin, inviting you to pick up your card. If you need to visit a clinic or hospital before receiving your card, the Registrar will provide an interim attestation.

### Exemptions to the ASHEE plan

Some students can be exempted from this group insurance plan. If you do not submit your exemption proof to the Registrar by the deadline, the fees will be charged to you and you must pay them. The deadlines for submitting an application for exemption are as follows:

**Autumn** > September 11, 2017

**Winter** > January 19, 2018

**Summer** > May 11, 2018

To learn the requirements and subsequent steps to be taken in order to benefit from an exemption category, visit the site for international students: [www.polymtl.ca/inter/etuvisi/en](http://www.polymtl.ca/inter/etuvisi/en) - section "Health & Insurance".



**WARNING!** Exchange students and international students must submit their exemption requests at the Registrar's counter A-201. You must submit new exemption documents to the Registrar's Office each term of enrolment if the documents do not cover your entire program of study.

### The categories eligible for an exemption are as follows:

- A. Students admissible to the RAMQ
  - a. by virtue of a social security agreement (Belgium, Denmark, Finland, France, Greece, Luxembourg, Norway, Portugal, Romania and Sweden),
  - b. by virtue of employment that you or your parents hold in Quebec in an international organization recognized by the Quebec government,
  - c. by virtue of an application for permanent residence that is in process and has been selected by the province of Quebec;
  - d. by virtue of your status as the dependent of a parent or spouse who is a temporary worker in Quebec.
- B. Student beneficiaries of a Canadian federal or provincial medical insurance plan
  - a. student beneficiaries of a medical insurance plan from another province,
  - b. student applicants for asylum (claimants of refugee status),
  - c. students recognized as refugees;
- C. Student recipients of a scholarship that includes medical coverage;
- D. Student holders of a diplomatic card;
- E. Students whose parent works for an international organization;
- F. Students who write a thesis or PhD dissertation, residing abroad.

## Step 3: Finding housing



To conduct an effective search and find housing that is ideal for you, it's important to ask yourself the right questions. You will then be able to define those characteristics of the apartment that corresponds to your needs and your situation.

### Questions to ask yourself:

- What portion of my budget is allocated to housing? (see p.8)
- Do I want to live alone or with a roommate?
- How far from campus am I willing to live?
- Which neighborhood is the best fit for my lifestyle and budget?
- What amenities would I want nearby (supermarkets, pharmacies, businesses, parks, fitness centers, etc.)?

Of course, certain constraints will prevent you from finding an apartment that meets each of your criteria. This is why it's essential to identify your priorities from the beginning.



Time that you spend in transit is time that you don't have to study, socialize, exercise, etc. To calculate travel times, use the directions function in Google Maps! Living less than 30 minutes from Polytechnique could help you succeed.



### SHARED HOUSING VS. LIVING ALONE

Shared housing is common in Montreal, especially among students. The cost of rent in a shared apartment ranges from \$350 to \$600 per month (furniture, telephone, electricity, and heating included). Living alone in Montreal costs approximately \$700 to \$900 per month, and there are very few studios around Polytechnique.

Why choose shared housing?

- To meet new people
- To lower monthly expenses
- To lower installation costs
- To enjoy a greater selection of apartments
- To have more living space

### UNIVERSITY HOUSING

University housing offers students the possibility of living on campus. Studios for one or two people are available for student rental. However, space is very limited, so it's best to reserve early (starting from March 1).

[www.residences-etu.ca](http://www.residences-etu.ca)

### TEMPORARY HOUSING

To avoid any unpleasant surprises, we recommend that you book temporary lodging for your first week in Montreal and wait until you arrive to get a full-time apartment.

[www.polymtl.ca/logement/logementsTemporaires.php](http://www.polymtl.ca/logement/logementsTemporaires.php)



## HOW TO CONDUCT MY SEARCH?

The most common ways to search for housing are through advertisements online and the newspaper, as well as on the street (“for rent” signs posted in windows).

### Polytechnique housing database

If you are looking for housing or wish to post an advertisement to rent or share an apartment, there is a housing database reserved for Polytechnique students, at [www.polymtl.ca/logement](http://www.polymtl.ca/logement)

### Classified ads

- [www.kijiji.ca](http://www.kijiji.ca)
- [www.lespac.com](http://www.lespac.com)
- [montreal.craigslist.ca](http://montreal.craigslist.ca)

### Interactive Map

- [mapliv.com](http://mapliv.com)

### Local newspapers

- Voir: [www.cherchetreuve.ca](http://www.cherchetreuve.ca)
- Le Journal de Montréal : [petitesannonces.journaldemontreal.com](http://petitesannonces.journaldemontreal.com)

### Finding a roommate

- [ca.easyroommate.com](http://ca.easyroommate.com)

## WORKSHOPS TO HELP YOU

At the start of the school year, and as part of orientation activities, computers are available for you to conduct your search, and Poly students are on site to help. Several workshops are also offered. For a list of dates and times, download the Welcome activities program available on our website at [www.polymtl.ca/rentree/en](http://www.polymtl.ca/rentree/en).

As soon as you arrive at Polytechnique, two workshops are provided to help you find housing :

- **Workshop : La recherche efficace de logement à Montréal (only in French)**
- **Workshop : S'installer à Montréal (only in French)**

For more information, please visit:  
[www.polymtl.ca/rentree/en](http://www.polymtl.ca/rentree/en)

### Do you need more information?

Please consult our website:  
[www.polymtl.ca/etudiants-internationaux/en/housing/searching-tips](http://www.polymtl.ca/etudiants-internationaux/en/housing/searching-tips)



**WARNING!** Signing a lease (rental contract) in Quebec is a binding contract that cannot be broken until the end. The standard duration of a lease is one year. Before committing yourself, be sure that the apartment suits your needs!

## Step 4: Getting Settled in Montreal

### I FOUND MY APARTMENT! WHAT NEXT?

#### 1. Confirm the cost of heating and electricity

Before renting an apartment, determine who will be paying the heating and electricity bills. Ask the landlord if these utilities are included in the rental rate. To open an account, or to get the bill history of an apartment, contact Hydro-Québec ([www.hydroquebec.com/en](http://www.hydroquebec.com/en)).

#### 2. Insure your new home

It's not required, but it is essential! All banks offer home insurance, and it's not expensive. Ask your roommates if they have already purchased insurance for your housing. Special offers are also offered to engineer students.

#### 3. Install Internet and a land line

A land-line telephone connection typically includes unlimited local calls. Bandwidth internet access is usually delimited in gigabytes.

#### 4. Furnish your apartment

IKEA is a good place to find new furniture and home accessories. For used furniture, try the classified ads online: on the *Kijiji* website for example. In Quebec, people looking to get rid of old furniture often leave it on the sidewalk. Be on the look-out!



**Beware of bed bugs!** Do not collect mattresses and be very vigilant with armchairs or couches covered in fabric.

#### WORKSHOP: GETTING SETTLED IN MONTREAL (IN FRENCH)

New to Montreal? Follow our advice to make the most of your studies in Montreal, and on a budget. Topics covered: transportation, furniture, telephone, Internet, health, food, banks, budget, sports and recreation.

For workshop dates, visit our site:

[www.polymtl.ca/rentree/en](http://www.polymtl.ca/rentree/en).

#### CELL PHONES

A good tool for comparison of mobile telephone companies:  
[www.comparecellular.com](http://www.comparecellular.com)

What to check before subscribing:

- the length of the contract (or its target-amount for "tab" contracts);
- the fee for early cancellation (before completion of service contract);
- billing by the second from the first second, or by the minute;
- billing for incoming text messages;
- starting hour for evening rates;
- the option for "unlimited incoming calls" (of interest if you don't have a landline);
- monthly fees for network access, voicemail, caller ID, 911, plus taxes.

To learn your rights and those of your landlord, visit the website for the Régie du logement at:  
[www.rdl.gouv.qc.ca/en](http://www.rdl.gouv.qc.ca/en)

## Step 5:

# Assessing your language skills

### FRENCH

French is the official language of Quebec and mastery of it is indispensable to your academic success, to your integration into Quebecois society, and to your employability for both your internship and at the end of your studies. Do not underestimate the need to learn it well! Polytechnique offers all of its courses in French (certain graduate-level courses are offered in English). Most assignments and exams must be written in French. French language mastery is taken into account in evaluation. If you think improving your French would help you succeed better, we suggest enrolment in language courses. French courses are usually not subject to surcharge (see p. 28).

#### French language test (Regular bachelor's degree students)

Students will be required to complete an additional writing test upon your first term of enrolment. Exception is made for student who has passed the standardized French test at the college level, or whose prior studies were conducted in a country recognized by Polytechnique Montréal as having a completely Francophone education system is recognized as having sufficient mastery of the French language. To consult the official list of countries and to read more about the additional writing test, consult the following website: [www.polymtl.ca/admission/baccalaureat-formation-dingenieur/conditions-dadmission-au-baccalaureat/2-diplomes-non-quebeois](http://www.polymtl.ca/admission/baccalaureat-formation-dingenieur/conditions-dadmission-au-baccalaureat/2-diplomes-non-quebeois) - section "Exigences linguistiques" (only in French)

### ENGLISH

As engineering literature in North America is written predominantly in English, basic English knowledge is a major asset to read some textbooks and research papers published in your field.

Consult the graduate-level language course offerings based on your level of proficiency in French and in English. [www.polymtl.ca/es/en/integration/linguistique](http://www.polymtl.ca/es/en/integration/linguistique)

### OTHER LANGUAGES

The field of engineering is highly international and the mastery of other languages is an invaluable tool. Taking language lessons will only improve your training as an engineer. Begin thinking now about the possibility of language immersion offered by Polytechnique's exchange programs.

### HOW TO REGISTER?

If your language proficiency is holding you back academically, change your course selection to include a language course. These courses will count toward the total number of credits in a given term (full-time/part-time status), but not toward your grade point average. If you anticipate taking make-up courses, check registration procedures to make changes to your schedule (see p. 29). French and English language classes are offered at Poly and at Université de Montréal. Université de Montréal also offers other language classes. To obtain access to language courses at the Université de Montréal, you must take placement tests before classes begin and complete a request to transfer credits (*autorisation d'études hors établissement*) on the CREPUQ website, and do so as soon as possible as space is limited.

For more information, please visit:  
[ecoledelanguages.umontreal.ca/en/home](http://ecoledelanguages.umontreal.ca/en/home)  
[mobilite-cours.crepuq.qc.ca](http://mobilite-cours.crepuq.qc.ca)



**Short term Exchange Students (one session or one year)** are not required to pay tuition fees for languages courses taken at other institutions (some exceptions apply). It is the exchange student's responsibility to confirm with their home school that the language course will be recognized in their student contract.

## Step 6:

# Confirm registration and course selection

A notice will be sent to your Polytechnique e-mail, to invite you to confirm your registration during the period planned in the university calendar.

**Autumn** > August 10 to September 11, 2017

**Winter** > December 13 to 21, 2017  
and January 4 to 19, 2018

**Short Summer** > April 11 to May 11, 2018

**Long summer** > April 11 to May 18, 2018

For more information, please visit:

[www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en) - section "Registration"

## SCHEDULE GENERATOR

An invaluable tool when you wish to modify your course selection, the course generator enables you to create mock schedules according to your criteria.

Two tools for you :

[www.horaires.aep.polymtl.ca](http://www.horaires.aep.polymtl.ca)

[www.polyhoraires.com/etudiants](http://www.polyhoraires.com/etudiants)

## THREE-YEAR PLAN

This table shows you what courses are offered in each semester for the coming three years. Please visit: [www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en) - section "Courses and programs" / "Triennial Plans".

## UNDERGRADUATE - PERSONAL SCHEDULE

After confirming your enrollment from August 10 2017, you will receive your schedule. To establish a strategy for your schooling plan (course choices, change of course choices, course drops, number of required credits, etc.), see page 29 or this website: [www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en) - section "Registration" / "Choose your Courses and Modification".

## ENGINEERING UPGRADE PROGRAMS FOR HOLDERS OF FOREIGN ENGINEERING DEGREES (CEIPI, PCIP)

The Registrar's website has all the information you need to complete your study plan and make your first course choices: [www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en) - section "Registration" / "Choose your Courses and Modification"

## FOR CERTIFICATE STUDENTS\*

After confirming your enrollment, you must complete your course selection in your student file online, during the period specified on the academic calendar. Make sure your course selection is conform to the academic progress of your program:

[www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en) - section "Registration" / "Choose your Courses and Modification".



## FOR EXCHANGE STUDENTS AND MASTER'S INTEGRATION'S STUDENTS

The courses specified in the appendix of your admission letter have been confirmed for the term in question (a place has been reserved for you in each of these courses). You will be able to view your personal schedule in your student file online (see page 25).

Should you notice any schedule conflicts, or if you are unsatisfied with the courses in your schedule, you will be able to make changes yourself in your student file during the course change period (see page 29).



To guide you through the possible future changes, please refer to the course selection guide for exchange students or to the double degree program's instruction guide (only in French), available under [www.polymtl.ca/etudiants-internationaux/etudiants-en-echange/choix-de-cours-pour-le-premier-trimestre](http://www.polymtl.ca/etudiants-internationaux/etudiants-en-echange/choix-de-cours-pour-le-premier-trimestre) (only in French)

Advice on this topic will also be given during the Orientation Day for New International Students.

### Avoid unwelcome surprises!

Should you make any changes to your course selection, please be advised that your student file will not automatically block enrolment in non-accessible courses. You will, however, be subsequently withdrawn from any such course, and this without advance notice.

\*Including students in undergraduate short programs (microprograms).

## FOR GRADUATE STUDENTS

### Complete your study plan

A detailed description of your program is available at [www.polymtl.ca/etudes/cs/en](http://www.polymtl.ca/etudes/cs/en). If you are enrolled in a DESS or Professional Master's program, report to your department's secretariat to meet with the staff member in charge of student files or the graduate program coordinator (CPÉS), who will assist you with completion of your study plan. If you are enrolled in a Thesis-Master's or PhD program, first make an appointment with your research supervisor.

### Your first choice of courses

To register, you must select your courses through your online student file, during the course choice modification period (see p. 29). Act promptly: places are sometimes limited. Course registration completed via the student file will be considered as "out-of-program" until you have submitted your study plan to the Registrar's Office (before the last day to change course selection, at the latest). Your computer access code is needed to access your student file (see p. 25). For subsequent terms, you will need to complete your course selection via your student file. You will receive the necessary details by way of your Polytechnique e-mail address. For more information, please visit: [www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en) - section "Registration" / "Choose your Courses and Modification".

## SUPPLEMENTAL MANDATORY TRAINING SESSIONS

### Health and safety training (for all programs)

- SST6000 - Healthy and Safety Workshop

This general training is mandatory for all new graduate students enrolled in a program of study. It will be placed automatically in your course selection upon your first term of enrolment. It is compulsory upon the first term of registration. It will appear on your transcript, will not be credited, but must be passed. For workshop dates and locations, visit:

[www.polymtl.ca/sst/Formations/AtelierSST.php](http://www.polymtl.ca/sst/Formations/AtelierSST.php)

### Health and safety trainings related to your program concentration

Besides general training, other complementary trainings, in relation to the specific risks of your field, are offered:

- Training in Biosecurity
- Training in Laser Safety
- Training in Machine Safety
- Training in Radiation Protection
- Training in HazMat (hazardous materials)

A list of recommended trainings, based on your program of study or research activity can be found at

[www.polymtl.ca/sst/Formations/](http://www.polymtl.ca/sst/Formations/)

Finally, additional training may be required to perform work in some laboratories. Refer to your lab supervisor for more information.

More information on the laboratory safety procedures:

[www.polymtl.ca/sg/docs\\_officiels/1310gss.en.pdf](http://www.polymtl.ca/sg/docs_officiels/1310gss.en.pdf)

### Mandatory training for Research-based master's students

- ING6900E Research Methods (1 cr.)

This required course must be completed before the end of the third term following your registration.

### Complementary training workshops for doctoral students (mandatory)

All students enrolled in a PhD program must have completed the first four complementary training workshops for doctoral students before the end of the fourth term following their initial enrolment in a PhD program:

- CAP7001E Ensuring a successful doctorate (1 cr.)
- CAP7005E Handling of scientific and technical information (1 cr.)
- CAP7010E Creativity: yes you can (1 cr.)
- CAP7015E Leading a research project (1 cr.)

These workshops are part of the complementary doctoral training program, which consists of a series of workshops aiming to enrich PhD students' skills outside their fields of study. The CAP7001 workshop will be automatically added to your course choice at your first semester. Besides completion of the four mandatory credits, students are free to enroll in additional workshops to enroll in additional, non-mandatory workshops.

[www.polymtl.ca/es/en/ateliersdoctorat](http://www.polymtl.ca/es/en/ateliersdoctorat)

# Step 7:

## Taking part in orientation and integration activities

### TO LEARN MORE:

#### “La rentrée” site

This site is devoted to back-to-school time. It will give you all the information you need to start the semester on the right foot and learn about all the activities planned for you.

[www.polymtl.ca/rentree/en](http://www.polymtl.ca/rentree/en)

#### Welcome activities program

Download this document from the “la rentrée” site to identify your mandatory and optional activities. Then build your personalized schedule!

#### Back-to-school booths

Come meet the members of the welcome team at the “Info-rentree” booths to ask any questions you might have!

### NEW STUDENTS WELCOME SESSION

A day full of information about your program of study and the general operation of Polytechnique. Following the presentation, you will be regrouped by engineering specialization and taken aboard by your respective departments. A very important day to help you start off on the right foot!

#### Bachelor's

##### Autumn:

August 22 and 23, 2017

(students are grouped by specialty and must come on the designated day for their engineering field)

##### Winter:

January 4, 2018

#### Certificate

There are no welcome activities planned to the certificate

Information request :

514-340-4724

[registraire-certificats@polymtl.ca](mailto:registraire-certificats@polymtl.ca)

#### Graduate studies

**Autumn:** August 24, 2017

**Winter:** January 5, 2018



### ORIENTATION DAY FOR NEW INTERNATIONAL STUDENTS

This mandatory activity aims at helping your integration and success at Polytechnique. During this session, you will receive important information regarding first steps, academic and administrative matters, as well as cultural adaptation.

Dates and link for registration are available under *La Rentrée* Website. [www.polymtl.ca/rentree/en](http://www.polymtl.ca/rentree/en)





We have observed a very strong correlation between success at Polytechnique and the strength of a student's network. The orientation and integration activities are privileged opportunities to meet fellow students and build relationships that will follow you throughout your studies and beyond.

## INTEGRATION ACTIVITIES

There are more than 2,000 new students per year and the integration activities aim to promote your adjustment at Polytechnique. You are here to study, but also to build personal and professional connections that will follow you throughout your life.

### New student integration program (PINEP)

The PINEP activities are dedicated to new undergraduate and exchange students. [www.pinep.aep.polymtl.ca](http://www.pinep.aep.polymtl.ca)

### Poly-Party integration week

It's in the form of a friendly competition between the various engineering programs that the integration week activities are organized. Each event carries points and the winners are announced at the closing integration week party!

[www.polyparty.polymtl.ca](http://www.polyparty.polymtl.ca)

### International activities (PolyExplore and PolyCultures)

An opportunity for students from Quebec and elsewhere to create an international network of friends and to participate at cultural and social activities to discover Quebec and other cultures that belongs to Poly's students community.

### Graduate students

As part of your New students welcome session, a meal (barbecue or brunch) is organized by your student union (AÉCSP). You will have a chance to meet with fellow students, professors, and program staff, as well as with representatives from your union.



◀ CHECK OUT THE WELCOME ACTIVITIES PROGRAM TO SEE ACTIVITY DATES.



## Step 8 :

# Adapting to your new school environment



## ANTICIPATING CULTURE SHOCK

Adapting to other cultures is no small task, which is why we offer you some advice on learning to appreciate differences and taking full advantage of this opportunity!

### 1. Learn to recognize culture shock

Culture shock is a normal human reaction to a situation of cultural differences. Most students who experience it show a number of symptoms (psychological and physical) such as, boredom, isolation, anger, sadness, fatigue, and difficulty concentrating.

### 2. Manage culture shock

Probably the best way to resist culture shock and its effects is to make a conscious effort to adapt to the host culture. For newcomers:

- › Learn more about your hosts' ways of life, be curious!
- › Take good care of yourself and take time to settle in.
- › Talk, share, discover, escape, decompress, and take advantage of your stay in Quebec!

### 3. Place yourself in favorable intercultural conditions

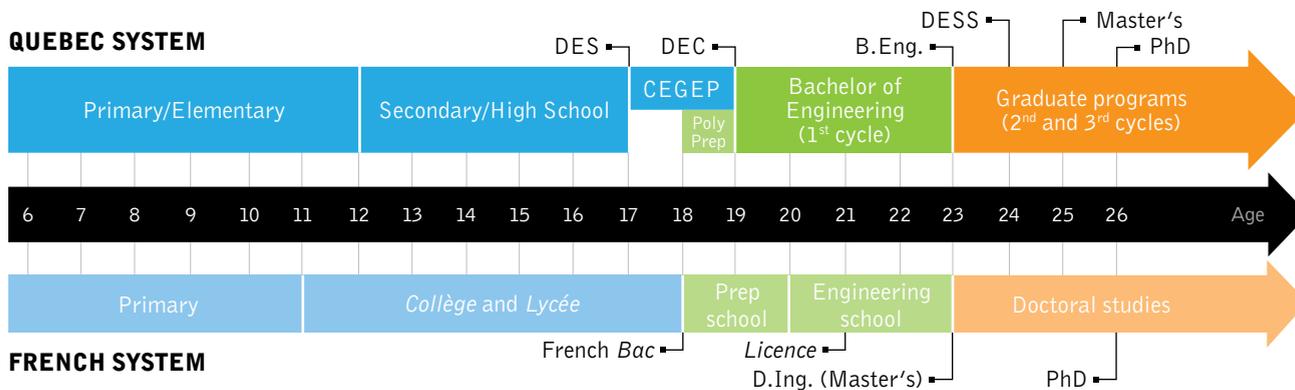
Don't judge! Take a step back, stay humble and open to differences, ask questions without passing judgment (see p. 6) and share your experience with family and friends.

### 4. In cases of intercultural conflict, take steps to diffuse it

A few tips: talk about your frustrations and misunderstandings, do something that is familiar to you, keep your sense of humor and your optimism at all times! If you anticipate that the situation becomes intolerable, don't hesitate to seek help from Student Services: [www.polymtl.ca/sep](http://www.polymtl.ca/sep) (only in French)

## UNDERSTANDING THE EDUCATION SYSTEM

Most francophone education systems in Europe and Africa are inspired by the French system, which differs only slightly from Quebec's system. Here's the comparison:



**IN THIS SECTION:**

- Step 1:** Your first few steps
  - › Student Agenda
  - › Locker
  - › Student ID card
  - › Code of conduct
  - › Work space for graduate students
  - › OPUS card (metro and bus)
  - › Coopoly membership card
  - › Textbooks
  - › Computer access code
  - › Digital library
  - › Polytechnique e-mail address
  - › Moodle: your courses
  - › Student file
  - › Wireless network (Wi-Fi)
  - › Photocopies and printing
  - › Calculator
  
- Step 2:** Paying tuition and fees
  
- Step 3:** Planning a strategy for your studies
  - › Course selection, course withdrawal
  - › Number of credits required
  - › Equivalencies, prerequisites and corequisites
  
- Specifics by program**

**SECTION 2:****THE FIRST DAYS**

# Step 1:

## Your first few steps

### LOCKER

A locker can prove useful in winter to store your coat, boots, and other personal effects. Lockers are shared by two students. Your locker partner can be either a friend or a new classmate.

**Autumn** › August 28 and 29, 9:30 AM to 4PM

**Winter** › January 8, 10AM to 2PM  
Atrium (3<sup>rd</sup> floor, Lassonde pavilions)

**Summer** › Office A-100.1

### STUDENT ID CARD

This card is necessary for access to various school services and at the time of exams; it also grants you access to the Louise-Lalonde-Lamarre Library and to campus outside of normal business hours.

**Autumn** › August 28, 29 and Septembre 7, 8AM to 3PM  
› August 30, September 5 and 6, 12PM to 7PM

**Winter** › January 4, 8AM to 3PM  
› January 5 and 9, 12PM to 7PM  
Office C-234.1 (2<sup>nd</sup> floor, principal pavillion)

**Summer** › Office C-234.1

There is an expiration date on each card. Cards must be renewed before their expiration by visiting the Public Safety desk in the main building (A-100, open at all times).

### CODE OF CONDUCT

All students must sign the code of conduct. It requires that you read the policies and rules and commit to respecting them. The form is available at: [www.polymtl.ca/conduite/en/](http://www.polymtl.ca/conduite/en/). You must submit this form to the Registrar's Office (that will be retained in your student file) by the following deadlines:

**Autumn** › September 30, 2017

**Winter** › January 31, 2018

**Summer** › May 31, 2018

### WORK SPACE FOR GRADUATE STUDENTS

Each department manages its own office space. Contact your department's administrative office for graduate studies to learn their policy regarding work space.

### OPUS CARD (METRO AND BUS)

An OPUS card can hold all transit fares for the Société de Transport de Montréal (STM) and other transit authorities (RTL, STL, AMT, etc.). in order to take advantage of the student rate, you need a student OPUS card with photo ID.

Eligibility criteria for the student rate OPUS card:

- enrolled full-time
- Be less than 26 years old at October 31, 2017

**Autumn** › August 28 and 29 2017, 9AM to 6PM  
Atrium (3<sup>rd</sup> floor, Lassonde pavilions)

Outside of these dates, visit the STM Photo Studio at the Gare d'autocars de Montréal, Berri-UQAM métro station (1717 Berri Street).

### Documents to bring with you:

- Proof of enrolment (available via your student file)  
[www.polymtl.ca/registrariat/en-section](http://www.polymtl.ca/registrariat/en-section) "Requesting academic documents" / "Attestation of School Attendance")
  - Proof of age (ID card or passport)
  - \$14 at Polytechnique or \$15 at Studio photo (cash only)
- For more information, please visit: [www.stm.info/en/opustour](http://www.stm.info/en/opustour)

### STUDENT AGENDA

It is offered free of charge by your student union (AEP and AÉCSP, see p. 47) and will be given to you on your program's New students welcome session or in your union's office.

## COOPOLY MEMBERSHIP CARD (STUDENT BOOKSTORE)

This card allows you to obtain discounts on school books and supplies. You can obtain a life-time membership card for \$20. This card is available for purchase every day at the cashier's station. At the beginning of the school year, a table is set up especially for the sale of this card just in front of Coopoly (C-220).

[www.coopoly.ca](http://www.coopoly.ca)

## TEXTBOOKS

You can buy your textbooks new at Coopoly or used during the Book Fair. Follow the recommendations of your professors as to the purchase of any required course materials.

[www.foire.aep.polymtl.ca](http://www.foire.aep.polymtl.ca)

## COMPUTER ACCESS CODE

This code enables you to access your Polytechnique e-mail, computer labs, the unrestricted-access network, and your student file. To collect your card, go to [www.dossier.polymtl.ca](http://www.dossier.polymtl.ca) and click on "Récupérer le code d'accès" et "Récupérer le mot de passe". The answers to your security questions should match the answers you provided in your application for admission to Polytechnique. We will tell you how to pick it up in your letter of admission. Your access code will be deactivated should any documents (ex.: authorization to stay in Canada) be missing from your file.

## STUDENT FILE

Each student has a personal file that can be accessed with his computer access code and password. The Student file allows you to do many things by yourself : change of course selection, change of address, consult bill for tuition and fees, transcripts, printing proof of enrolment and taxes slips, etc. Upon reception of your letter of admission, make sure that your personal information (address, telephone number, etc.) is accurate.

[dossieretudiant.polymtl.ca](http://dossieretudiant.polymtl.ca)

## POLYTECHNIQUE E-MAIL ADDRESS

All students have an e-mail account whose address is in the format *firstname.lastname@polymtl.ca*. This is available by clicking on "IMP E-mail" under the "Quick Links" tab at the top right of the Polytechnique home page. It is possible to redirect this e-mail address to a different e-mail account of your choice via your student file online.



**Warning!** Most official communication between Polytechnique and you will take place by e-mail (and not by post). Establish the good habit of reading your e-mails well and seeking to understand them, and do so all throughout your studies.

## DIGITAL LIBRARY

80% of the Louise-Lalonde-Lamarre library's information resources: books, journals, standards and databases, are digital and available online 24/7. Configure Eduroam as your WiFi network connection to access these resources when you are on campus at Polytechnique. By configuring the proxy on your device, the digital library's resources are also accessible to you from home or anywhere else.

[www.polymtl.ca/biblio/en/network\\_access](http://www.polymtl.ca/biblio/en/network_access)

## MOODLE: YOUR COURSES

The platform MOODLE allows you to view your course content for a given term (course grading, slide shows or presentations used in class, lab and homework plans, etc.) as well as a number of teaching tools. MOODLE course pages are managed independently by each professor. To gain access, use your computer access code.

[www.moodle.polymtl.ca](http://www.moodle.polymtl.ca) (only in French)

## WIRELESS NETWORK

You can connect to the wireless network via the network "Eduroam". For more information, request technical assistance from Information Services (office L-6630) or visit:

[www.polymtl.ca/si/en/service/portables/connecter.php](http://www.polymtl.ca/si/en/service/portables/connecter.php)



## PHOTOCOPYING AND PRINTING

### Where can I find self-service photocopiers?

Self-service photocopiers are located on the 2<sup>nd</sup> floor of the main Polytechnique building, the 6<sup>th</sup> floor of the Lassonde building, as well as in the Louise-Lalonde-Lamarre library. You can pay with cash only.

### How do I have documents printed by the Reprography Service?

Just follow the two steps below.

1. Submit your file(s) in PDF format to:  
[www.polymtl.ca/reprographie/formulaires/impression](http://www.polymtl.ca/reprographie/formulaires/impression)  
or by email to: [reprographie@polymtl.ca](mailto:reprographie@polymtl.ca)  
Please note that neither CD-ROMs nor USB sticks are accepted in person by Reprography Service staff. Payments in cash, Interac, Visa and MasterCard are accepted.
2. You can retrieve your printed document(s) at the Reprography Service counter (C-225).

**Opening Hours:** Monday to Friday, 8:30AM to 12PM and 1PM to 4:15PM

### What type of services does the Reprography Service offer?

- Black & white/colour printing
- Poster printing, large format posters up to 60 inches
- Business cards
- Lamination
- Binding
- Printing of theses, pamphlets, brochures, etc.

### Anything else useful for me to know?

You can do black & white printing directly from any PC located in the school's computer labs located on the 6<sup>th</sup> floor of the Lassonde building. The file to be printed must be on a USB stick. Payment is done via your virtual student account, which you can recharge on the 6<sup>th</sup> floor of the Lassonde building or the 3<sup>rd</sup> floor of the main Polytechnique building in front of room B-314.

## CALCULATOR

A non-programmable calculator is required for most exams. A sticker authorizing its use must be obtained from the AEP (C-215) before the start of exams.

## Step 2:

# Paying tuition and fees

### DID YOU KNOW?

The amount of tuition and miscellaneous fees to be paid depends in great part on your status in Canada and assessment of residence in Quebec.

Consult the Registrar's Office site for details regarding the amounts to be paid: [www.polymtl.ca/registrariat/en](http://www.polymtl.ca/registrariat/en) - section "Financial matters".



**Exchange students:** You are not required to pay tuition at Polytechnique. Some exceptions may apply.

**Double degree - Master's integration:** You do not pay tuition fees, but you must pay the miscellaneous fees which are around 300\$ per term, starting your first term in the Master's Program. Extra-curricular courses will be charged to double degree students enrolled into a Professional Master's Program.



### PAYMENT OF TUITION FEES AND MISCELLANEOUS FEES

A notice will be sent to your Polytechnique e-mail address informing you that your tuition invoice (including the miscellaneous and administration fees and insurance) is available in your student file (see p. 25). You will receive a separate notice for each semester in which you are enrolled (autumn, winter, summer).

You must pay in a single instalment from:

**Autumn** › October 5 to 27, 2017

**Winter** › February 8 to March 2, 2018

**Summer** › June 7 to 26, 2018

For all information regarding payment methods, visit Registrar website: [www.polymtl.ca/registrariat/en](http://www.polymtl.ca/registrariat/en) - section "Financial matters" / "Payment of Tuition Fees".

To avoid long lines, use your Canadian banking institution's online payment system. If you wish to pay directly in the Registrar's Office, only checks, money orders, debit or credit cards will be accepted. Refer to your payment notice (invoice) for terms and conditions.





## DIFFERENTIAL TUITION FEES

Quebec law requires students who are not Canadian citizens or permanent residents with Quebec residence to pay, in addition to the tuition paid by all students, an additional fixed amount. For more information on differential tuition fees, please consult the web site of the International Students Office :

[www.polymtl.ca/etudiants-internationaux/en/financial-questions/exemption-differential-fees](http://www.polymtl.ca/etudiants-internationaux/en/financial-questions/exemption-differential-fees)

### EXEMPTIONS TO THE DIFFERENTIAL TUITION FEES

#### Permanent residents and Canadian citizens without Quebec residence

A list of exemptions to these differential fees can be found on the form "Attestation of Quebec Resident Status" accessible through on the Registrar's Office website. Only those students who prove admissibility as a "Quebec resident" may be exempted from this additional fee. A change in status takes effect starting from that term in which the documents are submitted to the Registrar's Office (A-201). There is no retroactive application for prior terms.

For more information, please visit:

[www.polymtl.ca/regisrariat/en](http://www.polymtl.ca/regisrariat/en)

Section "Financial Matters"



#### International students with temporary residence

There are different categories for international fee exemptions:

- Exemption is automatic for all French students registered in a Master's or PhD degree upon a French citizen passport, by virtue of the Quebec-France accord;
- Exemption is automatic for all PhD students who have received scholarship or a tuition waiver from Polytechnique;
- Exemptions may be granted by Polytechnique to the top five students in a Thesis Master's program, for their 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> terms of enrolment. An application must be submitted before each term to the Registrar's Office, by August 15 for Autumn term, by January 15 for Winter and by May 15 for Summer;

To access the Exemption form from *Differential Tuition Fees* for international students in a Thesis Master's program, please visit: [www.polymtl.ca/regisrariat/en/financial-matters/2016-2017/exemption-differential-fees-international-students](http://www.polymtl.ca/regisrariat/en/financial-matters/2016-2017/exemption-differential-fees-international-students)

- Exemptions may be awarded by a student's home country by virtue of an agreement with the Quebec government. If you are the beneficiary of such an exemption, it is your responsibility to inform yourself as to the conditions established by your home country and to respect them, during the eligible period;
- International students at the Bachelor's, Master's, or PhD level enrolled in French language courses (as well as courses in French literature and Quebec studies) are not subject to differential fees.

## Step 3:

# Planning a strategy for your studies

## DATES TO REMEMBER



The registration process and course selection takes place on the Web, in your student file (see p.25): [www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en) - section "Registration" / "Choose your Courses and Modification".

## COURSE SELECTION

### INITIAL COURSE SELECTION

#### Undergraduate students

You do not need to select courses for your first term. Your initial course selection will be given to you on your New students welcome session. It includes your first term courses for the suggested course sequence.

[www.polymtl.ca/etudes/bc/index.php](http://www.polymtl.ca/etudes/bc/index.php)

**Exchange students**, see p. 18.

**Graduate students**, see p. 19.

**CEIPI and PCIPi**, see p. 18.

**Double degree - Master's integration students**, see p. 34.

**Certificate students\***, see p. 18.

### CHANGES TO COURSE SELECTION (WITHOUT PENALTY)

You can make changes to your schedule, without penalty, from:

**Autumn** > August 10 to September 11, 2017

**Winter** > December 13 to 21, 2017 and January 4 to 19, 2018

**Summer short** > April 11 to May 11, 2018

**Summer long** > April 11 to May 18, 2018

After confirming your registration, and during the course change period only, you need to access your student file to modify your choice of course. You can add or delete a course or change groups (according to your needs and the work load of the selected courses), in respect of the rules and within the available space limits. To develop a strategy for managing your work load, don't hesitate to meet with an advisor in Student Services. In addition, for assistance selecting courses during your studies, feel free to consult your program coordinator.

\*Including students in undergraduate short programs (microprograms).

## COURSE WITHDRAWAL (WITH PENALTY)

Between the course change deadline and the course withdrawal deadline (with penalty), you have the option to withdraw with penalty and receive a grade of R (that will not count towards your grade point average). Course withdrawal is not a sign of failure, this is a good option if you are struggling in a course and have fallen too far behind to focus on the courses that you can do well.

Periods for course withdrawal with penalty, grade of R:

**Autumn** › September 12 to November 6, 2017

**Winter** › January 20 to March 16, 2018

**Summer short** › May 12 to June 7, 2018

**Summer long** › May 19 to July 16, 2018

In the certificate program\*, for a specific course, the drop date corresponds to 9/14 of the total number of course hours completed.

You can withdraw from a course by visiting the Registrar's website: [www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en) - section "Registration" / "Course Drop".



If you are a recipient of student financial assistance (AFE), find out at the Financial Aid and Awards Office what effects a change to course selection or course withdrawal might have on your award calculation before taking any action.

After the deadline for course withdrawal with penalty has passed, if you decide to withdraw from a course (to concentrate on your other courses, for example), you will receive a grade of F (fail) for this course. This grade is calculated in your cumulative average until you retake the course in a subsequent term. If you anticipate failing a course or fear that your term is at risk, come see a student advisor at Student Services.



Pay attention to deadlines, as exceptions cannot be made!

## NUMBER OF CREDITS REQUIRED

Keep in mind that to be successful, you will need to go at your own pace. During your first term, taking the minimum of credits required could facilitate your adjustment at Polytechnique (adaptation to the university, discovery of a new city, apartment living, etc.). You will commend yourself later for your good grades, and not for the number of courses completed in a term!

Make sure you respect your program's requirements:

- Bachelor's degree students must be enrolled full-time (minimum of 12 credits, maximum of 18 credits) for both Autumn and Winter terms. The average course load falls somewhere between 12 and 16 credits per term. The request must be done in writing and accepted by the registrar's office.
- Apart from upgrade programs (CEIPI, PCIPi) and the biomedical technologies certificate, internship option, certificate programs\* are offered on a part-time basis. However, students who are studying for more than one certificate may be registered full-time (minimum of 12 credits).
- Professional Master's and DESS students must be registered for 9 credits or more per semester to hold full-time status.
- Thesis Master's or PhD students are enrolled full-time each term (Autumn, Winter, and Summer), no matter the number of credits.
- Independent students follow the same logic as the course study cycle.

In some circumstances, it is also possible to study part time for a given semester during the bachelor's, DESS or course-based master's program. However, you will need to verify the impact this could have on your financial assistance, your insurance, your immigration status, and your program progress. Confer with your program coordinator if you are considering a drop to part-time for reasons of adaptation, family, or health.



**International students** with study permit are required to be enrolled full-time every autumn and winter term according to the aforementioned terms by Immigration rules. If, under special circumstances, you are considering a reduced course load, please first consult with the International Students Office team to carefully assess the steps to be taken as well as the possible consequences.

\*Including students in undergraduate short programs (microprogram).

## WHAT IS A CREDIT?

The credit is the unit of measure for the work a student must devote to an academic activity, adding together the time required for every aspect, meaning:

- A. classroom learning time;
- B. practice assignments (or laboratories);
- C. personal study time.

The distribution of hours among these three aspects is described in the three-point time allotment (see below).

- At the undergraduate level (bachelor's and certificate\*), a credit is equivalent to 45 hours of travail spread over a 15-week semester (13 weeks of classes and 2 weeks of exams), for an average of 3 hours per week. A three-credit course is therefore equivalent to 135 hours of work per semester, or 9 hours of work per week.
- At the graduate level (DESS, master's, doctorate), the value of a credit is officially the same as at the undergraduate level, but experience shows us that the workload is generally heavier. For research activity credits, the workload is highly variable. However, you can expect to devote about one year of full-time study to earn 24 to 30 research credits.

## THE THREE-POINT TIME ALLOTMENT

Each course on the course list includes the distribution of hours a student should expect to devote to each of the course's three aspects using a three-point time allotment in the form (A-B-C). For example, a 3-credit course identified with (3-1-5) includes three classroom hours, one hour of lab work, and five hours of personal study each week.

Note that the number of personal study hours is calculated based on the average time a student must devote to obtain an average grade. You will probably want to put in more hours if you have difficulty in a subject, particularly if you are not fluent in the language in which the course is being taught or if you aim to earn above-average grades.



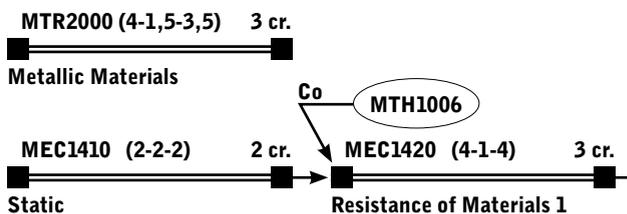
## COURSE EQUIVALENCIES

If you have already successfully completed coursework in another program of study for which there is an equivalency in your current program at Polytechnique, you must submit an application (visit the Registrar's Office website for forms and procedures) before the start of class, according to the terms prescribed in the handbook corresponding to your level of study.

To find the form: [www.polymtl.ca/registrariat/en](http://www.polymtl.ca/registrariat/en) - section "Registration" / "Equivalence\*" (only in French).

## PREREQUISITES AND COREQUISITES

A prerequisite course must be completed before enrolment in a following course. A corequisite course must be started during the same term, at the latest. At the undergraduate level, these courses are identified by an arrow or by Co in the suggested course sequence. Prerequisites and corequisites place certain constraints on course selection and require a certain level of advanced planning to respect them.



In the example above, in order to register for MEC1420, the course MEC1410 must have been successfully completed during the preceding term, at the latest, and the course MTH1006 taken during the same term, at the latest. For MTR2000, no prerequisite or corequisite is prescribed.



Should you have any questions about your academic process, want to establish a course-choice strategy or need assistance with a particular matter, don't hesitate to speak with your program head or the person in your department who takes care of new students. Be responsible and think ahead! To find the list of persons who takes care of new students : [www.polymtl.ca/registrariat](http://www.polymtl.ca/registrariat) - section "Inscription" / "Choix et modification de cours" / "Baccalauréat" (only in French).

\*Including students in undergraduate short programs (microprogram).

# Specifics by program

## BACHELOR'S DEGREE

### Course exemptions

Some CEGEP or college-level courses can allow you to obtain exemptions to courses at Polytechnique. Exemption forms for the following courses are available on the registrar's office website; they must be submitted as soon as possible before the start of your first term of enrolment.

- **GCH1530 and GLQ1100:** Students having successfully completed two organic chemistry courses or geology courses (with a minimum grade of 75%) in specific colleges may be exempted from GCH1530 organic chemistry and from GLQ1100 General Geology, under certain conditions.
- **MTH1101:** Students having successfully completed Calculus III (with a minimum grade of 75%) at specific colleges may be exempted from MTH1101 Calculus I, under certain conditions.
- **WORTH NOTING:** Other college courses are eligible for exemptions. For more information, please visit :

[www.polymtl.ca/admission](http://www.polymtl.ca/admission) - section "Baccalauréat (formation d'ingénieur)" / "Conditions d'admission" / "Diplômes québécois" / "Ententes et cours exemptés" (only in French)



## ENGINEERING UPGRADE PROGRAMS FOR HOLDERS OF FOREIGN ENGINEERING DEGREES (CEIPI AND PCIPI)

You are enrolled in one of this program because you are preparing for your OIQ (Ordre des Ingénieurs du Québec) exams. Passing these exams is a priority for you, and your Polytechnique courses are an excellent means of preparation. You will need to adjust your study methods and know how to manage your time well in order to successfully fulfill your academic and personal obligations. The student advisor at the Student services Office is there to help you. Don't hesitate to take advantage of this resource! Make sure to also refer to the sections *Mature/Re-entry Students* and *Family Situation* (see p. 45).

## CERTIFICATES

These programs are aimed at engineers, managers, technicians and other professionals who are already working in the field.

### CHANGE OF ADMISSION OR ENROLMENT

Students who want to move from one certificate into another must fill out a new application for admission. Students may enrol for more than one certificate in a given semester.

Your course choices must take into account the structure of your program, the three-year plan (see p. 18) and the range of courses offered. Not all courses are necessarily offered every year.

Program structure:

[www.polymtl.ca/etudes/certificats/index.php](http://www.polymtl.ca/etudes/certificats/index.php)

The course offer is presented in the Triennial Plans  
[www.polymtl.ca/etudes/cours/horaire.php?cycle=EP](http://www.polymtl.ca/etudes/cours/horaire.php?cycle=EP)

You must register yourself for the courses you want to take, using your student file (see p. 25).

Exemption and equivalency forms are available at  
[www.polymtl.ca/registrariat/faire/certificat.php](http://www.polymtl.ca/registrariat/faire/certificat.php)

## EXCHANGE STUDENTS



All information concerning restrictions to your course selection can be found in the course selection guide for exchange students (*Guide pour le choix de cours des étudiants en échange*, only in French), available under:  
[www.polymtl.ca/etudiants-internationaux/etudiants-en-echange/choix-de-cours-pour-le-premier-trimestre](http://www.polymtl.ca/etudiants-internationaux/etudiants-en-echange/choix-de-cours-pour-le-premier-trimestre)

### GRADUATE-LEVEL COURSES

If you have not yet obtained an engineering degree from your home institution, you are regarded as an undergraduate student at Polytechnique (Bachelor's in Engineering). In Quebec, a Master's is a graduate program (not to be confused with the European Master's) that begins after receipt of a Bachelor's degree in Engineering (see p. 22).

As an exchange student, you are allowed access to graduate-level courses on the condition that you have obtained a level of preparedness deemed sufficient by the Registrar at Polytechnique Montréal.

### NON-ACCESSIBLE COURSES

You do have access to the majority of those courses offered in each bachelor's program. There are exceptions, however, for specific courses with space limitations or for courses reserved exclusively for students enrolled in a degree program.

### PREREQUISITE COURSES

Polytechnique Montréal does not require exchange students to prove completion of prerequisites in order to access their chosen courses. It is therefore your responsibility to make sure that any selected course corresponds to your level and to obtain its approval from your home institution.

### LABORATORY INTERNSHIPS FOR EXCHANGE STUDENTS

If you wish to do an internship at Polytechnique during your exchange, you may register for a laboratory internship of 3 or 6 credits concurrently with your other course enrolment. You must find a professor willing to supervise you and, after that, you have to go to the Exchange Student Counter at the Registrar's Office (A-205) to register the course. The internship must take place during your term of enrolment as an exchange student. If your internship surpasses the dates of the term or if you wish to do an internship after your exchange, see page 57.

### SHORT PROGRAM AND CERTIFICATE IN ENGINEERING

The Short program in Engineering (15 credits = 1 term) and the Certificate in Engineering (30 credits = 2 terms) aim to recognize studies completed in Quebec through issuance of a certificate or credential.

If you are eligible and wish to obtain the certificate or credential, you will need to meet the following criteria:

		CERTIFICATE	SHORT PROGRAM
		credits	credits
<b>Non-technical courses</b>	Language courses <sup>1</sup>	0 to 6	0 to 3
	Courses with prefixes MTH or SSH <sup>2</sup>	0 to 6	0 to 3
<b>Technical courses</b>	Regular courses in Bachelor of Engineering	18 to 30	9 to 15
	(of these, SLxxx lab projects exclusively)	0 to 6	0 to 3
	Graduate courses (excluding those with prefix MTH)	0 to 6	0 to 3
<b>Total</b>		<b>30</b>	<b>15</b>

<sup>1</sup> With an allowance of 1 credit in each block.

<sup>2</sup> Excluded English lessons.



## DOUBLE DEGREE - MASTER'S INTEGRATION



The information on this page is intended only for double degree students incorporating the Master's program after a term of integration. Certain double degree collaborative agreements provide for direct admission into a Master's program.

### INTEGRATION TERM

The integration term, which typically takes place during the autumn term, allows for familiarization with the day-to-day functioning of Polytechnique, completion of preparatory coursework, and selection and confirmation of both Master's program and supervisor.

Suggested courses as well as rules to follow in course selection for the integration term are featured in the double degree program's instruction guide (Guide d'instruction pour le programme de double diplôme, only in French), available under: [www.polymtl.ca/etudiants-internationaux/etudiants-en-echange/choix-de-cours-pour-le-premier-trimestre](http://www.polymtl.ca/etudiants-internationaux/etudiants-en-echange/choix-de-cours-pour-le-premier-trimestre). Within this guide, you will also find advice on how to conduct your search for an academic or research supervisor.

### ADMISSION TO A MASTER'S PROGRAM

An application for admission to a Master's program must be submitted in hard (paper) copy, at the latest, by October 1 to the Exchange Student Counter at the Registrar's Office (A-205). Admission to a Master's program is conditional, among other things, upon receipt of a grade point average greater than or equal to 2.75/4.0 for courses taken during your integration term at Polytechnique Montréal.

### PAYMENT OF FEES

Miscellaneous fees (approximately \$300 per term) are to be paid at the start of your Master's program. In addition, if you wish to register for courses not included in your Master's program (out-of-program course: for example, a language course), you must pay the associated tuition fees, and do so according to the rate which applies to your situation. For information regarding these rates, visit the Financial Matters section of the Registrar's website. [www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en)



Should you have questions regarding the progression of your double degree program or you find yourself in difficult circumstances, the International Mobility Program can serve as your liaison between your home institution and Polytechnique.



## GRADUATE PROGRAMS

### ANTICIPATED PROGRAM LENGTH

The anticipated length of a program includes terms of academic study, writing/research. For more information, refer to the section "Supervision" at [www.polymtl.ca/es/en](http://www.polymtl.ca/es/en).

### CHANGES TO THE STUDY PLAN

You need to complete a form (*Modification d'un plan d'études*) for the following cases:

- addition of a course not included in your study plan\*;
- withdrawal of a course included in your study plan.

This rule applies to all study plan changes, whether it be for a obligatory, optional, or out-of-program course.

You can change the category of a course (for example, from out-of-program (HP) to obligatory (OB)) within 10 days after beginning of Term. To change a course category, you must complete the *Modification d'un plan d'études* form: [www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en) - section "Inscription" / "Choix et modification de cours" / "Études supérieures" (only in French).

### CHANGE OF PROGRAM

It is possible to make changes to your program of study. To learn more about the policies and procedures, please check the Registrar's office webpage: [www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en) - section "Courses and programs" / "Program Change".

### INTERRUPTION OF STUDIES

You may interrupt your studies for a maximum period of three terms (consecutive or not). Discuss this first with your research supervisor or the graduate program coordinator in your department. During this period, you may not pursue activities related to your program, nor may you receive financial assistance. [www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en) - section "Studies" / "Graduate Course Drop or Withdrawal and Leave of Absence".

### COURSE EXEMPTION

If you have relevant training including graduate-level courses (or the equivalent), you can ask to be exempted in part or as a whole from course credits for your doctoral program. The exemption request form for doctoral-level course credits is available at the Registrar's office and on its website. The form must be submitted as early as possible before the beginning of your first semester of enrolment. The research supervisor's approval is required. [www.polymtl.ca/registrar/en/faire/es.php](http://www.polymtl.ca/registrar/en/faire/es.php)

Established program deadlines	Anticipated program length
<b>DESS (30 CREDITS)</b>	
<ul style="list-style-type: none"> <li>• Submission of study plan: latest before the end of the course change period.</li> </ul>	2-3 terms; full-time or part-time.
<b>PROFESSIONAL MASTER'S (45 CREDITS)</b>	
<ul style="list-style-type: none"> <li>• Submission of study plan: latest before the end of the course change period.</li> </ul>	4-6 terms; full-time or part-time.
<b>THESIS MASTER'S (45 CREDITS)</b>	
<ul style="list-style-type: none"> <li>• Submission of study plan: latest before the end of the course change period;</li> <li>• Submission of research topic: 2<sup>nd</sup> term (at the latest);</li> <li>• Course ING6900E – Research Methods: 2<sup>nd</sup> term (at the latest).</li> </ul>	4-6 terms; full-time only.
<b>PHD (90 CREDITS)</b>	
<ul style="list-style-type: none"> <li>• Submission of study plan: latest before the end of the course change period;</li> <li>• Submission of research topic: 3<sup>rd</sup> term (at the latest);</li> <li>• Qualifying exam: 4<sup>th</sup> term (at the latest);</li> <li>• Four complementary workshops for PhD programs (mandatory): 4<sup>th</sup> term (at the latest).</li> </ul>	8-11 terms; full-time only.

\*Any course not included in your study plan, and chosen by way of the student file, will be considered as a out-of-program course.

## SECTION 3:

# SUCCESSING AT POLYTECHNIQUE

### IN THIS SECTION:

- Leading a balanced lifestyle
- Learning the trade of student
- Successfully completing your Graduate's program
- Knowing the resources at my disposal
- Getting involved in student life
- Sustainable Development at Polytechnique
- Preparing an international exchange
- Living in Montreal
- Winter in Montreal
- Making my immigration experience a success
- Maintaining legal status
- Experiment Entrepreneurship



# Leading a balanced lifestyle

## THE WINNING STRATEGY

Behind each great athlete, manager, or creator in this world lies a winning strategy. Each one unique, these strategies require constant review and evaluation, not to mention contingency plans. So you say to yourself: to begin my studies at Polytechnique, what I need is a strategy! Indeed, and make it a winning one.

### 1.

#### All in good time

Being a student requires studying, but that is not all! Ineffective strategy: study non-stop until your diploma arrives. In fact, the experience of your predecessors shows that to optimize your success, a balanced lifestyle is the better choice.

For the best results, respect your physical and psychological health. Generally speaking, you don't go without sleep and food (we hope!) to devote more time to your studies. Why not apply the same principle to the way you respect the time you devote to your family, your friends, and your favorite athletic and cultural activities? Inevitably, deprivation leads to excess.

### 2.

#### Respect diversity, starting with... you!

You are unique, so therefore, you need a unique strategy, one that you will review and revise with the benefit of experience. You have your own vision of what it means to be a student, and it's you who steers the ship: respect your limits, play to your strengths and don't let your weaknesses or your mistakes get the best of you, for it is through challenge that we learn. Adopt a smart and healthy lifestyle that will help you keep the pace for at least the few years to come, until you reach the labor market!

### 3.

#### So, your winning strategy?

Imagine yourself at the start of a marathon, not a sprint! Just as the completion of a marathon requires more than physical strength, intelligence alone cannot guarantee your academic success at Polytechnique.

You will soon discover what you need to succeed in your studies: well-developed expertise, good study habits and time management skills, respect for your different roles (student, friend, employee, etc.) and above all, fun. Having fun is essential to good physical and psychological health, and therefore to your success at Polytechnique.

## THE IMPORTANCE OF DEVELOPING A SOCIAL NETWORK

Developing a social network at Polytechnique is important! Fellow students, professors and friends can all help you to better succeed in your studies. Research proves it: your social integration plays a key role in sticking to your studies! Ready, set... go socialize!

## PLANNING YOUR SUMMER

Summer is a season full of possibilities. Whether it be to make some money by working, experience life in another country, hold an internship or take a summer class, advanced planning is key. Begin thinking it over now, and plan to take concrete steps as early as January. For international students, during vacation periods, alternate between returning home and staying here to visit and learn more about Quebec can help you to develop your intercultural skills and cushion culture shock.

At the graduate level, your summer plans depend in large part on your academic study plan. You'll therefore want to discuss this point further with your research or academic supervisor during your first meeting together.

# Learning the trade of student

POLYTECHNIQUE MIGHT HAVE THE REPUTATION OF BEING A DEMANDING SCHOOL, BUT REMEMBER THAT IF YOU WERE ADMITTED, YOU HAVE ALL THE NECESSARY POTENTIAL TO SUCCEED AND TO ACQUIRE EXCELLENT TOOLS FOR MEETING YOUR PROFESSIONAL CHALLENGES. YOUR SUCCESS BELONGS TO YOU; PUT YOUR HEART INTO IT!

## WORK LOAD AND TIME MANAGEMENT

Don't just look at your class schedule to determine your workload. In addition to classroom and lab hours, you must plan for additional time to do readings, assignments and team meetings, which may represent up to 30 hours a week! As for research activities at the master's and doctorate levels, they must be planned with the research supervisor in order to establish the number of hours to put in and a timetable for your work.

## TO PLAN IS TO SUCCEED

It is crucial to adopt good habits starting your first week, and not to put off personal study time until later. Students' experiences show that off-and-on work and last-minute reviews don't work at Polytechnique. In order not to come up short at mid-term time and at the end of the semester, start your readings and assignments on the first week and keep up to speed after each class. The first exams and assignments often start to come due as of the sixth week of classes! So use the three-point time allotment (see p. 31) to book the study time you'll need for each class from the start of the semester onward.



## WHAT AWAITS YOU IN A SEMESTER

Lectures, case studies, debates, simulations, etc. Often a mid-term exam, a final exam, homework (individually and as a group), and quizzes. Each course has its own form of evaluation, making your presence in class all the more important.

Generally speaking class attendance is not monitored, but be careful: three hours of missed class equate to three hours that you will spend trying to catch up and some learning cannot realistically be done alone at home. Studies show that students who miss several days of class from the start of the term are more likely to fail a course.

Of course, some courses will interest you more than others. It is up to you to adapt accordingly and to make responsible decisions.

For your group assignments, your key words are organization, communication and intercultural skills, as the most successful teams are the ones that plan their meetings as soon as topics are distributed, who communicate regularly and who include team members of many different nationalities. Also, don't hesitate to do your reviews and prepare for exams as a team, it's a great way to learn! That said, be careful about working on individual assignments as a group: you may be committing plagiarism without realizing it (see p. 40).

Constructive debate with your professors and fellow students is encouraged. You can give and receive constructive criticism, and even to question the professor, as long as it's done in a respectful way and in the spirit of scientific inquiry!

## GRADING AND EVALUATION SYSTEM

The grades that you receive for each of your evaluations give you your final course results. At the end of each term, these final results are used to calculate your cumulative grade point average, which qualifies your academic performance.

### HOW IS GRADE POINT AVERAGE CALCULATED?

- For each course, you receive grades (often out of 10, 20, or 100) for different forms of evaluation (exams, homework, quizzes, etc.). For most classes, the grade is calculated on 20 for each evaluations.
- At the end of the term, the professor calculates the final grade of each student out of one hundred (/100) to then calculate it again out of twenty (/20).
- He ranks the students in descending order, assigning a grade of A to those students with the best results, B to the following, then, C. The grade of D is assigned when only the minimum requirements are met. Below that, students receive a grade of F (fail). The grading scale and conversion to letter grades is different in each course, as they depend upon the requirements set by the professor and upon the average of all student results.
- Letter grades for each course are converted into grades out of four points, in accordance with the scale below.
- To calculate term averages, each grade is multiplied by the number of credits assigned to the course. Then the total number of points is divided by the total of credits enrolled.
- To calculate the cumulative average, divide the total number of points earned in each semester by the total of credits enrolled for.

Course MTH0102	Weighting	Grade
Homework 1	10 %	19/20
Mid-term 1	20 %	70/100
Homework 2	10 %	18/20
Mid-term 2	20 %	80/100
Final exam	40 %	60/100
<b>Total</b>	<b>100 %</b>	<b>72.5/100</b>
		<b>14.5/20</b>

GRADE	VALUE	ASSESSMENT	
		Undergrad.	Graduate
A*	4	Outstanding	
A	4	Excellent	
B+	3.5	Very good	Very good
B	3		Good
C+	2.5	Satisfactory	Passing
C	2		
D+	1.5	Marginal Pass	Mediocre
D	1		
F	0	Fail	

#### Calculation of the cumulative average

Semester	Credits	Semester Average	Points
Autumn 2015	13	2.73	35.5
Winter 2016	15	2.7	40.5
Summer 2016	6	3.2	19.2
Autumn 2016	12	2.9	34.8
Winter 2017	14	3.2	44.8
Cumulative average	60	2.91/4	175.84
<b>Cumulative average</b>			<b>at 175.84/60 = 2.91/4</b>

- To calculate term averages, each grade is multiplied by the number of credits assigned to the course. Then the total number of points is divided by the total of credits enrolled.

#### Calculation of the semester average

Aut15	Credit	Letter	/ 4	Points
CIV1101	3	A	4	12
SSH5201	3	B	3	9
INF1005A	3	C+	2.5	7.5
MTH1006	2	C+	2.5	5
MTH1101	2	D	1	2
	13			35.5
<b>Semester average</b>				<b>at 35.5/13 = 2.73/4.00</b>



**To keep in mind:** grades and averages are not calculated in the same way as they were in your earlier studies. As it is your responsibility to understand this grading system, make sure to consult with the necessary resources if you have any questions.

For more information, please visit: [www.polymtl.ca/registrar/en](http://www.polymtl.ca/registrar/en) - section "Studies" / "Score and Evaluation" (only in french)

#### Example of notation within a course

Course MTH0102								
A*	A	B+	B	C+	C	D+	D	F
18/20	16/20	15/20	14/20	13/20	12/20	11/20	10/20	< 10/20



## GRADE TRANSCRIPTS

Your grade transcript is available in your student file two weeks (business days) following the end of the exam period. Exchange students' grade transcripts are sent directly to their home institution.

## EXAMS

It is possible that one of your exams takes place on the last day of the term. For this reason, it is important that you plan any travel outside of Montreal area based on the official exam calendar. It is not possible to know your exam dates further in advance.



**Warning!** Make-up exams do not exist at Polytechnique. Course evaluation is ongoing, and if you fail a course (F grade), you must re-register and to retake the course during a later session.

## CHEATING AND PLAGIARISM

Plagiarism is an act of fraud and its potential consequences are serious: from a failing grade to academic dismissal. At Polytechnique, where plagiarism is concerned, the zero-tolerance rule applies. Oftentimes, students do not realize when they are committing a serious mistake, and it is therefore your responsibility to understand the policy so as to avoid a potential disaster.

### A few examples:

**In your studies:** taking credit for another's work as one's own, failing to appropriately cite sources, or resubmitting work completed in another course without prior authorization.

**During your exams:** the use of unauthorized materials, copying from or communicating with your neighbor (even just to ask for a pencil).

Refer to the handbook to read the policy in its entirety.

To learn how to appropriately cite sources in your schoolwork, and to learn more about cheating and plagiarism:

[www.polymtl.ca/etudes/ppp](http://www.polymtl.ca/etudes/ppp)

## DECLARATION OF STUDENT RIGHTS AND RESPONSIBILITIES

Polytechnique and its student unions prepared a document enumerating the rights and responsibilities of students. Enrolment in a university establishment includes several advantages, but also certain obligations, such as the participation in educational activities and the support of the institutional demands. Respect for others and for the dignity and integrity of each member of the Polytechnique community is essential. From this principle derives the promise not to practice any form of discrimination against others.

[www.polymtl.ca/sg/docs\\_officiels/en/1310droi.htm](http://www.polymtl.ca/sg/docs_officiels/en/1310droi.htm)

# Successfully completing your Graduate's program

## SUPERVISION

Good graduate-level supervision is based on a friendly, professional relationship between student and supervisor. This assumes that you speak frankly with your supervisor before and throughout your program of study.

The Terms and Conditions document relating to the Supervision Policy for Graduate Students comes with a list of questions that will help you establish a trusting, high-quality relationship with your supervisor.

[www.polymtl.ca/es/en/encadrement/modalites.php](http://www.polymtl.ca/es/en/encadrement/modalites.php)

## DEPARTMENT ADMINISTRATOR OF STUDENT FILES

We encourage you to get in touch with your department's administrator of student files for all questions concerning your academic progress, deadlines, policies specific to the department, etc.

[www.polymtl.ca/bottin/en](http://www.polymtl.ca/bottin/en)

## COMPETENCIES TO DEVELOP\*

Graduate-level training is much more than simple acquisition of knowledge. Beyond the required course materials, your participation in various activities such as complementary workshops, research, collegial discussions, the publishing process and conferences will help you put your knowledge into action and develop the following skills:

### DESS (SPECIALIZED GRADUATE DIPLOMA) (30 CREDITS)

The DESS programs in engineering aim to develop graduates capable of:

- Enhancing or attaining advanced knowledge in one's field and capable of calling upon such knowledge in diverse professional settings.
- Communicating clearly, in diverse professional settings, advanced knowledge in one's field or discipline.
- Respecting standards, rules of ethics and fairness, as well as best practices in one's field or discipline.
- Committing to a process of lifelong learning and improvement.

### PROFESSIONAL MASTER'S (45 CREDITS)

The Professional Master's programs in engineering aim to develop graduates capable of:

- Carrying out a study or studies, projects, or professional applications based on methodologies or the state of the art in one's field, that is applicable to a question of interest in one's professional environment.
- Enhancing or attaining advanced knowledge in one's field as a means to increasing performance in one's professional environment.
- Clearly communicating the results of a study, project or professional application carried out in one's field.
- Respecting standards, rules of ethics and fairness, as well as best practices in relation to one's work.
- Committing to a process of lifelong learning and improvement.

### RESEARCH-BASED MASTER'S (45 CREDITS)

The Research-based Master's programs in engineering aim to develop graduates capable of:

- Directing with rigor all stages of scientific research, under the supervision of experts; and participating in scientific and technological development.
- Identifying, managing and analyzing information and resource materials relevant to a research project.
- Communicating clearly the results of scientific research.
- Respecting standards, rules of ethics and fairness, as well as best practices for research.
- Committing to a process of lifelong learning and improvement.

\*These competencies are based on a collection of programspecific competencies, and on resources in the areas of knowledge, know-how, and interpersonal skills. For further details, please consult: [www.polymtl.ca/es/en/documents-officiels](http://www.polymtl.ca/es/en/documents-officiels)

## STEPS TO EXPECT IN PREPARATION FOR EVALUATION

### Professional Master's (45 credits)

In the case of a Professional Master's, the student is asked to write one or more internship or project reports (6-15 credits). The report topic for each internship or project must be determined with, and approved by, the academic supervisor.

### Research-based Master's (45 credits)

In the case of a Research-based Master's, the student is asked to write a thesis (30 credits) that *renders an account* of his research project. Before presentation of a thesis to the department, a student must have completed all other study plan requirements.

The thesis writing and presentation must comply with current standards and procedures. Thesis final submission must be made in electronic format. All information regarding submission procedures and presentation standards are specified on the graduate studies website: [www.polymtl.ca/es/en/memoire-these](http://www.polymtl.ca/es/en/memoire-these)

### PhD (90 CREDITS)

The PhD program in engineering aim to develop graduates capable of:

- Directing both autonomously and expertly a scientific research project that makes an original contribution to knowledge or development in the areas of science and technology.
- Identifying, managing and analyzing information and resource materials relevant to one's field of research.
- Communicating clearly in diverse settings scientific research results or knowledge in one's field of study.
- Respecting standards, rules of ethics and fairness, as well as best practices for research.
- Committing to a process of lifelong learning and improvement.



### PhD (90 credits)

#### General comprehensive examination

The goal of this exam is to verify the student's synthesis ability and to ensure that he possesses the knowledge and maturity necessary to conduct an in-depth original research in his field of study. The comprehensive exam (which include the written and oral exams) must be completed at the latest by the end of the fourth semester of study after the student's first enrolment in the doctoral program. Concurrently with his preparation for the comprehensive exam, the student must complete the four mandatory credits of complementary workshops for doctoral students.

[www.polymtl.ca/es/en/programmes/examen-de-synthese.php](http://www.polymtl.ca/es/en/programmes/examen-de-synthese.php)

The terms of the comprehensive exam vary by department; student should inquire about these terms as soon as possible with the department's administrator of student files.

#### PhD dissertation

The PhD dissertation must bring an original contribution to the advancement of knowledge or to technological development. Before submission of a dissertation to the department, a student must have completed all other study plan requirements.

Following confirmation that the dissertation complies with standards, and that all requested corrections have been made, the research supervisor calls for the thesis defense. Following a successful defense, the student must complete the presentation of the dissertation according to the standards in effect. The final dissertation submission must be made in electronic format.

[www.polymtl.ca/es/en/memoire-these](http://www.polymtl.ca/es/en/memoire-these)

#### Fast-track programs:

##### direct transfer from a Master's to a PhD program

Are you interested in improving your knowledge in your Master's research topic, but within the framework of a PhD program? Your candidacy will need to be recommended by your department and approved by your research supervisor.

[www.polymtl.ca/futur/es/en/prog/chemin.php](http://www.polymtl.ca/futur/es/en/prog/chemin.php)

#### Supervision offered: advisory committee

The advisory committee is optional. It's creation is decided by the PhD student and his research supervisor. It is a group of three or four experts who, through a sharing of knowledge and competencies, offer advice to a PhD student throughout his studies, all the while supporting the research supervisor in his supervisory role.

[www.polymtl.ca/es/en/encadrement/comite-conseil.php](http://www.polymtl.ca/es/en/encadrement/comite-conseil.php)

# Knowing the resources at my disposal

## STUDENT SERVICES

A wide range of resources have been designated to foster your academic, professional and personal success. Student Services is here to support those students looking for solutions to some of their concerns, as well as those who want to put their plans into action!

All of these services are grouped together in office C-240 and B-510. Come on in, a receptionist will direct you to the right resource.

<p><b>SUPPORT FOR STUDENT SUCCESS</b></p> <ul style="list-style-type: none"> <li>■ Academic and personal support</li> <li>■ Tutoring program</li> <li>■ Support for students with disabilities (see p. 45)</li> <li>■ Psychologist</li> <li>■ Mentoring Program for “Année Préparatoire” (MAP Project)</li> </ul>	<p><b>STUDENT LIFE</b></p> <ul style="list-style-type: none"> <li>■ Off-campus housing</li> <li>■ Orientation and integration</li> <li>■ Involvement recognition program</li> <li>■ Healthy life habits on campus</li> <li>■ Student life advice</li> </ul>
<ul style="list-style-type: none"> <li>■ Successful completion of engineering studies</li> <li>■ Time management</li> <li>■ Stress and performance anxiety</li> <li>■ Effective study habits, memorization</li> <li>■ Concentration, motivation and attention</li> </ul> <p>Timetable available at : <a href="http://www.polymtl.ca/soutien">www.polymtl.ca/soutien</a></p>	<ul style="list-style-type: none"> <li>■ Visit the Rentrée website to learn more about all the orientation and integration activities: <a href="http://www.polymtl.ca/rentree/en">www.polymtl.ca/rentree/en</a></li> <li>■ To learn more about the Poly’s student life, the student’s unions and committees, look at: <a href="http://www.polymtl.ca/vie">www.polymtl.ca/vie</a></li> </ul>
<p><b>FINANCIAL AID AND AWARDS</b></p> <ul style="list-style-type: none"> <li>■ Student financial Assistance</li> <li>■ Scholarships</li> <li>■ Information session and workshop for the preparation of financial assistance (Loans and Bursaries)</li> <li>■ Information session for the preparation of intern scholarship applications</li> </ul> <p>Timetable available at: <a href="http://www.polymtl.ca/aide-financiere">www.polymtl.ca/aide-financiere</a></p>	<p><b>INTERNATIONAL</b></p> <ul style="list-style-type: none"> <li>■ International student support (full-degree programs)</li> <li>■ International exchange programs (incoming and outgoing)</li> <li>■ Post-graduation work permit</li> <li>■ Information sessions on permanent residence</li> <li>■ Information sessions on income taxes</li> <li>■ Information sessions for International Mobility Program</li> <li>■ Pre-departure and re-entry information sessions (outgoing mobility)</li> </ul> <p>Schedule available at: <a href="http://www.polymtl.ca/etudiants-internationaux/en">www.polymtl.ca/etudiants-internationaux/en</a></p>
<p><b>CAREER MANAGEMENT COUNSELING SERVICE</b></p> <ul style="list-style-type: none"> <li>■ Career counseling and career management</li> <li>■ Internship or job search strategies</li> <li>■ Support for your first steps on the labour market</li> <li>■ Support to prepare a personalized resume and cover letter</li> <li>■ Job interview coaching</li> </ul>	<ul style="list-style-type: none"> <li>■ Career advice by appointment or on a walk-in basis</li> <li>■ Workshops in French and English</li> <li>■ Weekly newsletter for the students</li> <li>■ Collaboration with the Internships and Jobs Service</li> <li>■ Website: <a href="http://www.polymtl.ca/sp">www.polymtl.ca/sp</a></li> </ul>

## SUPPORT FROM YOUR ACADEMIC UNIT

When you have questions regarding your academic progress or you are in need of special assistance, don't hesitate to contact your program coordinator or the person assigned to assist new students within your department. At the Graduate studies, this person is the graduate program coordinator (CPÉS). Be smart and think proactively!

## MATHEMATICS SUPPORT CENTER (CCM)

Could you use some help in math? At the CCM, you will find:

- counselors to talk to;
- help with homework and in preparation for exams;
- a reference bank (old exams and homework assignments);
- computer resources;
- workshops, conferences, and contests;
- classmates, friends, and a pleasant study environment!

[www.ccm.polymtl.ca](http://www.ccm.polymtl.ca) (only in French) / Office B-504



## INTERNSHIPS AND JOBS SERVICE

The service maintains a link between employers and students to foster a favorable integration for students and graduates in the workforce. Whichever career path chosen at the end of your engineering studies, the Internships and Jobs Service and the Career Management Counseling Service is there to assist you in your job search.

- Internship, summer job, permanent or temporary job postings on La Ruche\*
- Support for employers who are recruiting interns or engineering graduates
- Follow-up with employers and students during their internship (quality of supervision, health and safety, etc.)
- Organised information sessions on job market specific to each engineering department
- Support for employer networking activities organised by student councils such as the AEP, la Promo and the AECSP
- Organisation for employer information sessions on campus
- Promotion of off-campus career activities
- Support to students in their search for international internships or for entrepreneurial internships.

For more information, please visit: [www.polymtl.ca/sp](http://www.polymtl.ca/sp)

## THE OMBUDSMAN

The Ombudsman may act as a counselor or mediator in all conflicts between members of the Polytechnique community (students, job applicants, graduates, employees, faculty, staff, management, etc.). He is the last resort for resolving a problem when all other recourse available to the complainant has been exhausted. The Ombudsman is an impartial observer in the application of Polytechnique's regulations and policies, as well as the administrative processes that result. He is bound by an oath of confidentiality which cannot be broken without the consent of all parties involved. When a complaint is received, the Ombudsman intervenes from a position of neutrality with the goal of rectifying any injustice or act of discrimination. The Ombudsman operates independently of Polytechnique executives, and submits a report of his activities to the Board of Directors.

[www.polymtl.ca/ombudsman](http://www.polymtl.ca/ombudsman)

\* Exchange students (one or two study terms) do not have access to La Ruche but have access to other services.

## ARE YOU IN ONE OF THOSE SITUATIONS?

### MATURE/RE-ENTRY STUDENTS

If you have been out of school for some time whether or not you have already studied at the university level at another institution (in Quebec or abroad), your first few terms at Polytechnique will be a period of adaptation to your new surroundings. Above all, do not downplay this adjustment from either a personal or academic standpoint. For this reason, and from the very start, we strongly encourage you to meet with the student advisor in Student Services.

There are several support services and resources available to you, among them a tutoring program, workshops, and many others to help you start off on the right foot!

### SCHOOL AND PERSONAL DIFFICULTIES

Do you often have difficulty focusing on organizing your time and your school to-do list? Are you falling behind in a certain subject (math, physics, French, etc.)? Are you anxious about fitting in at Poly? Having a hard time these days in general? Don't be shy to come talk about it with a student advisor at Student Services to help you keep succeeding.

### STUDENTS WITH DISABILITIES

Are you dealing with a disability : motor skills, visual acuity, learning disability, attention deficit disorder with or without hyperactivity, mental health issues, etc?

The Office of Support for Students with Disabilities (SÉSH) provides support to students with disabilities (physical, learning, etc.) to promote their integration and success at Poly. Do you have concerns? Visit the Student Services Office to meet with an advisor who is here to listen, who ensures the arrangement of necessary accommodations, is familiar with the relevant resources, and whose overall goal is to help you reach your full potential. Consultations are confidential.

### STUDENT PARENTS

You have one or more children in your care? Your time is a precious resource considering the number of responsibilities you are juggling. It is important for you to organize your work load well to optimize achievement of your academic and professional goals. If you have questions or you encounter difficulties, come see the student advisor in Student Services.

In addition, make sure to be well acquainted with the resources available to you from Student financial assistance (approval of certain personal expenses). Some students with dependent children can also be registered part-time while keeping their eligibility for the loans and bursaries program. To learn more about the criteria, visit [www.afe.gouv.qc.ca/en](http://www.afe.gouv.qc.ca/en) or meet with the advisor of the Financial Aid and Awards Office. Furthermore, you should contact your program coordinator and the Registrar's Office if you anticipate studying part-time.

If you are looking for a daycare spot for your child, ask at Polytechnique's daycare centre (centre de la petite enfance, or CPE), "Les Petits Génies".  
[www.employes.polymtl.ca/lespetitsgenies/](http://www.employes.polymtl.ca/lespetitsgenies/) (only in French)

Are you looking for a flexible child care environment that can adapt to your parent-student situation? The *Le Baluchon* drop-in center is a service offered by FAÉCUM to allow parents and students of the Université de Montréal campus to have access to affordable and flexible on-campus care.  
[www.faecum.qc.ca/services/halte-garderie](http://www.faecum.qc.ca/services/halte-garderie) (only in French)



## LOUISE-LALONDE-LAMARRE LIBRARY

### THE FIRST STEPS

Once you have your student ID card, you can borrow books, up to 30 books for a period of 30 days, from the Louise-Lalonde-Lamarre library. Your ID card is also required for borrowing the library's laptops & iPads, as well as for using its group study rooms.

The Louise-Lalonde-Lamarre library's website lets you access your library account and offers numerous search tools (catalogues, lists of databases & journals, course reserves) in addition to library services and recommended subject resource guides.

[www.polymtl.ca/biblio/en/](http://www.polymtl.ca/biblio/en/)

### A WELCOMING SPACE

The Louise-Lalonde-Lamarre library, bathed in natural sunlight with spectacular views, occupies the 7th and 8th floors of the Lassonde buildings. You can choose the study space that suits you best: areas filled with group worktables, where conversations are allowed; or quiet areas with individual study carrels, which are calmer and less noisy.

### EQUIPMENT FOR YOUR USE

You can borrow laptops for use inside the Louise-Lalonde-Lamarre library (4 hour loan period) or take an iPad home for 3 days. The library also offers scanners, photocopiers and printers for public use.

You can also reserve in-person or online any of the library's 13 group study rooms. The different study rooms can accommodate from 2 to 10 persons and are equipped with monitors, laptops and whiteboards. Reserve early, as these rooms are very popular from mid-semester to final exam period.

### 3D PRINTING SERVICE

The Louise-Lalonde-Lamarre library can print your 3D model file in non-toxic PLA plastic (polylactic acid). To learn more about this service, please consult the following webpage:

[www.polymtl.ca/biblio/en/3d-printing](http://www.polymtl.ca/biblio/en/3d-printing)

### EVENTS & TRAINING AT THE LOUISE-LALONDE-LAMARRE LIBRARY

Check out the workshop schedule on the website and sign up!

#### Library 101 Courses

Sessions to learn how to use the library's equipment, print/electronic collections and search engines are offered at the beginning of the Autumn & Winter sessions.

#### EndNote Workshops (free reference management software)

Consult the Events Calendar for sessions on how to effortlessly cite and generate reference lists for your assignments and papers with EndNote & MS-Word.

#### BibTeX-JabRef Workshops (shareware)

Learn how to manage your references in BibTeX format using JabRef and create bibliographies for documents in LaTeX format. Consult the Events Calendar.

### WORKING WITH STUDENT PARTNERS

The Louise-Lalonde-Lamarre library actively collaborates with various Polytechnique student technical clubs, groups and associations by offering services such as book purchases, coaching and organizational assistance, as well as hosting events/exhibits, etc. For more information, contact the Reference staff in-person or by email [biblio@polymtl.ca](mailto:biblio@polymtl.ca).

### RELAX AND BROADEN YOUR HORIZONS

The library's cultural collection offers of a wide range of non-fiction and fiction works such as CDs to learn a foreign language, travel guides, novels, biographies, history, art, cooking, graphic novels, etc.

### NEED HELP?

If you require any assistance, contact the Reference staff in-person, by chat or by email [biblio@polymtl.ca](mailto:biblio@polymtl.ca).

### ACCESS TO OTHER UNIVERSITY LIBRARIES

Your student ID card allows you to borrow books from University of Montreal and HEC libraries. You need a BCI card, which is freely available at the library's Circulation Desk, to borrow books from other Quebec university libraries. Books must be borrowed in-person at these other libraries but can be returned at Polytechnique library.



# Getting involved in student life



## STUDENT ASSOCIATIONS

A student association officially groups together all the students supervised by the same academic unit. At Polytechnique, there are two student associations: one for undergraduate students (AEP) and one for graduate students (AÉCSP). They defend their members' interests, and participation is strongly encouraged.

### Association des étudiants de Polytechnique (AEP)

All students registered for a bachelor's program are members of the AEP. The association coordinates the 13 student education associations, whose mission it is to represent the students of every program at Polytechnique. The dynamism of the AEP is found in its various clubs and on-campus committees that organize parties, student radio, happy hours, shows, and many other activities that enrich student life at Polytechnique. It also manages everyday life, taking care of the cafeterias, the student agenda, and the dental and complementary health insurance programs.

[www.aep.polymtl.ca](http://www.aep.polymtl.ca) (only in French)

### Association des étudiants aux cycles supérieurs de Polytechnique (AÉCSP)

All students registered in a DESS, master's or doctoral program are members of the AÉCSP. AÉCSP's mission is to improve the social, moral, intellectual, and economic situations, as well as physical well-being of its members. Keep an eye on your e-mail for a calendar of activities offered throughout the year: outings, festivals, wine and cheese, coffee and donuts, conferences, and much more!

[www.aecsp.qc.ca/en](http://www.aecsp.qc.ca/en)

## TECHNICAL SOCIETIES

The technical societies bring together people who are bitten by the engineering bug in every field. Their shared passion: carrying out technical projects with a view to taking part in annual competitions that take place on land, on water and in the sky. Polytechnique supports these students by providing them with funding, space and equipment to bring their projects to fruition.

## STUDENT COMMITTEES

The student committees are a grouping of students with a common objective. There's something for everyone, from the construction of robots to the staging of a play, the brewing of beer and the defense of student rights. We suggest that you take the time to learn more about these groups and to get involved, for they will add much value to your student life and will help in your social integration, and thus your academic success! For a complete list, refer to your agenda, the guide handed out on PINEP day or see

[www.polymtl.ca/vie](http://www.polymtl.ca/vie) (only in French)

**IT'S BEEN PROVEN!** Students who are involved in their community are better integrated and more enthusiastic during their studies. For the most part, they have better grades at school and feel less stressed out and less depressed.

# Sustainable Development at Polytechnique

Polytechnique has been committed for several years to increasing the sustainability of all its activities, in a process that involves the entire community. The 2016-2020 Sustainable Development Action Plan is structured around seven main themes: training, research, operations, food services, community, engagement and governance.

In 2016, in recognition of its progress towards sustainability, Polytechnique obtained a STARS Silver rating. STARS is an international rating system, awarded by the Association for the Advancement of Sustainability in Higher Education (AASHE).

In addition, since March 2017, Polytechnique has been designated "Fair Trade Campus" for its efforts to promote fair trade products.

As a student, there are many ways of getting involved in Polytechnique's efforts towards sustainable development.



## 1. SORT YOUR WASTE

- Contribute to Polytechnique's effort which aims to recover 70% of recyclable materials and paper, and 60% of compostable materials.
- Take a moment to read the instructions displayed on the sorting stations. You are wondering about what to do with a waste? Visit [www.polymtl.ca/durable/poly-tri](http://www.polymtl.ca/durable/poly-tri).



## 3. COMMUTE IN A MORE SUSTAINABLE WAY

- Give priority to public transportation.
- Get a 30% discount on a parking permit for carpooling or find information on carpooling platforms and apps, like Netlift, on our website.
- Use the various parking spaces for your bike and use the showers after climbing up to Polytechnique!
- Participate in bicycle repair workshops with Biciklo: [www.biciklo.ca](http://www.biciklo.ca).
- Get a 20% discount on the annual BIXI membership.

## 2. CHANGE YOUR CONSUMPTION HABITS AND REDUCE YOUR ENVIRONMENTAL FOOTPRINT

- Enjoy Meatless Mondays at the cafeteria.
- Bring your own mug and help reduce our waste: there is a tax on paper cups at Polytechnique (15 cents per cup)! By bringing your own plate, you will get a 10 cents discount.
- Drink water from the various water fountains and reduce our use of bottled water.
- Reduce your paper consumption: review your document on the computer, use emails and print double-sided.

## 4. GET INVOLVED AND LEARN

- Join one of the numerous committees, clubs and technical societies that have activities that are linked to sustainable development.
- Join the network of student ambassadors of the Sustainability office.
- Develop a project on the campus and apply for funding at the next call for projects from the "Fonds pour des initiatives durables".
- Register to the various courses, options and programs that focus on sustainable development issues.
- Follow the projects of the more than twenty research units and centres that work on sustainable development issues at Polytechnique.

# Preparing an international exchange

## THE INTERNATIONAL MOBILITY PROGRAM, IT'S... IRRESISTIBLE! FEASIBLE! RELEVANT!

- Enrich your engineering studies from an international perspective.
- Set yourself apart in the labor market.
- Improve your knowledge of a foreign language.
- Build yourself a network of contacts throughout the world.

Polytechnique's International Mobility Program enables you to complete one or two terms of study outside of Quebec in one of our 250 partner institutions. Courses taken and successfully completed as part of the exchange are recognized as equivalencies upon your return.

You may also opt for a double degree or a year of specialization abroad. Double degree students complete their first 90 credits at Polytechnique, followed by two years at a partner institution (France, Belgium, Italy and Switzerland). The successful completion of these five years of study yields two degrees, an engineering degree from Polytechnique Montréal and an engineering degree from the partner institution.

## CHOOSE YOUR DESTINATION!

- |                    |                     |
|--------------------|---------------------|
| 01 / South Africa  | 19 / Italy          |
| 02 / Germany       | 20 / Lebanon        |
| 03 / Australia     | 21 / Malaysia       |
| 04 / Austria       | 22 / Morocco        |
| 05 / Belgium       | 23 / Mexico         |
| 06 / Brazil        | 24 / Netherland     |
| 07 / Canada        | 25 / Portugal       |
| 08 / Chile         | 26 / Czech Republic |
| 09 / China         | 27 / United Kingdom |
| 10 / Colombia      | 28 / Russia         |
| 11 / Spain         | 29 / Singapore      |
| 12 / United States | 30 / South Korea    |
| 13 / Finland       | 31 / Sweden         |
| 14 / France        | 32 / Switzerland    |
| 15 / Hong Kong     | 33 / Taiwan         |
| 16 / India         | 34 / Thailand       |
| 17 / Ireland       | 35 / Venezuela      |
| 18 / Israel        |                     |



International exchange is a project that takes planning, so we suggest that you begin thinking about it from your first year of study. Attend the mandatory information sessions held in autumn to learn more about this program! Application files are submitted once per year, in January preceding the departure.

A scholarship, an intercultural preparation and an administrative support is offered to each selected candidate.

To learn more about admission criteria, partner universities and procedures for the application, consult:  
[www.polymtl.ca/echanges-internationaux](http://www.polymtl.ca/echanges-internationaux)



# Living in Montreal

**QS Best Student Cities 2017:** Montréal, is the world best city according to international students

## MONTREAL, A SAFE CITY

Statistics have shown that Montreal is one of the safest cities in North America, including within its public transportation system. All the same, we advise that you take certain precautions as you would in any big city:

- If you do not feel comfortable walking longer distances by yourself at night, take a night bus (after the metro closes) or a taxi. Women traveling alone at night can ask the bus driver to let them off in between two bus stops.
- In bars, always keep your drink with you, and never accept a drink offered to you from a stranger.
- Theft remains the most frequently reported crime in Montreal. Do not leave your personal effects (bags, laptops) unattended in public places, including at Polytechnique.

**Most importantly:** trust your instincts! If you do not feel safe, ask for help or leave.

### Telephone numbers to know

**911:** emergencies (ambulance, police, fire department)

**4444:** Polytechnique Public Safety

## WEIGHTS AND MEASURES

Canada uses the metric system, but old Anglo-Saxon habits die hard. Thus, a person's height is often given in feet and inches, while one's weight (and often that of goods) is given in pounds and ounces. When you rent an apartment, run errands, or ask for information on measures, pay close attention!

## I'M SICK...

In Quebec, rushing to your doctor's office is not always the best reflex, as the health care network is overloaded and the waiting time in walk-in clinics is often several hours long. You are therefore better off first evaluating whether a doctor is really needed.

For non-urgent cases:

- Start by calling 811 to speak with an Info-Santé nurse. They will help you determine whether a doctor's visit is necessary. This service is free and is available 24 hrs/day, 7 days/wk.
- Try your local pharmacy! Pharmacists are often able to offer quick advice at no charge, suggest over-the-counter medication, and redirect you to the appropriate health care services.

House calls are rare in Quebec, so try your CLSC (Centres locaux de services communautaires) and local clinics, which offer a number of health care services. You may also refer to [www.santemontreal.qc.ca/en](http://www.santemontreal.qc.ca/en) or dial 811 to find a walk-in clinic near you, and to learn its hours of operation, which tend to vary.

The Université de Montréal Health Center (CSCP) likewise offers a wide range of services: [www.cscp.umontreal.ca](http://www.cscp.umontreal.ca)

**In case of emergency, dial 911 immediately.**

To receive medical care in clinics and hospitals, you must present your "carte soleil" or RAMQ card (*Régie de l'Assurance Maladie du Québec*) or the school's health insurance card (Desjardins) (see p.12-13).

In theory, an insured student pays nothing upon presentation of his "carte soleil". With the school's insurance coverage, it is often necessary to pay fees up front, and to then submit a request for reimbursement with Desjardins. Forms and further information: [www.polymtl.ca/etudiants-internationaux/en/health-insurance/system-compulsory-insurance](http://www.polymtl.ca/etudiants-internationaux/en/health-insurance/system-compulsory-insurance)

Want to discover the vibrant Montreal's cultural life? Subscribe to the International Student MTL Passport: [passportmtletudiant.com](http://passportmtletudiant.com)

Thinking about staying after your studies? See the activities of "I choose Montréal": [www.ichoosemontreal.com](http://www.ichoosemontreal.com)



## TRANSPORTATION

### PUBLIC TRANSIT

The Montreal Transit Corporation (STM) serves the entire island of Montreal with public transportation (metro, bus, and night bus). To learn more about the network, rates, routes, and schedules, visit the STM website:

[www.stm.info/en](http://www.stm.info/en)

To take advantage of the reduced student rates, see page 24 of this guide.

### BICYCLING

Montreal is a cyclist's city! As soon as good weather arrives, the bikes overtake the streets... but, caution, if you travel by bike, you are expected to respect the same rules of the road as when traveling by car, and under stiff penalty. And stay alert, as bike theft is common in the city. Arm yourself with a good bike lock.

**BIXI** is a public bicycle sharing system designed for short trips (45 minutes or less). The system is accessible 24 hours per day, 7 days per week, from May to November. There are a few BIXI stations near Polytechnique. To learn more and to view a detailed map of all BIXI stations, visit: [montreal.bixi.com](http://montreal.bixi.com) (only in French)

**L'atelier Biciklo** is a community bicycle repair shop located at Polytechnique, where you can attend workshops, get your bike repaired, or offer your services as a volunteer.

[www.biciklo.ca](http://www.biciklo.ca) (only in French)

**SOS Vélo** is a non-profit organization that salvages used bikes and recycles them as "new". In addition to saving money, you can do a good deed, because SOS Vélo employs individuals who are working towards social rehabilitation.

[www.sosvelo.ca](http://www.sosvelo.ca) (only in French)

### DRIVING AND PARKING

#### Road conditions

Drive very carefully in winter! Before leaving, call 511 or visit:

[www.quebec511.info/en/](http://www.quebec511.info/en/)

#### Various options:

- **Communauto:** Car-sharing service. Insurance and gas are included in their rates! For more information: [www.communauto.com/index\\_ENG.html](http://www.communauto.com/index_ENG.html)
- **Carpooling:** within the city and long distances (Allo-stop, AmigoExpress, etc.).

#### Car rental:

Impossible before the age of 21, and with an extra insurance premium before the age of 25. Must have credit card and possession of valid driver's license for more than one year. Pay attention to mileage limits and insurance coverage.

#### Parking at Polytechnique

[www.polymtl.ca/sdi/secteurs/stationn](http://www.polymtl.ca/sdi/secteurs/stationn)



#### Driver's licenses

An international with a valid study permit may drive using a foreign driver's license if printed in French or in English. It is also possible to take driver license test here. Otherwise, an international driver's license is required.

[www.saaq.gouv.qc.ca/en](http://www.saaq.gouv.qc.ca/en)

## TRAVEL

**By "coach" or bus line:** the most efficient and economical way to travel in Quebec, Canada, and the United States. Most of these buses depart from and arrive at the bus station connected to the Berri-UQAM metro station. Primary carriers: Greyhound, Orléans Express, Adirondack, among others. Visit [www.gamtl.com/en/bienvenue/default.aspx](http://www.gamtl.com/en/bienvenue/default.aspx) (only in French) for rates and schedules. Some rebates are available for students.

**By train:** The company VIA Rail serves Canada, and AmTrak serves the United States. Central station is located at Bonaventure metro station. [www.viarail.ca/en](http://www.viarail.ca/en)

**Travel insurance:** Whether for a trip of a few hours or a few days, it is absolutely necessary to purchase travel insurance, as the smallest health issue can prove very expensive. A few companies: insurance through the ISIC card, Quebec Blue Cross, Assurance Bon Voyage, or CAA Quebec.

## RECREATION

Whether you are a music, cinema, theater, or outdoors enthusiast, Montreal has all you could want and more! In summer as in winter, the city is bubbling with festivals, art exhibits, and sporting events. All this at bargain prices, and often free. Become a true Montrealer by discovering the city's activities season by season. Don't miss out: check out the weekly (and free!) newspaper *Voix* and the City of Montreal website.

# Winter in Montreal



“MON PAYS CE N’EST PAS UN PAYS, C’EST L’HIVER...”

- Gilles Vigneault, Quebecois author, composer, and performer.

## NEWCOMERS TO QUEBEC

Regardless of your home country’s climate, the season of winter greatly influences Quebecois lifestyle and culture, and is often a challenge for international students. Dress warmly, make it yours, and have fun!

## LOCALS

Help a newcomer discover winter! Take this chance to make an international network of friends and to spend unforgettable moments together.



To learn where to buy your winter gear and other useful tips, attend the workshop, “S’installer à Montréal”, which will be offered during the Welcome activities program.

## ADVICE ON HOW TO STAY WARM

Montreal winters can be frightening considering that the temperature dropped to -37.8 °C in 1957, or that March 1971 saw 1.02 meters of snowfall. Yet, truth be told, there is much to enjoy about this magical season. Here are a few basic tips:

**Trust your senses.** Each person has their own unique tolerance for the cold. Dress according to how you feel, not according to what you see.

**Keep an eye on the weather forecast.** Going by the clear blue sky can be misleading. A very sunny day can include record lows, while snow brings with it milder temperatures. Checking the forecast ([www.theweathernetwork.com](http://www.theweathernetwork.com)) before heading out allows you to learn both the actual and felt temperatures (wind chill factor), as well as when the next snowstorm is due to hit.

**Focus on the basics.** To stay warm, start with the trio hat-mittens-scarf, followed by warm boots, and a good winter coat. The trick is to be warm, but not exceedingly so, or you risk breaking a sweat and catching cold from the humidity. This is why a locker (see p. 24) is useful for storing your boots and coat during your time indoors at Poly.

**Dress in layers.** Your Quebecois classmates will tell you: it’s not cold, you’re just poorly dressed! From head to toe, wearing several layers is the best way to keep the cold at bay (it’s the pockets of warm air between each layer that keeps you warm). The “onion peel” method consists of three layers: a first layer next to the body, that keeps you dry by wicking away perspiration; a second layer that insulates and keeps you warm; and a third water-proof layer that protects you from the rain, wind, and snow, and if possible, lets the body breathe.

**Dress according to the days' activities.** Before getting dressed, take into account your plans for the day. If you won’t be outside for more than a few minutes or if you’ll be in constant motion, you won’t have time to get cold. However, if you will be waiting outside at the bus stop or walking for more than ten minutes, you will need to be warmly dressed.

**Eat well and hydrate.** The human body is like a little thermal power station that must be kept at 37 °C. To do so, it needs fuel. So eat when you're hungry, consuming three complete meals per day. The body’s metabolism, in generating so much heat, also uses a lot of water, as much as in the heat waves of summer.

**Ask for advice from your Quebecois friends.** They grew up with winter, they know it well and they love it! Take their advice and get involved in activities organized by Poly’s student associations.

**And if I catch cold?** Well, you must not have followed our advice! It happens to everyone. Refer to the section, “I’m sick”, on page 50.



## MAKING THE MOST OF WINTER (OR "CAN YOU COME OUT AND PLAY?")

Too many students spend winter indoors ("all cooped up"). This can easily lead to depression, isolation, and course failure. Winter is long (it lasts five months) and it's not imaginable to go without fun for nearly half the year. Need some ideas for winter outings and activities?

Here's our selection:

**Events in Montreal:** the festival Montréal en lumière, the Fête des neiges, DJ sur glace IGLOOFEST, Nuit blanche de Montréal, and more.

**Cross-country skiing:** the City of Montreal offers several cross-country ski trails, and all without leaving the island. Visit the city's website to learn more.

**Downhill skiing:** there are several ski resorts in the Montreal area. Take advantage!

**Ice skating:** the City of Montreal has 169 outdoor ice rinks (the majority free), not counting the indoor rink in the Vieux-Port and the very famous indoor rink at 1000 de La Gauchetière.

**Polar bear plunges:** jumping into the ice-cold river in the middle of winter? No thank you! And yet, many Scandinavians have integrated this practice into their way of life. Many Quebecois are now joining in with enthusiasm. A must-try!

**Sledding:** if you feel like trying something new, inexpensive, and original, go sledding on the hills of Mont Royal. Plastic bags, inner tubes, anything is good for sledding.

**Snowshoeing:** with the help of some ultra-light snowshoes, you can climb the groomed peaks of the Laurentides, Lanaudière, and Estrie.

**Dog-sledding:** for an original ride in communion with nature.

**Snowmobiling:** the snowmobile is a purely Quebecois invention that allows you to zip along on kilometer after kilometer of snow.

**Outside of Montreal:** Discover the pleasures of winter. Visit [www.quebecoriginal.com/en-ca](http://www.quebecoriginal.com/en-ca)

# Making my immigration experience a success



## UNDERSTANDING YOUR IMMIGRATION STATUS

To successfully obtain a degree from Polytechnique, you will need to pass all of your classes, while also maintaining a lawful presence throughout your studies! You will therefore need to not only master double integrals and engineering standards, but also the subtleties of immigration policy. Polytechnique does not leave you alone to tackle this challenge: below you will find some basic information on the topic, as well as further details on our website: [www.polymtl.ca/etudiants-internationaux/en](http://www.polymtl.ca/etudiants-internationaux/en).

Canadian law groups those individuals physically present within its borders into three categories. Each legal status is conferred with a specific document.

Status	Temporary Resident	Permanent Resident	Canadian Citizen
<b>Document conferring status</b>	<ul style="list-style-type: none"> <li>■ Study permit <b>or</b></li> <li>■ Work permit <b>or</b></li> <li>■ Visitor record</li> </ul>	<ul style="list-style-type: none"> <li>■ Confirmation of permanent residence stamped by a border service agent</li> </ul>	<ul style="list-style-type: none"> <li>■ Canadian passport <b>or</b></li> <li>■ Citizenship certificate</li> </ul>

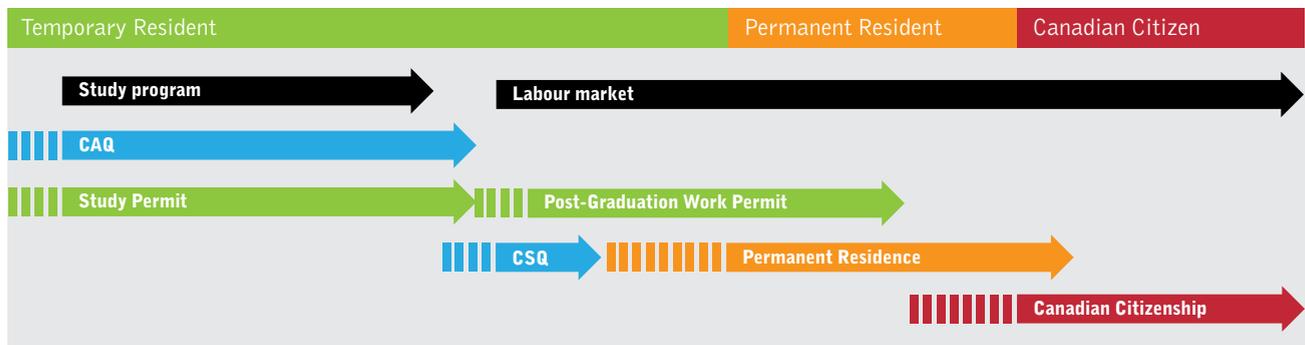
## CAQ, CSQ: PARTICULARITIES OF QUEBEC IN MATTERS OF IMMIGRATION

Quebec retains the exclusive authority over selection of those foreign nationals who will stay within its borders. This means that the Canadian government does not have the right to grant you permission to stay (permits for study, work, or permanent residence) without prior authorization from the Quebec government. This is why to obtain a study or work permit, a CAQ (Quebec Acceptance Certificate) is required, unless you are the beneficiary of an exemption. To obtain permanent residence in Quebec, a CSQ (Quebec Selection Certificate) is required. To be given legal status, the CAQ or the CSQ are not sufficient; you need to have obtained a study permit, a work permit or permanent residence.

## SETTLING IN CANADA

Thinking about staying in Canada after graduation and applying for permanent residence? A word of caution, the process is a long one, and generally cannot be undertaken until after completion of your studies, except at the PhD level. Attend the "Post-graduation work permit and permanent residence in Québec" workshop offered each Fall and Winter terms for more information.

## TYPICAL IMMIGRATION PROCESS FOR AN INTERNATIONAL STUDENT



# Maintaining legal status



## MAKE SURE THESE THREE DOCUMENTS ARE VALID AT ALL TIMES...

Your authorizations to stay (CAQ and study permit) must remain valid at all times, from the first to the last day of each term of enrolment at Polytechnique and of your presence in Quebec, in order to:

- keep your student file active vis-à-vis the *Ministère de l'Éducation et de l'Enseignement Supérieur*;
- maintain legal status in Canada.

To learn everything regarding the obtention of your immigration documents, visit the section on our website named "Preparing for your stay".

### 1. Passport

The study permit and the TRV (temporary resident visa) cannot have a validity period that extends beyond that of your passport. Ask your country's consular services about renewal deadlines and procedures you can carry out from within Canada.



### 2. Quebec Acceptance Certificate (CAQ) for study

The CAQ is granted by the Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI), also called "Immigration Québec". It is restricted to a specific level of study (undergraduate, master's or doctorate).



### 3. Study Permit (SP)

The SP is granted by Immigration, Refugees and Citizenship Canada (IRCC), also called "Immigration Canada". This document gives you a legal status in Canada.



## TO MAINTAIN VALID TO RETURN TO CANADA AFTER A STAY ABROAD

### Temporary Resident Visa and Electronic Travel Authorization

People coming from certain countries, to be authorized to enter Canada, also need a temporary resident visa (TRV). It comes as a counterfoil that a Canadian Visa Office sticks in a passport. The visa does not provide legal status in the country; it only gets you across the border.

If you are TRV-exempted, you will need an Electronic Travel Authorization (eTA) to come to Canada by plane. American citizens are exempted from both measures.

Both the TRV and the study permit are automatically granted along with the approval of the study permit by Canadian Visa Office abroad. For in-Canada renewals, see p.56.

## ...TO AVOID BEING DEREGISTERED FROM POLYTECHNIQUE!

### Be in order from the start

For your first semester at Polytechnique, you must submit your CAQ and SP at the Registrar (see p. 20), or at the latest by the course change deadline, or you will be deregistered.

**Autumn** > September 11, 2017

**Winter** > January 19, 2018

**Short summer** > May 11, 2018

**Long summer** > May 18, 2018

## OBLIGATION TO REMAIN REGISTERED IN A PROGRAM

The CAQ holder must make studies their “principal activity”, that is to say to remain registered full time during mandatory registration terms.

- Bachelor’s program, DESS and professional master’s = Fall and Winter terms
- Thesis master’s and PhD = each term

A study permit holder is required to “remain enrolled” and to “actively pursue their studies.” Failure to adhere to these requirements could lead to removal from Canada. Make sure to inform yourself directly with IRCC and the MIDI as to the exact criteria of these requirements in order to avoid having to leave Polytechnique and Canada before completion of your degree.

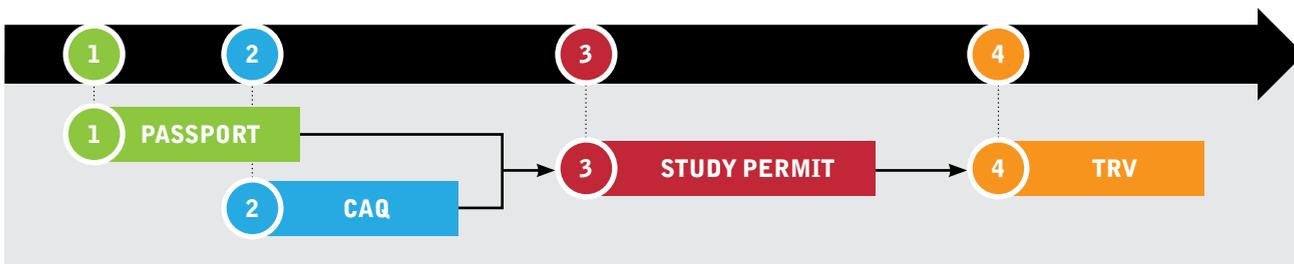
## RENEWAL OF YOUR IMMIGRATION DOCUMENTS

Take note now of your documents’ expiry dates. Before the current ones come due, you need to present your new CAQ and SP at the Registrar’s or, if not, you need to present proof that you have submitted renewal applications. If you do not do so, you will lose your Polytechnique registration, even if the term has already started.

The renewal process for the CAQ, SP and TRV from within Canada is substantially different from the initial application process for these documents from abroad. The most essential difference is that the process must be done in sequence; each document must be applied for in order, one after the next. Given the complexity and time required in the overall document renewal process, you must educate yourself as soon as possible on the steps to be taken, and begin the process itself six months before your documents’ expiration.

If you are exempted from the obligation to hold a valid TRV to enter Canada, in most cases, you will need an eTA to come to Canada by plane. The eTA must be renewed on line separately. The eTA is valid for five years, or until your passport expires, whichever comes first.

Refer to our website [www.polymtl.ca/etudiants-internationaux/en](http://www.polymtl.ca/etudiants-internationaux/en) under the section “Immigration”, to learn the necessary steps.



Refer to our website [www.polymtl.ca/etudiants-internationaux/en](http://www.polymtl.ca/etudiants-internationaux/en) under the section “Immigration”, to learn the necessary steps.

## WORKING IN CANADA

To work in Canada, you must be a Canadian citizen, permanent resident, or temporary resident (ex: International students) who meets the necessary conditions to do so. In all cases, you will also need a Social Insurance Number. Not to mention that you must also meet the criteria of local employers: quite a few challenges!

You will find below a summary of the conditions associated with work during studies. For more complete explanations, please visit the “Work and Internship” section on our website at: [www.polymtl.ca/etudiants-internationaux/en](http://www.polymtl.ca/etudiants-internationaux/en)

### WORKING ON AND OFF CAMPUS

An international student can be admissible to work during his studies if he respects the following criteria, among other things:

- He holds a valid study permit (SP);
- He is enrolled full-time at a Designated Learning Institution (DLI), like Polytechnique Montréal;

In order to work on the Poly-HEC-UdeM campus (including in all campus-affiliated buildings located within the City of Montréal), the student must meet the above-mentioned conditions. Please note that there is no central directory of on-campus employment opportunities for students;

#### In order to hold an off-campus job:

only students enrolled in a program lasting six months or more that leads to a Canadian degree or diploma are eligible. If your study permit does not explicitly state your eligibility for work off campus, you must contact IRCC to confirm your eligibility;

A limit of 20 hours of work per week applies during regular academic sessions. This limit does not apply during regularly scheduled breaks.

### DOING A MANDATORY INTERNSHIP IN YOUR PROGRAM

If you need to do a mandatory internship in your program, you must hold a co-op work permit. It has to be valid from the first day of your employment. Since processing times can take several weeks, read in advance on its conditions and application process on our website.

### SIN (SOCIAL INSURANCE NUMBER)

The SIN has nothing to do with health insurance. It is required for employment as your employer will declare your social contributions with it. You need a study permit or a work permit to apply for a SIN. Visit the jobs and internships section of the website under the section “Work and Internships” to find out about procedures.

### TAX RETURNS: MANDATORY FOR EVERYONE!

International students, even when they are not working in Canada or have no income, must fill out Quebec and Canadian tax returns. It is possible to carry out this process even if you have no SIN. Find out more at the workshop “Impôts-Express” (in French), offered once a year in the winter semester.

Only exchange students who are here for one or two terms may be exempted from this obligation.

### ENTERING THE QUEBEC JOB MARKET

The hiring criteria of North American employers, and Quebec ones in particular, are doubtless very different from the ones you may have prepared for in your home country. A poor understanding of this may prevent you from getting the kind of job you’re hoping for. But you’re not on your own in facing this challenge. Consult with a career management advisor or participate to one of the workshop of the Internships and Jobs Service to set off on the right foot for your internship or job search!

# Experiment Entrepreneurship

## DOING BUSINESS DURING YOUR STUDIES IS...

**An exceptional learning accelerator that allows you to:**

- Acquire complementary skills to those that you will develop during your courses and that will be useful to you no matter your career;
- Put into practice the technical knowledge taught.

**A means for you to thrive and fulfill yourself personally by:**

- Learning how to become more aware of your strengths and desires;
- Challenging yourself to carry out your own projects and have an impact in society.



Polytechnique offers many resources that let you discover entrepreneurship and help you with your entrepreneurial projects. These resources are available to you at any stage of your thought process and project!

## RESOURCES TO MEET EVERYONE'S NEEDS

### WORKSHOPS AND GUIDANCE

- Take part in entrepreneurship workshops organized by the Poly-UdeM Entrepreneurship Centre to equip yourself for starting your own business. A dozen expert-led workshops are offered each semester.
- Benefit from coaching sessions. Coaches from the Poly-UdeM Entrepreneurship Centre advise you on your business start-up in the total confidentiality.

### CONTESTS AND ENTREPRENEURSHIP PATHWAY

- Take part in Innovinc, a series of three contests that guide entrepreneur students throughout their entrepreneurial journey.
- Follow the Technopreneur pathway, which helps students in the commercialization planning of a technology stemming from academic research.

### COURSES AND TRAINING

- Enroll in courses and training programs to explore entrepreneurship as part of your academic career. Visit [polymtl.ca/entrepreneuriat/](http://polymtl.ca/entrepreneuriat/) for more information.

### ENTREPRENEURIAL INTERNSHIPS

- Do an entrepreneurial internship and achieve many of the key milestones of your entrepreneurial project as part of mandatory internships.

### CREATION SPACES AND ENTREPRENEURSHIP

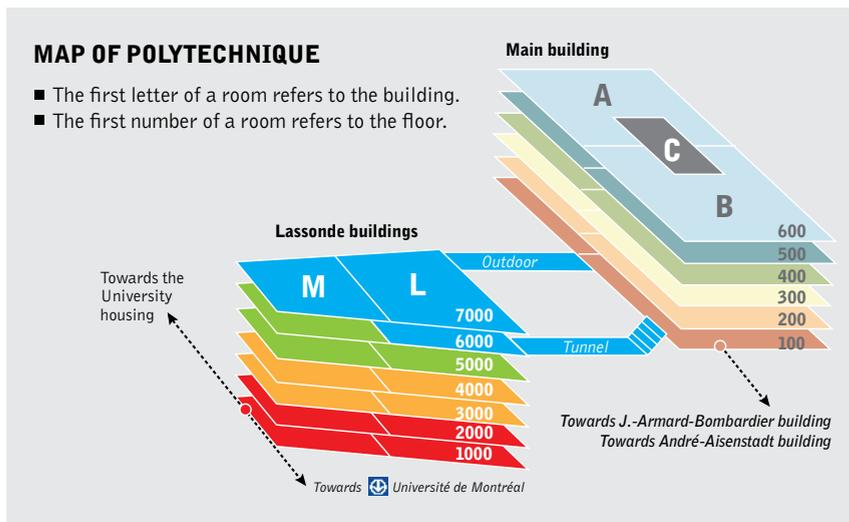
- Discover PolyFab Normand Brais, a workshop that offers access to design and manufacturing tools as well as training to help you bring your projects to fruition yourself.
- Checkout La cour de création, a workspace where students can work on their business project alone or in a team.

### STUDENT INITIATIVES

- Join Poly-E, the entrepreneur students' club that promotes entrepreneurship and stimulates entrepreneurial spirit within the student community.

For more information, please visit:  
[polymtl.ca/entrepreneuriat](http://polymtl.ca/entrepreneuriat) (only in French)

# Knowing your way around campus



## PUBLIC SAFETY

Ensure your safety and security and respond to all urgent calls for help within Polytechnique, 24 hours per day, 7 days per week.

In case of emergency, dial 4444 or visit them in person at a Public Safety desk:

- **Main building:** Office A-100  
Tel.: 514 340-4711, ext. 4840
- **Lassonde buildings:** Office M-1100  
Tel.: 514 340-4711, ext. 5291

## PARKING

Parking permits, policies and procedures.  
[www.polymtl.ca/sdi/secteurs/stationn/](http://www.polymtl.ca/sdi/secteurs/stationn/)

## CAFETERIAS

Aramark is the food service vendor that provides catering, such as in the cafeteria and at the coffee-break counters.

**Main cafeteria:** B-117.3

**Counters:** Foyer C-200, 6<sup>th</sup> floor of main building, 6<sup>th</sup> floor of Lassonde buildings, 1<sup>st</sup> floor of Lassonde buildings.

## CASH MACHINES

Two Desjardins cash machines are located on the 6<sup>th</sup> floor of the Lassonde buildings at the far end of the dining area. You can find Banque Nationale cash machines in some buildings of the Université de Montréal. Most of the others banks have branch on Chemin de la Côte-des-Neiges.

## REGISTRAR'S OFFICE

Admission, affidavits, equivalencies, course selection, transcripts, degree conferral, tuition fees, regulations, etc.

Office: A-201 / Tel.: 514 340-4724  
Office for exchange students: A-205  
E-mail: [registraire@polymtl.ca](mailto:registraire@polymtl.ca)  
[www.polymtl.ca/registriat/en](http://www.polymtl.ca/registriat/en)

## STUDENT SERVICES

Support for student success, student life, financial aid and awards, international students, Mobility Program, career management counseling service, support for students with disabilities, housing, psychologist, etc.

Office: C-240 / Tel.: 514 340-4843  
E-mail: [sep@polymtl.ca](mailto:sep@polymtl.ca)  
[www.polymtl.ca/sep](http://www.polymtl.ca/sep)

### INTERNSHIPS AND JOBS SERVICE

Connection between businesses and students, job and internship posting, workshops on writing a CV, preparing for an interview and employment search, advising on career management for graduate students.

Office: B-510 / Tel.: 514 340-4730

E-mail: [service.placement@polymtl.ca](mailto:service.placement@polymtl.ca)

[www.polymtl.ca/sp](http://www.polymtl.ca/sp)

### LOUISE-LALONDE-LAMARRE LIBRARY

Book & laptop loans, workspaces & study rooms, e-books & e-journals, databases and research help.

Lassonde Buildings, L-7600

514-340-4666

[biblio@polymtl.ca](mailto:biblio@polymtl.ca)

[www.polymtl.ca/biblio/en](http://www.polymtl.ca/biblio/en)

### STUDENT UNIONS

#### At the undergraduate level:

Polytechnique Student Union (AEP)

Office: C-215 / Tel.: 514 340-4747

E-mail: [aep@aep.polymtl.ca](mailto:aep@aep.polymtl.ca)

[www.aep.polymtl.ca](http://www.aep.polymtl.ca)

#### At the graduate level:

Polytechnique Graduate Student Union (AÉCSP)

Student lounge: C-418

Secretariat: C-419

Tel.: 514 340-4905

Fax: 514 340-5834

E-mail: [info@aecsp.qc.ca](mailto:info@aecsp.qc.ca)

[www.aecsp.qc.ca/en](http://www.aecsp.qc.ca/en)

### UNIVERSITÉ DE MONTRÉAL FITNESS AND RECREATION CENTRE (CEPSUM)

Just a few minutes' walk from Polytechnique, the CEPSUM, one of the largest athletic centres in Quebec, is open to all and has a number of facilities.

- Driving range for golf
- Basketball, handball, and volleyball courts
- Soccer fields
- Indoor ice rink
- Indoor climbing wall
- Olympic-size swimming pool and diving area
- Floor space for dancing, fencing, and combat exercises
- Indoor running track
- Training room
- Racquetball, squash, wallyball, badminton, and tennis courts
- Outdoor fields, and much more!

Full-time students at Polytechnique who have paid their tuition and miscellaneous fees are members of and have access to most CEPSUM facilities, the exception being the training room, access to which requires an additional membership. To learn all there is to know about the facilities and its fees, visit the CEPSUM's [www.cepsum.umontreal.ca](http://www.cepsum.umontreal.ca)

### UNIVERSITÉ DE MONTRÉAL HEALTH CENTER

This center offers a wide range of services (nutrition, health clinic, physiotherapy, etc.). Some fees are charged.

[www.cscp.umontreal.ca](http://www.cscp.umontreal.ca)



Term  
**AUTUMN**

August 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Term  
**WINTER**

January 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Term  
**SUMMER (SHORT)**  
**+ SUMMER (LONG)**

May 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Legend:**

-  No class
-  Undergraduate student orientation session
-  Integration day for new undergraduate students
-  Graduate student orientation session
-  Start of class
-  Presentation of final projects and integrated projects (undergraduate)
-  Final exams
-  End of term

# Campus map

## Find your way!



### LEGEND

1. Main building – Polytechnique Montréal

2. Lassonde buildings – Polytechnique Montréal

3. J.-A.-Bombardier building

4. André-Aisenstadt building

5. University housing

6. CEPSUM

Other Université de Montréal buildings

### GOOD TO KNOW!

#### Closest metro stations (in order)

Université-de-Montréal • Édouard-Montpetit • Côte-des-Neiges

#### Bus lines

**51** Boulevard Édouard-Montpetit

**129** Côte-Sainte-Catherine

**165** Côte-des-Neiges

**435** Express Du Parc/Côte-des-Neiges

#### Walking time

From Université-de-Montréal metro station  
to Lassonde buildings:

**12 minutes**

From main building to university housing:

**7 minutes**

From main building to CEPSUM:

**17 minutes**

From university housing

to Université-de-Montréal metro station:

**11 minutes**

From university housing to Édouard-Montpetit  
metro station:

**10 minutes**

#### Taxis

A telephone is available for your use free of charge, in A-100.1. There you will find a list of telephone numbers for the city's main taxi cab companies.

## AND NOW?

You are responsible for getting the most out of Polytechnique: your success depends upon it. Your studies are bound to mark a memorable stage in your life: you will discover those strengths that will help you find your path to success, one that is unique to you.

### Remember these few words of advice:

1. Lead a balanced lifestyle, respecting your needs;
2. Get involved in your studies and in all that inspires you;
3. Identify available resources and make the most of them;
4. Have fun!

**Poly opens its doors to you! Let's succeed together!**

### Student Services, Polytechnique Montréal

Campus de l'Université de Montréal

2900, Boul. Édouard-Montpetit

Office: C-240 / Tel.: 514 340-4843

E-mail: [sep@polymtl.ca](mailto:sep@polymtl.ca) / Website: [www.polymtl.ca/sep](http://www.polymtl.ca/sep)

**POLYMTL.CA**



You  **POLYMTLVIDEOS**