

STUDENT MOBILITY

INFORMATION SHEET – ACADEMIC YEAR 2016-2017



BRIEF OVERVIEW OF ÉTS

Founded in 1974, ÉTS (École de technologie supérieure) is a member of the Université du Québec network, based in downtown Montréal. Our mission focuses on applied training in engineering and technology transfer: we offer a variety of engineering degrees, both at the undergraduate and graduate levels.

Our university trains almost 25% of all undergraduate engineering students in Québec, thus ranking us first among institutions in the province, and third among engineering schools and faculties in Canada. ÉTS' undergraduate engineering programs are the only ones in Québec that have been specifically designed for students with technical backgrounds, making our teaching approach unique: we use a cooperative education model, all the professors have industrial work experience and every course includes labs or industrial case studies.

ÉTS is also renowned thanks to our successful research collaborations with industry, which represents approximately 65% of our research activities. We offer challenging master's and PhD programs in many fields of engineering: aerospace, energy, environment and construction, healthcare technologies and information and communications technologies.

Thanks to our population of over 8,000 students, the recent development of our campus' facilities and research infrastructure, as well as the implementation of innovative new programs, our industrial and international mobility partnerships have been bolstered.

GENERAL INFORMATION

Name	ÉTS - École de technologie supérieure	
Location	Montréal, Canada (Province: Québec)	
Website	www.etsmtl.ca/en	
Scientific news	http://substance-en.etsmtl.ca/	
Field of study	Engineering	
Departments	<ul style="list-style-type: none"> - Construction Engineering - Electrical Engineering - Software and Information technology engineering - Mechanical engineering - Automated Manufacturing, Operations and Logistics Engineering 	
Number of students	Approx. 8,000 students (6,300 undergrad. / 1,200 master / 500 PhD)	
Number of employees	Approx. 750	
Coordinating office	Office of International Mobility, Student Recruitment, and Programmes Promotion (BREPP)	
Contact person	INCOMING STUDENTS	Mr. Tanguy Bantas, Head of international mobility programmes
	OUTGOING STUDENTS	Ms. Annick Corbeil, Head of international mobility programmes
	ADMINISTRATOR	Mr. Éric Nolet, Student advisor
	STUDENT SERVICES	Ms. Alison Threatt, International Student Advisor
E-mail	Students should contact: international@etsmtl.ca	
Mailing address	ÉTS – École de technologie supérieure Office of International Mobility and Student Recruitment BREPP – Office#3700 1100, Notre-Dame West street Montréal (Qc) Canada, H3C 1K3	
Telephone number	+1 514 396-8800	



École de
technologie
supérieure

	Regular Exchange Program	Research Internships	Summer School in Innovation and Technological Design
Web reference page	http://www.etsmtl.ca/en/International/Procedure/Student-exchange-program	http://www.etsmtl.ca/en/International/Procedure/Laboratory-research-training	http://www.etsmtl.ca/en/international/summer-school
Language of instruction	French only	English or French	English only
Duration	1 term: 4 months 2 terms: 8 months	2 to 12 months	4 weeks
Dates	Fall term: August 31 – December 20, 2016 Winter term: January 3 – April 20, 2017	Internships can start anytime throughout the academic year	July 4 th to 29 th , 2016
Orientation activities	Fall term: August 26, 2016 Winter term: January 5 – 6, 2016	Upon arrival (registration required)	June 28 th and 29 th , 2016
Nomination deadline	Fall and Winter term: March 15	Not required	February 26 th , 2016
Application deadline	Fall term: May 1 st Winter term: October 1 st	Application can be submitted throughout the year	March 15 th , 2016
Admission requirements	<p>Applicants must be enrolled either in a Master's or an undergraduate program leading to an engineering degree, at a partner institution (bilateral or BCI-CRÉPUQ agreement).</p> <p>Students will be selected on the basis of their academic transcripts.</p>	<p>Applicants must be enrolled either in a postgraduate program (Master's or PhD) or be final-year students in an engineering undergraduate program.</p> <p>Students will be selected on the basis of their CV, cover/motivation letter and academic transcripts.</p> <p>Immigration restrictions apply. Applications are limited to International Experience Canada mobility program participants (international coop. internship): please check the eligibility-criteria and spots available.</p>	<p>Applicants must be enrolled either in a postgraduate program (Master's or PhD) or be one year away from graduation in an engineering undergraduate program.</p> <p>Students will be selected on the basis of their CV, cover/motivation letter and academic transcripts.</p>
Quota	<ul style="list-style-type: none"> - Bilateral agreement: no quota (if partner university plans to send more than 5 students per semester, please contact the incoming student exchange coordinator) - BCI (formerly CRÉPUQ): applications are limited to 2 semester slots (1 per term). 	<p>ETS does not apply quota for research interns if they are selected by a professor for their activity.</p> <p>Immigration restrictions and quota apply – see the above line.</p>	<p>Please contact the incoming student exchange coordinator.</p>

<p>Language requirements</p>	<p>Proof of French proficiency is required, unless it is the applicant's native language.</p> <p>An official language test is not mandatory. ÉTS accepts attestation letters from an appropriate representative of the home institution, stating that the applicant has adequate French competency to complete university level engineering courses and assignments.</p>	<p>French and/or English proficiency is subject to ETS professor's approval.</p> <p>Any official test results or attestation letter issued by an appropriate person at home institution is an asset.</p>	<p>A proof of English proficiency is required, unless it is the applicant's native language.</p> <p>An official language test is not mandatory. ÉTS accepts attestation letters from an appropriate person at home institution, stating that the applicant has adequate English competency to complete university level engineering courses and assignments.</p>
<p>Language courses</p>	<p>ÉTS does not offer French courses to exchange students. Exchange students may contact other universities in Montreal to inquire about registration modalities and applicable tuition fees.</p>	<p>Interns are not allowed to take courses.</p>	<p>French courses are not included in the Summer School programme.</p>
<p>Application procedure</p>	<p>Once applicants have been officially nominated by their home institution, they must fill out the on-line application form: https://admission.etsmtl.ca/ (portal in French) Every student has to select the following undergraduate (1er cycle) programme codes: <ul style="list-style-type: none"> - 1-term exchange : 0469 – Programme court en génie pour étudiant en séjour d'études - 2-term exchange : 4023 – Certificat en génie pour étudiant en séjour d'études </p>	<p>Applicants have to contact the ETS student mobility office by e-mail with all the required application documents attached. The student mobility office puts the applicants in contact with the professors related to their fields of interest and expertise.</p>	<p>Once applicants have been officially nominated by their home institution, they must fill out the on-line application form: Please contact the student mobility office to get the Summer School 2016 application form URL.</p>
<p>Processing period</p>	<p>Applications are processed between March and May, and between September and October.</p>	<p>Applications are processed within 2 weeks, once the application is approved by the professor.</p>	<p>Applications are processed between March and May.</p>
<p>Documents to be included (check-list)</p>	<p>Applicants must upload the following documents on-line:</p> <ul style="list-style-type: none"> - Post-secondary transcripts: university-level courses and marks - Birth certificate or other official proof of the applicant's identity - Course selection (projected study contract), approved and signed by an authorized person at the applicant's home institution - BCI (formerly CRÉPUQ) application form, if applicable - Application form for graduate-level courses for students whose course selection includes graduate courses (800 series) 	<p>Applicants must upload the following documents on-line:</p> <ul style="list-style-type: none"> - Scanned copy of passport - Curriculum Vitae - Proof of full-time enrolment at home university (current year) - University-level transcripts - Letter of motivation in French or English stating aspirations and fields of interest 	<p>Applicants must upload the following documents on-line:</p> <ul style="list-style-type: none"> - Post-secondary transcripts: university-level courses and marks, and current registration - Birth certificate or other official proof of the applicant's identity - Curriculum Vitae - Letter of support released by an authorized person at home university, stating that the applicant is officially referred and allowed to participate in the Summer School - Letter of motivation in English stating the objectives for joining the Summer School - Proof of English proficiency, if applicable.

<p>Fees</p>	<p>No tuition fees will be charged. Exchange students are exempted from application fees.</p> <p>Exchange students are required to pay for the mandatory ÉTS health insurance plan (\$348 CDN per term for the 2015/2016 academic year), unless exemptions apply (refer to the <i>health insurance</i> section).</p> <p>Students may have to pay applicable tuition fees if they wish to enrol in French courses at another university.</p>	<p>No tuition fees apply. No application fees apply.</p> <p>Interns are required to pay for the mandatory ÉTS health insurance plan (\$87 CDN per month for the 2015/2016 academic year), unless exemptions apply (refer to the <i>health insurance</i> section)</p>	<p>No tuition fees apply for the students registered at a partner institution (bilateral and BCI-CRÉPUQ agreement) No application fees apply.</p> <p>Summer School participants are required to pay for the mandatory ÉTS health insurance plan (\$87 CDN for a month), unless exemptions apply (refer to the <i>health insurance</i> section)</p>
<p>Course catalogue and descriptions</p>	<p>The list of courses and detailed descriptions are available on ÉTS website:</p> <ul style="list-style-type: none"> - Undergraduate courses: http://www.etsmtl.ca/Futurs-etudiants/Baccalaureat/Programmes-d-etudes/Cours-horaires-1er-cycle/Cours-par-sigle - Graduate courses: http://www.etsmtl.ca/Etudiants-actuels/Cycles-sup/Cours-horaires-cycles-sup/Cours-par-sigle 	<p>Interns are not allowed to take courses</p>	<p>The detailed content is available on ÉTS website: http://en.etsmtl.ca/en/International/Summer-School</p>
<p>Course schedule</p>	<p>Applicants have to make sure that the courses they plan to take are offered during the term in which they will be studying at ÉTS (tentative schedule is available 5 terms in advance):</p> <ul style="list-style-type: none"> - Undergraduate courses: http://www.etsmtl.ca/horaires-bac - Graduate courses: http://www.etsmtl.ca/Etudiants-actuels/Cycles-sup/Cours-horaires-cycles-sup/Horaire-cours <p>Detailed timetable will be confirmed 2 months before the term starts).</p>	<p>Interns are not allowed to take courses</p>	<p>Detailed schedule and timetable will be released 2 months before the Summer School starts): http://en.etsmtl.ca/en/International/Summer-School</p>
<p>Course selection</p>	<p>Attending courses from different departments is possible. It is the students' responsibility to verify that they meet prerequisites with their home university.</p>	<p>Interns are not allowed to take courses</p>	<p>N/A</p>

	<p>Only exchange students who are in the final year of their engineering degree at their home institution are allowed to take graduate-level courses (maximum of 3). Applicants have to fill out the application form provided for this purpose.</p> <p>Some courses are not open to exchange students: http://www.etsmtl.ca/International/Etudiants-etranagers/Etudier-a-l-ETS/Tous-les-profils/cours_non_accessible_etudiants_en_echanges.pdf</p> <p>Some courses with capacity limits may not be open to exchange students at registration time.</p> <p>ÉTS' departments will communicate with the exchange students through e-mails, after they have received their letter admission, to confirm their final course registration.</p> <p>Modifying course registration upon arrival is subject to each ETS department's approval and, in many cases, may be refused. For acceptable reasons, exchange students can request minor changes in the 2 first weeks after classes start (check the add-drop dates in the academic calendar).</p>		
Research and internship opportunities		<p>Applicants must be selected by a professor, related to their fields of study and interests. Internship offers are not available. Applicants can find information on ÉTS research activities on ÉTS websites: http://substance-en.etsmtl.ca/ http://en.etsmtl.ca/en/Research-and-Innovation/Business-sector</p>	N/A
Workload	<p>Workload for courses is measured using a credit system. One credit represents approximately 3 hours of work per week, or 45 hours per term. This time includes courses, labs and personal study. ETS considers 1 credit is equivalent to 2 ECTS.</p>		
Credits	<p>International students must study on a full-time basis to meet the immigration requirements,</p>	<p>Interns are expected to work on a full-time basis. A 1-month internship is equivalent to 3</p>	<p>The Summer School in Innovation and Technological Design is a 3-credit full-time</p>

	<p>that is to say a minimum of :</p> <ul style="list-style-type: none"> - 12 credits per term for undergraduate exchange students (a maximum of 15 credits is allowed), - 9 credits per term for post-graduate exchange students (a maximum of 12 credits is allowed). 	credits.	course (approx. 135 hours of work).
Transcripts	<p>An exchange semester results in an official transcript being automatically released by ÉTS to the partner university by mail.</p> <p>Partner university which haven't received the official transcripts 2 months after the end of the final exams should contact the ETS student mobility office.</p>	<p>An internship may result in an official transcript released by ÉTS stating a "pass or fail" mention, on demand.</p>	<p>The Summer School activities result in an official transcript released by ÉTS, and automatically transmitted to the partner university by mail.</p>
Immigration documents	<p>A valid <u>passport</u> for the entire duration of stay in Canada is compulsory.</p> <ul style="list-style-type: none"> - Students admitted to a one-term exchange program lasting less than 6 months are <u>not</u> required to obtain a CAQ and study permit. - Students admitted to a two-term exchange program lasting more than 6 months must apply for and obtain a valid <u>CAQ</u> from the Quebec provincial government, and a <u>study permit</u>. Visit the official websites for information: Immigration Quebec / Citizenship and Immigration Canada <p>Students may also need an <u>Electronic Travel Authorization</u> or a <u>Temporary Resident Visa</u> to enter Canada, depending on their nationality. If an Electronic Travel Authorization or visa is required, it will be issued at the same time as the study permit. Visit the Citizenship and Immigration Canada website for information: http://www.cic.gc.ca/english/visit/visas.asp</p>	<p>A valid <u>passport</u> for the entire duration of stay in Canada is compulsory.</p> <p>A valid <u>work permit</u> is compulsory. In Canada, internships are considered to be work, whether or not they are paid and regardless of their duration.</p> <p>Students may also need an <u>Electronic Travel Authorization</u> or a <u>Temporary Resident Visa</u> to enter Canada, depending on their nationality. Visit the Citizenship and Immigration Canada website for information: http://www.cic.gc.ca/english/visit/visas.asp</p>	<p>A valid <u>passport</u> for the entire duration of the programme in Canada is compulsory.</p> <p>Students admitted to a one-month exchange program are <u>not</u> required to obtain a CAQ and study permit.</p> <p>Students may also need an <u>Electronic Travel Authorization</u> or a <u>Temporary Resident Visa</u> to enter Canada, depending on their nationality. Visit the Citizenship and Immigration Canada website for information: http://www.cic.gc.ca/english/visit/visas.asp</p>
Working in Canada	<p>Exchange students are not allowed to work off-campus.</p> <p>Full-time exchange students with a valid study permit may work on campus at ÉTS without a work permit. On-campus jobs are limited; students should not count on finding a part-</p>	<p>Interns are delivered an employer-specific work permit. Unless other particular conditions apply, interns are not allowed to work off-campus.</p>	N/A

	<p>time job during their studies to balance their budget. http://www.cic.gc.ca/english/study/work-oncampus.asp</p> <p>Exchange students who wish to extend their stay at ÉTS by completing an internship in a lab should refer to the <i>Research Internship</i> section to check their eligibility and to read the procedures.</p>		
Health insurance	<p>All international students studying in Quebec are required to be covered by a Quebec health insurance policy. Students and laboratory interns will be required to enroll in and pay for the Desjardins health insurance plan at the start of their stay at ÉTS.</p> <p>Citizens from Belgium, Denmark, Finland, France, Greece, Luxembourg, Norway, Portugal and Sweden fall under an agreement signed with the government of Quebec. These students will be covered by the provincial health care system (RAMQ), if they bring the required documents to register. http://www.ramq.gouv.qc.ca/fr/immigrants-travailleurs-etudiants-etrangers/assurance-maladie/Pages/admissibilite.aspx</p>		
Accommodation	<p>Different types of apartments are available on campus, and rooms are assigned on a first-come, first-served basis. Accommodation cannot be guaranteed. Students who are interested in living on-campus should complete the reservation form available online: http://en.etsmtl.ca/en/Student-Information/Housing (no reservation fees)</p> <p>Information on off-campus housing can be found in the student handbook. Short-term accommodations designed with exchange students' needs in mind are also available. Interested students can write to accompagnement@etsmtl.ca for more information.</p>		<p>Students in the summer school program will be housed on campus. The cost for a room is \$ 650 CDN. It is students' responsibility to reserve a room: http://en.etsmtl.ca/en/Student-Information/Housing (no reservation fees)</p>
Cost of living	<p>Sample budgets for exchange students are available in the French language version of the International student handbook on the ÉTS website. We suggest you use the sample budgets to help you plan your stay.</p>		<p>Read the Summer School student handbook for more information (section "plan your budget")</p>
Activities or services available	<p>Every ÉTS Student, including exchange students and interns, has access to Student Services. Services include: free access to library, scientific and social clubs, athletic center, co-op bookstore, student association, free and confidential psychological counseling. Services are also available for students who have special needs, for more information please communicate with the student exchange coordinator.</p>		
Social activities and buddy programmes	<p>Exchange students will be sponsored by the EtSPERANTO student club. Its mission is to help exchange students integrate in the ETS community and in the Canadian culture. They organize various activities: social and intercultural events, cultural visits... http://www.etsmtl.ca/Etudiants-actuels/Baccalaureat/Vie-etudiante/Clubs-regroupements-etudiants/EtSPERANTO</p>	N/A	<p>Student ambassadors will be organizing optional social activities during the summer school program (the majority of these activities are free of charge),</p> <p>The final weekend of the program is considered to be a free weekend where participants can organize an activity on their own (cost to be assumed by the participants),</p>

			The student ambassadors will be able to offer suggestions of activities or places to visit.
Student handbook	http://en.etsmtl.ca/en/International/Living-in-Montreal		http://en.etsmtl.ca/en/International/Summer-School