



**Languages**  
**Programs, Courses and University Regulations**  
**2019-2020**



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This publication provides guidance to prospects, applicants, students, faculty and staff.

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- 1 Languages at the School of Continuing Studies, page 7
    - 1.1 About languages at the School of Continuing Studies, page 7
    - 1.2 Location, page 7
    - 1.3 Administrative Officers, page 7
  - 2 English Language Programs, page 8
    - 2.1 Academic, Cultural, and Professional Development Opportunities, page 8
    - 2.2 Certificate of Proficiency – English for Professional Communication Overview, page 8
      - 2.2.1 Certificate (Cert.) Proficiency - English for Professional Communication (30 credits) , page 8
      - 2.2.2 Certificate of Proficiency – English for Professional Communication: Academic Regulations, page 9
      - 2.2.3 Certificate of Proficiency – English for Professional Communication: Entrance Placement Test (EPT), page 10
      - 2.2.4 The Language and Intercultural Communication Unit: Customized English Language Training, page 11
    - 2.3 Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview , page 11
      - 2.3.1 Certificate (Cert.) Proficiency - English Language and Culture (Intensive) (160 CEUs) , page 11
      - 2.3.2 English Language and Culture: Academic Regulations, page 11
        - 2.3.2.1 Admission requirements, page 11
        - 2.3.2.2 Admission procedures, page 12
        - 2.3.2.3 Academic Standing Requirements, page 12
        - 2.3.2.4 Requirements of Eligibility for the McGill Certificate of Proficiency – English Language and Culture (Intensive), page 12
      - 2.3.3 Placement Tests for the Certificate of Proficiency in English – Language and Culture, page 12
      - 2.3.4 International Students, page 12
      - 2.3.5 Housing, page 12
    - 2.4 Certificate of Proficiency in Written English – Workplace Communication Overview, page 13
      - 2.4.1 Certificate (Cert.) Proficiency in Written English - Workplace Communication (48 CEU) , page 13
    - 2.5 Certificate (Cert.) Teaching English to Speakers of Other Languages (TESOL) (12 CEUs) , page 13
  - 3 French Language Programs, page 14
    - 3.1 Academic, Cultural, and Professional Development Opportunities, page 14
    - 3.2 Certificate of Proficiency – French for Professional Communication Overview, page 14
      - 3.2.1 Certificate (Cert.) Proficiency - French for Professional Communication (30 credits) , page 14
      - 3.2.2 Certificate of Proficiency – French for Professional Communication: Academic Regulations, page 15
      - 3.2.3 Certificate of Proficiency – French for Professional Communication: Entrance Placement Test (EPT), page 16
    - 3.3 Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview, page 16
      - 3.3.1 Certificate (Cert.) Proficiency - French Language and Culture (Intensive) (120 CEU's) , page 16
      - 3.3.2 French Language and Culture: Academic Regulations, page 17
        - 3.3.2.1 Admission requirements, page 17
        - 3.3.2.2 Admission procedures, page 17
        - 3.3.2.3 Academic Standing Requirements, page 17
        - 3.3.2.4 Requirements of Eligibility for the McGill Certificate of Proficiency – French Language and Culture (Intensive), page 18
      - 3.3.3 Placement Tests for the Certificate of Proficiency in French – Language and Culture, page 18

- 3.3.4 International Students, page 18
- 3.3.5 Housing, page 18
- 3.4 Certificate of Proficiency in Written French – Workplace Communication Overview, page 18
  - 3.4.1 Certificate (Cert.) Proficienc



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## **2 English Language Programs**

The School of Continuing Studies' Language and Intercultural Communication unit offers high-quality English language instruction to meet the needs of a wide-ranging clientele such as professionals, international students, incoming McGill students, and new Montrealers. The Language and Intercultural Communication unit's part-time and full-time programs help learners achieve competence in both oral and written English, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the Language and Intercultural Communication unit's dynamic teaching team helps learners improve their English as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

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### **2.1 Academic, Cultural, and Professional Development Opportunities**

The School of Continuing Studies Language and Intercultural Communications unit offers enriching second-language instruction for:



**Prerequisite Courses - Non-Credit Module**

CEGL 102	(11)	Basic English
CEGL 104	(11)	Elementary English 1
CEGL 106	(11)	Elementary English 2

**Required Courses (30 credits)**

CEEN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2
CEEN 222	(3)	English Communication Practice 2
CEEN 331	(3)	Functional English Grammar/Writing 3
CEEN 332	(3)	English Communication Practice 3
CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts

- Students must take the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331/CEEN 332); see [section 2.2.3](#)

## 2.2.4 The Language and Intercultural Communication Unit: Customized English Language Training

The Language and Intercultural Communication unit offers customized English language training for specific professional and academic purposes.

Our programs are tailor-made to meet specific linguistic and communicative needs of local and international groups. We welcome groups of:

- employees from corporations, government agencies, organizations, and institutions;
- elementary, high school, and college teachers, as well as university professors, who are required to teach in English;
- other professionals who are required to work, or who are currently working in an English-speaking environment;
- high school graduates and/or university students.

For more information, please refer to our website: [www.mcgill.ca/continuingstudies/language-and-intercultural-communication-0](http://www.mcgill.ca/continuingstudies/language-and-intercultural-communication-0).

## 2.3 Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview

The *Certificate of Proficiency in English – Language and Culture* is designed to offer thorough and integrated instruction in English as a Second/Foreign language over eight levels (elementary to advanced).

### 2.3.1 Certificate (Cert.) Proficiency - English Language and Culture (Intensive) (160 CEUs)

The program includes specific objectives and learning strategies for each level in speaking, listening, writing, reading, and pronunciation. It also includes special cultural modules for certain levels. It is designed for the acquisition of the linguistic, communicative, pragmatic, and sociocultural competency needed in academic and professional contexts and in sociocultural settings.

Time is taken during class and in the language laboratory to focus on each student's linguistic needs and development. A pronunciation clinic is also available for those who wish to give special attention to this aspect of the English language. Students benefit from small class sizes and enjoy sharing a unique learning experience with classmates from every corner of the world. Classes are held from 9:30 a.m. to 3:30 p.m., Monday to Friday. There are six sessions each year offered during the Summer, Fall, and Winter semesters.

We offer eight levels of study from Elementary to Advanced. A student's level will be determined by the results of the Entrance Placement Test (held approximately one week before courses start). Upon completion of the two Advanced levels with a minimum grade of B- (65%), students are eligible for the McGill Certificate of Proficiency in English – Language and Culture. This Certificate fulfils the language requirements for admission to McGill University undergraduate and graduate degree programs.

Application to the program must include full payment of tuition fees for one session. Tuition fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include textbooks, medical insurance, travel or accommodation costs, or any class outings. Please note that credit card transactions cannot be conducted by telephone or by mail.

#### Program Structure

Each of the courses below represents one "level" of the eight levels of the program.

#### Required Courses

(160 CEU)

CEGL 213	(20)	Intensive English - Elementary 1
CEGL 223	(20)	Intensive English - Elementary 2
CEGL 313	(20)	Intensive English - Intermediate 1
CEGL 323	(20)	Intensive English - Intermediate 2
CEGL 333	(20)	Intensive English - Intermediate 3
CEGL 355	(20)	Intensive English - Bridge to Proficiency
CEGL 413	(20)	Intensive English - Advanced A
CEGL 423	(20)	Intensive English - Advanced B

### 2.3.2 English Language and Culture: Academic Regulations

#### 2.3.2.1 Admission requirements

- Students must be at least 18 years old.

- Students must write an Entrance Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

#### **2.3.2.2 Admission procedures**

Students wishing to register in the *Certificate of Proficiency - English Language and Culture (Intensive)* must complete an application for admission (online), including:

- payment of the application fee (CAD \$86.41 – non-refundable and subject to change without notice) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
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### 3 French Language Programs

The School of Continuing Studies' Language and Intercultural Communication unit offers high-quality French language instruction to meet the needs of a wide-ranging clientele such as professionals, new Montrealers, and students who want to accelerate their integration into Quebec or another French-speaking community. Language and Intercultural Communication's part-time and full-time programs help learners achieve competence in both oral and written French, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the Language and Intercultural Communication unit's dynamic teaching team helps learners improve their French as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

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#### 3.1 Academic, Cultural, and Professional Development Opportunities

The School of Continuing Studies Language and Intercultural Communication unit offers enriching second-language instruction for:

- International students
- Business professionals
- Elementary and high school teachers
- College and university professors
- Individuals transferred to Montreal
- Recent immigrants
- Incoming McGill students
- Other School of Continuing Studies learners

For more information:

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#### 3.2 Certificate of Proficiency – French for Professional Communication Overview

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University.

##### 3.2.1 Certificate (Cert.) Proficiency - French for Professional Communication (30 credits)

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CEFN 102	(3)	Basic French
CEFN 104	(3)	Elementary French
CEFN 106	(3)	Fundamentals of French Grammar and Writing
CEFN 107	(3)	Fundamentals of French Oral Communication

#### Required courses - Intermediate and Advanced (30 credits)

CEFN 211	(3)	Functional French Grammar/Writing 1
CEFN 212	(3)	French Communication Practice 1
CEFN 221	(3)	Functional French Grammar/Writing 2
CEFN 222	(3)	French Communication Practice 2
CEFN 331	(3)	Functional French Grammar/Writing 3
CEFN 332	(3)	French Communication Practice 3
CEFN 411	(3)	French Grammar/Writing Techniques
CEFN 412	(3)	French Oral Communication Techniques
CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

#### Complementary courses

CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

#### Notes:

\* 1 Students who begin their studies with courses CEFN 221/CEFN 222 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, in order to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 3 Students who begin their studies with courses CEFN 411/CEFN 412 are not eligible for admission to the Certificate of Proficiency - French for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in French if they successfully complete all four (4) courses of the Advanced Module (CEFN 411, CEFN 412, CEFN 421, and CEFN 422) with a minimum grade of B- (65%).

### 3.2.2 Certificate of Proficiency – French for Professional Communication: Academic Regulations

#### Admission Requirements

To be admitted to the *Certificate of Proficiency – French for Professional Communication*:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEFN 331/CEFN 332); see [section 3.2.3: Certificate of Proficiency – French for Professional Communication: Entrance Placement Test \(EPT\)](#) and [www.mcgill.ca/continuingstudies/program/certificate-proficiency-french-professional-communication](http://www.mcgill.ca/continuingstudies/program/certificate-proficiency-french-professional-communication) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the *Language and Intercultural Communication unit*. Formal admission to the certificate program will normally follow upon satisfactory completion of the Qualifying Program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

#### Admission Procedures

For more information, please see [School of Continuing Studies > Getting Started > Admission Requirements > : Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas](#).

All students seeking admission to the *Certificate of Proficiency – French for Professional Communication* must also submit their Entrance Placement Test



A specific feature of the program is a cultural module at each level. Through this program, students will acquire the linguistic, communicative, pragmatic, and cultural competence needed to interact comfortably in work and social settings.

Application to the program must include full payment of tuition fees for one session. Tuition fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include text books, medical insurance, travel or accommodation costs, or any class outings. Please note that credit card transactions cannot be conducted by telephone or by mail.

The courses are held during the day. Students benefit from small class sizes and enjoy sharing their learning experience with classmates who have come from all over the world. Some cultural activities are held after class during the week.

### **Program Structure**

Each of the courses below represents one "level" of the five levels of the program.

### **Required Courses**

(120 CEU)

CFRN 203	(20)	Intensive French - Beginner
CFRN 323	(20)	Intensive French - Elementary
CFRN 333	(20)	Intensive French - Intermediate 1
CFRN 343	(20)	Intensive French - Intermediate 2
CFRN 355	(20)	Intensive French - Intermediate High Intensi

**It is the student's responsibility to meet the program prerequisites.** Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. The French Language Programs have some internal rules which students must respect. Students are expected to speak French in the classroom and on the school premises, with the exception of the first weeks in Beginners' level.

Active participation is required in class.

#### 3.3.2.4 Requirements of Eligibility for the McGill Certificate of Proficiency – French Language and Culture (Intensive)

- Students must complete both CFRN 355 and CFRN 423 courses of the program and receive a minimum grade of B- (65%) in each to qualify for the Certificate of Proficiency – French Language and Culture (Intensive). Please note that CFRN 423 is recognized by the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* (MIDI) as equivalent to level 7 of the *Échelle québécoise des niveaux de compétence en français des personnes immigrantes adultes* or Quebec Scale.

### 3.3.3 Placement Tests for the Certificate of Proficiency in French – Language and Culture

All new students must take a placement test in order to determine their level and assess their needs. Students must have been admitted to the program in order to take the placement test, which is held approximately one week before classes start. The results of the test are valid for one year. Taking the test does not guarantee a place in a course. Students who have not taken courses in the Language and Intercultural Communication unit within one year are required to retake a placement test.

### 3.3.4 International Students

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one semester, you must apply for one-year admission in order to obtain a **Study Permit and a Quebec Certificate of Acceptance**.

Students wishing to study for one semester need only apply for a Temporary Resident Visa.

You may also require an eTA (Electronic Travel Authorization); for more information, see [www.mcgill.ca/internationalstudents/immigration-documents/new-etas](http://www.mcgill.ca/internationalstudents/immigration-documents/new-etas).

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible and to be patient. For further details, contact the School's *Client Services Office*, the Canadian Embassy, or the Consulate in your country of residence.

By Senate regulations, **ALL** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Denmark, Sweden, Norway, Finland, Luxembourg, and Portugal. In such cases, students must apply for the Québec Medicare plan and provide proof to the School's Client Services Office.

Access to McGill's Student Wellness Hub is available upon payment of an additional Student Services fee.

### 3.3.5 Housing

The Language and Intercultural Communication unit can refer students to an organization that can place them in the home of a French-speaking family. This arrangement provides an ideal opportunity to speak French in the home setting and sample our Québécois hospitality. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at [www.mcgill.ca/continuingstudies/international-students](http://www.mcgill.ca/continuingstudies/international-students) or contact *the Language and Intercultural Communication* unit.

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## 3.4 Certificate of Proficiency in Written French – Workplace Communication Overview

The non-credit *Certificate of Proficiency in Written French – Workplace Communication*

### 3.4.1 Certificate (Cert.) Proficiency in Written French - Workplace Communication (48 CEU)

The non-credit Certificate of Proficiency in Written French - Workplace Communication is designed to offer an intense training in written French as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies for effective written communication. It is designed for the acquisition of the linguistic, communicative, and pragmatic competency needed in workplace contexts, and comprises a stringent pedagogical follow-up. The program's three levels are compatible with national and international frameworks of reference for languages, such as the Canadian Language Benchmarks (CLB), the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines, and the Common European Framework of Reference for Languages (CEFR).

#### Required Courses

CFRN 215	(8)	French Grammar at Work
CFRN 216	(8)	French Grammar and Writing in Context 1
CFRN 315	(8)	French Grammar and Writing in Context 2
CFRN 316	(8)	French Vocabulary for Workplace
		French Writing Techniques for 04 545.222 Tm7.661 Tm(arious forms)Tarious forkplacearious for8)arious forRN 314

CEFN 212	(3)	French Communication Practice 1
CEFN 221	(3)	Functional French Grammar/Writing 2
CEFN 222	(3)	French Communication Practice 2
CEFN 331	(3)	Functional French Grammar/Writing 3
CEFN 332	(3)	French Communication Practice 3

**Required Courses (24 credits)**

CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts
CEFN 411	(3)	French Grammar/Writing Techniques
CEFN 412	(3)	French Oral Communication Techniques
CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

**Complementary Courses (6 credits)**

To be chosen in consultation with, and approved by, the Program Coordinator.

CEEN 401	(3)	English Vocabulary in Context
CEEN 402	(3)	English Communication and Cultural Patterns
CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

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## 5 TEF Canada (Test d'évaluation de français)/TEFaQ (Test d'évaluation du français adapté au Québec)

The TEF Canada and TEFaQ are French language proficiency tests recognized by the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* (MIDI) as a measure of proficiency for its *Certificat de Sélection du Québec* (CSQ) immigration selection process, as well as Citizenship and Immigration Canada (CIC) for its citizenship selection process.

The tests contain four sections:

- Oral Comprehension (40 minutes)
- Oral Expression (15 minutes)
- Written Comprehension (60 minutes)
- Written Expression (60 minutes)

McGill University offers the TEF and the TEFaQ on behalf of the *Chambre de commerce et d'industrie de Paris* (CCIP). For more information about the TEFaQ, see the *Centre de langue française* and the *TEFAQ candidate manual*. For more information about the TEF Canada, see *Centre de langue française* and the *TEF candidate manual*.

Email: [tefaq.scs@mcgill.ca](mailto:tefaq.scs@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/program/tef-canada-tefaq-test-devaluation-de-francais](http://www.mcgill.ca/continuingstudies/program/tef-canada-tefaq-test-devaluation-de-francais)