

### A method of evaluation based on international practices

In order to carry out an *Évaluation comparative des études effectuées hors du Québec* (comparative evaluation for studies done outside Québec), the Ministère de l'Immigration et des Communautés culturelles (MICC) uses an evaluation framework established in collaboration with foreign diploma evaluation services in British Columbia and Alberta. This framework is known as the *General Guiding Principles for Good Practice in the Assessment of Foreign Credentials* and is largely based on the 1997 *Convention on the Recognition of Qualifications concerning Higher Education in the European Region* (UNESCO/Council of Europe). The objective of these principles is to provide a fair and objective evaluation using a strict and consistent procedure with identical requirements for all of its applicants.

### In carrying out its evaluations, the MICC

- ensures that the submitted documents are authentic;
- secures confirmation of the accreditation of the educational institution attended and of the program of study completed by the competent educational authorities where the studies were carried out;
- situates the program of study within the framework of the educational system of the country, province or state in question;
- consults documents issued by the competent government educational authorities in the country, province or state where the studies were carried out, as well as documents and opinions delivered by national or international school credentials assessment services;
- establishes a comparison with Québec educational benchmarks.

### Documents not evaluated by the MICC

- Proof of attendance or registration certificates
- Letters or certificates of standing or of professional qualification
- Educational documents attesting to elementary and secondary education of less than nine years (excluding kindergarten)
- Educational documents attesting to a program that is not recognized by the government educational authorities in the country, province or state where the studies were carried out
- Educational documents issued by an institution that is not accredited by these government authorities
- Attestations for professional internships that are not part of the official educational training leading to a diploma
- Transcripts or diplomas for studies of less than one complete academic year
- Transcripts for unsuccessfully completed studies
- Copies that are not certified as true and faithful by the educational institutions or the competent government educational authorities
- Forged documents or documents containing amendments, corrections or deletions
- Documents sent by fax or e-mail

## Processing time

Pursuant to the MICC's *Déclaration de services à la clientèle* (Declaration of Services to the public), what are considered to be standard requests are processed in 45 business days (Saturdays, Sundays and holidays are excluded). This processing time may be complied with when:

- processing fees have been collected;
- all requested information and documents, including translations, have been received;
- the MICC's translation department is not required to translate documents;
- the MICC is not forced to wait for additional information from outside Québec.

### IMPORTANT NOTICE

#### File processing time

Due to the increased volume of applications for an *Évaluation comparative des études effectuées hors du Québec*, the Ministère de l'Immigration et des Communautés culturelles is currently unable to fulfill its commitment set out in its *Déclaration de services à la clientèle* and to process files within 45 working days (which excludes weekends and holidays). For more information, consult the [Immigration-Quebec](http://Immigration-Quebec) website.

### Useful information

If your request includes an employer's letter stating that you need to provide an *Évaluation comparative*, it will receive priority processing.

Grades will in no way influence the examination of a person's request for an *Évaluation comparative* as long as they are passing grades.

### Review mechanism

The MICC's evaluation is based on the information available at the time the request is filed. Individuals who feel that their educational documents have not been properly assessed can contact the office responsible for processing his or her application in order to obtain explanations.

Following this initial step, if the person is still dissatisfied, he or she may submit in writing to the **Comité de révision** (review committee) an application for review. The application must be sent to the following address :

- **Review committee**  
**Centre d'expertise sur les formations acquises hors du Québec**

255, boulevard Crémazie Est, 8<sup>e</sup> étage, bureau 8.01

Montréal (Québec) H2M 1M2

Fax: (514) 873-8701

[evaluations.comparatives@micc.gouv.qc.ca](mailto:evaluations.comparatives@micc.gouv.qc.ca)

<sup>1</sup> UNESCO: United Nations Educational, Scientific and Cultural Organization.