

**HEC MONTRÉAL**

**Règlement régissant  
l'activité étudiante à HEC  
Montréal**

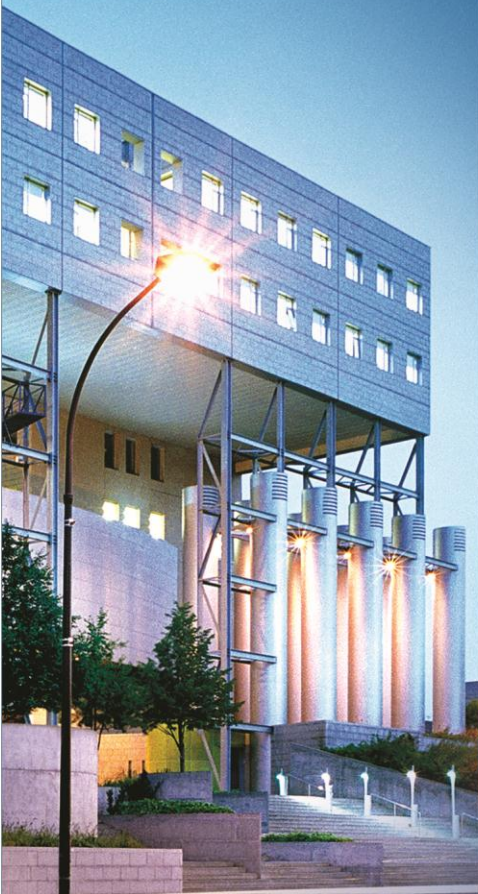
**Rules and Regulations**

**Programme de Doctorat**

**Ph.D. Program**

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# Regulations Applicable to Students at HEC Montréal

## Ph.D. in Administration Program

*The following pages contain an excerpt from the General Regulations governing the University programs at HEC Montréal identified by the letters HEC, the Administrative Regulations and Procedures identified by the letters ADM and the Program Regulations identified by the letters PGM. The regulations contained in this excerpt apply to the Ph.D. program. Consequently, the numbering of the articles may be discontinuous. Warning: The text from the excerpt of the Regulations Applicable to Students at HEC Montréal Ph.D. program is a translation of the official version written in French. In case of divergence, the official version prevails over the translated version.*

### 1 Definitions

HEC The Regulations Applicable to Students at HEC Montréal refer to the following definitions:

#### 1.1 Course Withdrawal

Course withdrawal is the action of cancelling one's enrolment in a course.

#### 1.2 Academic Year

The academic year lasts twelve months and includes three terms:

- the Fall term — from the end of August to the end of December inclusive;
- the Winter term — from the beginning of January to the beginning of May inclusive;
- the Summer term — from the beginning of May to the end of August inclusive.

Some courses may be concentrated over a shorter period of time within a term or extend over more than one term.

#### 1.3 Attestation of Studies

An Attestation of Studies is a written declaration attesting to the successful completion of or participation in one or several courses or educational activities.

#### 1.4 Certificate

A Certificate is a written declaration attesting to the successful completion of an undergraduate study program of 30 credits within a given discipline or field of studies.

#### 1.5 Track

A track is a specific sequence of courses taken in a program.

#### 1.6 Concomitance

A concomitance is a course that must be successfully completed before or at the same time as the student takes a given course.

#### 1.7 Credit

A credit is a unit used to assign a numerical value to the studies and work required of a student to reach the objectives of a course or research assignment. A credit represents 45 hours devoted by the student to a course, including, if applicable, the number of individual work hours. For example, a credit represents:

- one hour in the classroom and two hours of individual work per week for one term, or
- two hours of practical work and one hour of individual work per week for one term, or
- three hours per week devoted to a supervised activity for one term.

### 1.8 Level of Studies

University education is divided into three levels. The undergraduate level is the first level of university education and leads to a bachelor's degree. It also includes certificate programs. The graduate level is the second level of university education and leads to a master's degree. It also includes graduate diploma programs and the Short Graduate Program in Professional Practice – CGA. The postgraduate level is the third level of university education and leads to a doctoral degree.

#### 1.9 Specialized Graduate Diploma

A Specialized Graduate Diploma is a written declaration attesting to the successful completion of a graduate study program of 30 credits within a given discipline or field of studies.

#### 1.10 Exempted Course

When a substitution is granted, the course that was not taken is referred to as an exempted course. This course, which is given no credits, is identified on the transcript by the letters "DI".

#### 1.11 Equivalency

An equivalency may be granted if one or more courses successfully completed by a student meet the requirements established for a course in his or her program. An equivalency recognizes the credits of a course without the student having to take or replace that course.

#### 1.12 Independent Student

An independent student does not seek a degree, diploma or certificate and does not necessarily meet all the admission requirements of the program. He or she can only take a few courses subject to the approval of the Administrative Program Director and must undergo all course evaluations.

#### 1.13 Regular Student

A regular student is a student seeking a degree, diploma, or certificate at HEC Montréal. He or she must meet the admission and program requirements specified for the degree, diploma, or certificate to be acquired. A regular student is enrolled in one or more courses and subject to all required evaluations.

#### 1.14 Visiting Student

A visiting student is a student enrolled in a study program at another university and taking one or more courses at HEC Montréal. He or she is subject to the HEC Montréal evaluation regulations applying to each of these courses.

### 1.15 Deferred Examination

A deferred examination is an examination authorized by the Administrative Program Director following an excusable absence from a final examination.

### 1.16 Final Examination

A final examination takes place at the end of the term or study period and normally covers the entire subject matter studied in the course.

### 1.17 Mid-term Examination

A mid-term examination takes place in the middle of the term or study period and covers the subject matter studied in the first half of the course.

### 1.18 Exemption

An exemption may be granted to a candidate if an educational activity or his or her overall professional experience has enabled the candidate to gain the same knowledge as that normally acquired in a course of his or her program. An exemption recognizes the credits of a course without the student having to take or replace that course.

### 1.19 Degree

A degree is a title granted to a person by a university. The University grants a student the title of Bachelor, Master or Doctor to acknowledge the successful accomplishment of a Bachelor's, Master's or Doctor's degree, whichever applies.

### 1.20 Quizzes and Tests

The quizzes and tests cover a limited portion of the subject matter, are of short duration, and generally take place during part of a course session.

### 1.21 Master's Thesis

A master's thesis is a written account of a research project carried out within the framework of a graduate level program.

### 1.22 Short Graduate Program

A short graduate program is a program of fewer than 30 credits, which leads to an attestation of studies.

### 1.23 Period

A period generally corresponds to six weeks of courses excluding examinations. There are usually three periods in a term.

### 1.24 Prerequisite

A prerequisite is a course that must be successfully completed before the student can take a given course. Unless otherwise stated, a prerequisite refers to an absolute prerequisite.

### 1.25 Integrative Project

The integrative project leads to an individual written report prepared as part of a graduate-level program. It may deal with a study carried out in the field or at the university.

### 1.26 Individual Intervention Field Project

Under a director's supervision, the individual intervention field project leads to a written report on the analysis and resolution of management problems in an organization. The student applies

the tools and knowledge acquired in different courses of a graduate-level program.

### 1.27 Supervised Project

A written report must be prepared on completion of a supervised project, as part of an activity to integrate several courses in a graduate program. A supervised project may be carried out at the university or in the field.

### 1.28 Internship

An internship is a period of practical training complementing the student's apprenticeship within the framework of a study program.

### 1.29 Substitution

A substitution may be granted if an educational activity or valid professional experience can replace a course in the program of a student who requests it. A substitution allows or requires the student to replace one or more courses of his or her program with one or several other courses.

### 1.30 Thesis

A thesis is a written account of a research project carried out within the framework of a doctorate program.

### 1.31 Directed Study

A directed study is an in-depth analysis carried out as part of a graduate-level program.

### 1.32 Term

A term generally corresponds to fourteen weeks of courses, including exams. The summer term is usually shorter. An active term is one in which a student takes one or more courses or carries out research or any other activity supervised by a professor (e.g. a supervised project, guided work or an internship).

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## 2 Categories of Students

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HEC HEC Montréal enrolls regular part-time and full-time students, independent students, and visiting students in its courses. All students must abide by HEC Montréal regulations.

### 2.1 Regular Student

HEC A regular student takes courses in the program in which he or she is enrolled.

### 2.2 Independent Student and Visiting Student

HEC HEC Montréal has no obligation to enrol an independent student or visiting student in its courses. When an independent student or visiting student wants to enrol as a regular student, HEC Montréal has no obligation to recognize the credits obtained as an independent student or visiting student.

### 2.3 Auditor

HEC An auditor is a person who is not a candidate for a degree, diploma, or certificate and enrolls in a course without undergoing all required evaluations. HEC Montréal accepts no auditors in its courses.

### 3 Admission

#### 3.1 Application for Admission

ADM A candidate wishing to enrol in the course of a program must first submit an application for admission using the admission online application form available at [www.hec.ca](http://www.hec.ca).

Candidates must ensure that they meet the admission requirements of the program before completing their applications. They must also submit the required documents and non-refundable payment. These fees are subject to change.

ADM An application for admission may be filed at any time. However, candidates wishing to be admitted for a given term must submit their application before the application deadline published by HEC Montréal for that term.

HEC Any falsification of a document or use of a false document submitted at the time of admission, or any false statement or failure to provide required information may lead to the cancellation of the student's admission or enrolment in the School.

#### 3.2 Admission Criteria

PGM Before recommending a candidate for admission, the Program Director must ensure that the participating universities together have sufficient available resources to ensure a quality program for the candidate. The Program Director must ensure, in particular, that one or more professors from the School are prepared to chair the student's supervisory committee.

- a) To be eligible as a regular student, candidates must:
- hold a Master's degree in administration or a related field from a recognized university and excellent academic standing as determined by HEC Montréal;
  - in exceptional cases, hold a bachelor's degree and, at the recommendation of the Program Director, be authorized to enrol in a special doctoral program;
  - take one of the following tests, by the required deadline:
    - the Test d'Aptitude aux Études de gestion (TAGE-MAGE);
    - the Graduate Management Admission Test (GMAT);
    - the Graduate Record Examinations (GRE).

The results obtained from any of these tests must be available for the analysis of the candidate's file. The program administration will refuse to process the application for admission of a candidate who has not taken one of these tests. The test must have been taken within the previous five years.

- have completed a series of courses that, in the opinion of the Program Director, constitutes sufficient preparation for the specialization; candidates without sufficient preparation in administration may be required to take preparatory courses;
- have sufficient fluency in French. The Program Director may require that candidates whose mother tongue is not French or whose previous studies were not done in French take a French-language test. If, in the opinion of the Program Director, the candidate's results on the test are too low, the Director may refuse to recommend the candidate's admission unless he or she first obtains a satisfactory score on a French test, to be held on a date set by the Program Director;

- have sufficient fluency in English. Students enrolled in the program must be able to participate in courses held in French and English and read both languages fluently. Students may write their reports and examinations in French or English, however.

PGM The Program Director may require that candidates take any test, interview or examination to evaluate their aptitude for doctoral studies. The Director is not obliged to admit all candidates who meet eligibility conditions. The number of students is limited to maintain the excellence of the program.

PGM Students may not be enrolled in another program leading to a degree, unless they have obtained an authorization from the Program Director.

- b) To be eligible as an independent student, candidates must hold a master's degree or equivalent. Doctoral program graduates wishing to improve their knowledge are also eligible.
- c) To be eligible as a visiting student, candidates must have sufficient preparation to be able to benefit from the activities chosen and have obtained the authorization of the Program Director concerned. The Committee is prepared to accept visiting students:
  - if they are enrolled in a doctoral program at another university participating in an inter-university agreement or memoranda of agreement signed between another university institution and the School;
  - if the number of students allows, with priority going to students in the joint program;
  - if a professor in the program agrees to supervise the candidate. The Program Director will serve as arbitrator in disputes. However, only students in the joint program will be admitted to mandatory courses for the Ph.D. in Administration program.

#### Master to Ph.D. transition

PGM Students in the M.Sc. program may be admitted directly to the Ph.D. program in the same institution without completing the M.Sc. requirements. The decision is up to the Joint Program Committee, based on the student's academic record at university. Students may also have a maximum of two courses taken for their Master's studies recognized in Phase II, depending on course plans and the marks obtained.

To be granted accelerated admission at HEC Montréal:

- a) students must have completed at least 21 credits in their Master's studies (see article 6.1, Study Program) and have obtained a GPA significantly better than the average for their option;
- b) students must be recommended by an associate or full professor who agrees to supervise their doctoral studies;
- c) students must take one of the admission tests listed in article 3.2, by the required deadline;
- d) students must pursue their doctoral studies in the same field of specialization as their Master's studies or in a very closely related field.

PGM Students admitted under the previous two articles and who:

- a) have completed their doctoral courses;

- b) have completed the comprehensive examination (written and oral examinations)

may, at the recommendation of the Program Director, obtain a Master's degree if they submit a request with grounds and meet the administrative criteria set by HEC Montréal. Normally, the M.Sc. is awarded only if students abandon their doctoral studies.

If the students do not meet either of the above conditions, the M.Sc. and Ph.D. program administrations, at the recommendation of the Program Committee, will suggest conditions to be imposed on the students to allow them to be awarded a Master's degree.

### 3.3 Selection of Candidates

PGM Candidates may be summoned to meet with the Program Director or the members of an admission committee.

PGM Applications for admission will first be studied by the local committee. Applications approved at that level will then be presented for approval to the Joint Program Committee.

### 3.4 Information Pertaining to International Students

#### Students whose entire study program lasts longer than six months

ADM International students wishing to study in Quebec must meet certain requirements of the Government of Quebec in addition to abiding by the formalities established by the Government of Canada. Generally, international students must first obtain a Certificat d'acceptation du Québec (CAQ), followed by a Student Authorization. In some cases, an entry visa issued by the Government of Canada may be required. Authorizations to enter and stay in the country must be obtained before arriving in Canada and are generally granted for full-time studies only.

After receiving an official admission offer from HEC Montréal, the student must contact the Quebec Government authorities and the Canadian diplomatic mission for his or her territory of residence. The student will have to prove that he or she has been admitted to HEC Montréal and possesses the necessary financial resources.

#### Students whose entire study program lasts six months or less

ADM International students whose entire study program lasts six months or less no longer require a Certificat d'acceptation du Québec (CAQ) or a Student Authorization. Residents of some countries, however, must obtain a temporary resident visa before leaving their country.

Students planning to study in another program after finishing their short-term study program are advised to apply for a CAQ and a Study Permit before coming to Canada.

### 3.5 Selection of Candidates

HEC The School is under no obligation to accept all eligible candidates.

ADM A written notice of confirmation or refusal will be transmitted to each candidate within a reasonable period of time. In some cases, the confirmation of admission is conditional upon the presentation of official documents or the acquisition of a degree, diploma or certificate or meeting any other condition supporting the student's application for admission.

ADM For the Ph.D. program, the admission offer is valid only if the candidate enrolls in that same term.

### 3.6 Students Transferring from a University not Participating in the Joint Program

PGM Students may request a transfer into any of the universities participating in the program, as follows:

- submit a formal application to the university in question;
- obtain the university's approval of the transfer; this approval may be accompanied by different conditions, in particular satisfactory results on any of the admission tests listed in article 3.2;
- obtain the approval of the Joint Program Committee for the transfer.

### 3.7 Postdoctoral interns

PGM Postdoctoral interns must hold a Ph.D. awarded within the previous five years (or the equivalent, in particular a professional degree with a medical specialization) and have undertaken to develop, on a full-time basis and for a period agreed between the intern and the institution, their research expertise, by taking part in the institution's research work. In exceptional cases, the eligibility period may be extended for any interns who left the labour market and stopped actively looking for work because of maternity or child-rearing responsibilities for a period of at least one year after obtaining their degree; the period since obtaining the required degree may not exceed ten years.

ADM The application for internship must be accompanied by:

- the Abridged application form;
- proof of the doctoral degree;
- the letter of acceptance from the professor who will be supervising the internship, indicating the length of the internship;
- a photocopy of the birth certificate or act of civil status indicating the first and last names of the applicant's father and mother.

### 3.8 France-Québec Co-advisorship (Cotutelle) Doctoral Programs

PGM Co-advisorship or "cotutelle" refers to the sharing by HEC Montréal and a French university of responsibility for training and supervising a doctoral student, in particular by developing a joint program of studies and the appointment by each institution of a research director, who will jointly supervise the scientific work of the student in question, the two directors having already established a collaborative relationship.

Students will receive a diploma from each of the partner institutions, mentioning the co-advisorship arrangement and the collaboration of the partner institution.

Doctoral students wishing to enrol in a co-advisorship program must obtain the approval of the French and Quebec institutions, who will sign an agreement for this purpose, admitting them to each institution and setting the specific conditions applying to the program of studies. This agreement must meet the conditions set out in the framework agreement on thesis cotutelles between the Conférence des recteurs et des principaux des universités du Québec (CREPUQ) and the Conférence des présidents d'université (CUP) and the Conférence des directeurs d'écoles et de formations d'ingénieurs (CDEFI).

## 4 Recognition of Prior Credits

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### 4.1 Requests for Recognition of Prior Credits

HEC Students wishing to apply for course equivalencies, exemptions, or substitutions must make their request through the Administrative Director of their program before they enrol in the first course in the program.

ADM The request must be transmitted to the Registrar's Office on the appropriate form and accompanied by the following documents:

- the original of the latest official transcript or a certified true copy from the teaching establishment that issued the transcript (unless this document is not included with the application for admission);
- the Academic Calendar for the concerned year or an official document including:
  - a description of the study program;
  - a detailed plan of each course;
  - the conditions for passing;
  - the number of credits or hours required for the concerned courses if this information does not appear on the transcript;
  - an official list of compulsory printed materials used for the course or courses and of the completed assignments;
- upon request by HEC Montréal, a document issued by the establishment of origin certifying that the course or courses taken were not and will not be used by the student to obtain a diploma.

These documents are not required if the courses were taken at HEC Montréal.

HEC Requests for an equivalency, exemption or substitution are transmitted to the Program Director. Recognition of prior credits is based on the course objectives, content, level of the course or program, as well as the year the course was followed and the results obtained in the course. After having been reviewed, a request may be accepted, refused, or accepted conditionally upon the student meeting other requirements.

ADM Requests for an equivalency or exemption are reviewed after the student has been admitted to the program. The Program Director will inform the student of the decision taken.

HEC For an equivalency or exemption, the corresponding credits are granted, but the results obtained in each course are not shown on the transcript and do not contribute to the student's grade point average.

### 4.2 Limitations

HEC An equivalency can only be requested for courses already taken, passed or credited in a university establishment within a program considered equivalent or higher. The request can only be made with reference to activities that took place ten years or less prior to the date on which the student is accepted in the program. A minimum passing grade may be required before an equivalency, exemption, or substitution is granted.

PGM The above notwithstanding, doctoral students from a research Master's program may have a course leading to this Master's degree recognized in their Phase II. This exemption will be granted by the Joint Program Committee, depending on course plans and the marks obtained.

HEC To obtain their diploma in this program, students must in all cases take and successfully complete at least 50% of the course credits in the program.

HEC Subject to the exceptions provided for certain programs, the maximum number of equivalency and exemption credits that a student is authorized to receive is limited to 50% of the credits in his or her program. This maximum is reduced to 20% of the credits in his or her program when the courses designated as equivalent have already been used to obtain a diploma considered equivalent or higher.

## 5 Language of Studies

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### 5.1 Linguistic Requirements of HEC Montréal

PGM Students who so wish may have their fluency in French, English, Spanish or another language evaluated. The results will be placed in the student's file and may be withdrawn at the student's request.

ADM Before taking such a test, students must register for it and pay the required fee, if applicable.

### 5.2 Use of French, English and Spanish in Graduate and Postgraduate Studies

#### Courses given in French

HEC Teaching materials. Students generally use textbooks and books written in French, but some of the teaching materials may be in English (reference books, case studies, websites, etc.)

Examinations. Class and take-home examination forms are in French but may refer to documents, texts or websites in English. Students normally write their exams in French. However, they may write them in English with their professor's approval.

Assignments. Students normally write their assignments in French. However, they may write their assignments in English with their professor's approval.

#### Courses given in English (excluding language courses)

HEC Teaching materials. Students generally use manuals and books written in English.

Examinations. Class and take-home examination forms are in English and students normally write their exams in English. If they wish, students may write their exams in French. They also have the right to use a dictionary for translation.

Assignments. Student assignments are usually written in English. They may also be written in French.

#### Courses given in Spanish (excluding language courses)

HEC Teaching materials. Students generally use manuals and books written in Spanish or in French, and some of the teaching materials may be in English (reference books, case studies, websites, etc.).

Examinations. Class and take-home examination forms are in Spanish and students normally write their exams in Spanish. If they wish, students may write their exams in French or English. They also have the right to use a dictionary for translation.

Assignments. Students usually write their assignments in Spanish. They may also write them in French or English.



### Theses and supervised projects

HEC Theses and supervised projects are written in French. They may be written in English with the approval of the program administration.

## **6 Studies**

### **6.1 Study Program**

PGM The Ph.D. in Administration program comprises a minimum of 90 credits, as follows:

- Phase I – Preparation: no credits.
- Phase II – Specialization: a minimum of 30 credits, as follows:
  - 3 mandatory credits;
  - a minimum of 18 credits from courses and seminars, with at least 12 credits in the student's main field and 3 credits in research methodology;
  - 9 credits allocated to the comprehensive examination, with two parts: a written examination worth 6 credits and an oral examination worth 3 credits.
- Phase III – Thesis: worth 60 credits. This includes a public presentation of the thesis proposal and defence of the thesis. The Phase III form must be approved within one term of completing Phase II.

### **6.2 Comprehensive Examination**

PGM Students must pass a comprehensive examination that necessarily includes a written examination (6 credits) and an oral examination (3 credits). The procedures for the comprehensive examination are as follows:

- The two tests must be given during the term following the completion of courses, at the latest. For this purpose, terms are defined as follows:
    - Fall: September 1 – December 31
    - Winter: January 1 – April 30
    - Summer: May 1 – August 31
- Students who do not meet this requirement will be considered to have failed their comprehensive examination and dismissed from the program. If the Program Director considers that the student's failure to meet this requirement was beyond his or her control (*force majeure*), the Director may extend the deadline for at most one term, provided that this extension does not exceed the maximum Phase II length of three years.
- The dates for the examinations are set by the Phase II Committee, in agreement with the student. The Program Director will decide on the dates if there is a dispute.
  - Students must pass the written examination before they are allowed to take the oral examination.
  - The maximum time granted to complete the written examination is four weeks, calculated from the time the student receives the first examination question and the date he or she submits the answer to the last question of the examination.
  - The chair of the Phase II Committee will inform the student, as promptly as possible after the Committee is formed, of the readings subject to the written and oral examinations.
  - The oral examination is given before all the members of the Phase II Committee.
  - For each examination, the Committee must declare that the student has passed or failed the comprehensive examination;

the Committee may also postpone the examination, but only once. In such a case, the extra time granted to the student cannot exceed six months. The Committee makes its decision by majority vote. In the case of a tie, the Committee Chair's vote takes precedence. In the case of joint chairs, only one vote can take precedence.

### **6.3 Length of Studies**

PGM The maximum duration of Phase II is three years. Students who do not meet this requirement will be dismissed from the program.

Students must submit their theses within five years from the date of their official admission to Phase II of the program. In exceptional cases and after consulting with the thesis director, the Program Director may extend this deadline by at most one year to allow the student to meet all the program requirements.

### **6.4 Residency Requirement**

PGM The program includes a minimum full-time residency of two years, defined as follows: presence at the School for 16 months, five days a week, during regular working hours. Students may devote 10 hours a week to personal or professional work.

Each institution agrees that the time spent as a resident at another participating university satisfies its own residency requirements.

Students may spend a residency term at a university not participating in the joint program, with the approval of the Joint Program Committee.

### **6.5 Supervisory Committee**

PGM All students must report to a supervisory committee consisting of at least three members, in principle, from the management faculties of the different participating universities. The committee chair, with rare exceptions, will be a professor from the institution where the student is enrolled and is the main person responsible. One of the members must be from one of the other three universities participating in the joint program. The Phase II Committee will approve the student's proposal for the specialization phase and give the comprehensive examination for this phase. Before completing 15 course credits, the student must form a Phase II committee and have it approved, along with the content of Phase II, by the supervisory committee and the program administration. Otherwise the student's file will be submitted to the local committee. The Phase III Committee supervises the student's research work toward his or her thesis.

PGM At HEC Montréal, full and associate professors with a Ph.D. are authorized to supervise Ph.D. students and to chair Phase II and Phase III committees. However, an assistant professor with a Ph.D. may co-chair a committee if the other co-chair is an associate or full professor.

### **6.6 Full and Part-Time Studies**

PGM A regular student enrolled in the Ph.D. program is considered a full-time student. Applicants should note that M.Sc. program courses are offered during the day and mainly in the fall and winter terms.

### **6.7 Interruption of Studies**

HEC Regular students must register for every term. If a student fails to register for a given term or ceases to attend all the courses

in which he or she is enrolled for a given term, HEC Montréal will consider that the student has interrupted his or her studies.

#### Suspension of studies

PGM Students wishing to interrupt their studies must obtain authorization from the program administration, which will review the request and determine the conditions imposed upon their return to the program. The terms in question will not be included in any calculations of length of studies or time limits.

#### Withdrawal

PGM Students who interrupt their studies without prior authorization from the program administration will be considered to have withdrawn from the program. If they wish to return to the program they must apply for readmission.

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## 7 Registration

### 7.1 Student Responsibilities

HEC Students are in charge of managing their own orientation within the program. To earn a degree, diploma or certificate, students must fulfill all of the requirements of their program and abide by HEC Montréal regulations and procedures.

### 7.2 Course Selection

PGM When choosing their courses, students must follow the program curriculum as determined by their supervisory committee.

PGM Students wishing to take a course of which the credits will not go toward obtaining their degree must apply to the program administration.

ADM Regular students must enrol every term in 81-000-00 Activité de recherche.

They must also enrol in the courses stipulated for their curriculum, in accordance with the dates in the university calendar.

#### Prerequisites

PGM When enrolling in a course, students must ensure that they satisfy all requirements related to prerequisites, if applicable. If the grade of a prerequisite is not yet available when they make their course selection for a given term, they should still enrol and presume that they have passed this prerequisite. However, if students fail one or more of the prerequisites, they are still obliged to pass the failed prerequisite(s).

HEC The professor has the right to deny access to a course to students who do not have the prerequisite required for the course.

#### Scheduling Conflict

ADM Students must avoid all conflicts between courses and examination schedules.

#### Assistance with Course Selection

ADM Students can seek advice and obtain information for their course selection by contacting the Administrative office of the program.

### 7.3 Registration

#### Course Registration

ADM Students must register directly via HEC en ligne during the course selection periods listed in the University Academic Calendar, taking into account the periods specifically established for their program.

The following should be noted:

- As the number of places in each course is limited, students are advised to register as of the beginning of the course selection period.
- Courses with an insufficient number of students will be cancelled and the students who had registered will be reimbursed for the entire amount paid.
- International students will have their registration cancelled if they do not have their immigration papers in order or if they do not have health insurance coverage for the duration of the program.
- HEC Montréal does not automatically accept students' course selections and reserves the right to make changes to any course selection.

#### Enrolment in directed readings

ADM When the courses offered for an option are very limited, in exceptional cases students may enrol in directed readings. They must submit a "Directed reading plan" to the program administration, including the objective, themes and corresponding bibliographies, means of evaluation, deadline, and résumé of the supervising professor. Directed readings are part of the student's Phase II and must be presented to the local and joint committees before being accepted.

#### Fees

ADM Students must pay the required fees as described in the "Table of Fees" published on the University's website before the deadline. Also consult the section "16. Tuition Fees" of this document for additional information.

### 7.4 Course Registration in Another Program or at Another University

HEC Students who wish to take one or more courses from another program or at another university and who want them to contribute toward the requirements of their degree, diploma or certificate must first receive authorization from the Program Director to enrol in these courses. Authorization will be granted when the course(s) selected is (are) deemed compatible with the program objectives. If they pass the course (See Passing a Course in section 9.7), they will be granted the related university credits.

#### Cross-Registration within Québec

ADM Students wishing to take a joint doctoral program course from another institution must complete the "Bordereau de transfert" form. In all other cases, students must complete the "Authorization to Transfer Credits" form available on the website [www.crepug.qc.ca](http://www.crepug.qc.ca). when the course(s) to be taken are at another Quebec university.

ADM Students must pay to HEC Montréal the tuition fees normally required in their program. However, when the tuition fees of the course in question are clearly higher than those specified

by HEC Montréal, students must enrol directly at the other institution after obtaining authorization from the Program Director.

#### Courses selected at any other university

ADM After having obtained authorization from the Program Director, students will register directly at the other university and pay the required fees to that institution.

### **7.5 Course Registration outside the Program**

HEC Students who wish to take one or more courses from outside their program and who do not want them to contribute toward the requirements of their degree, diploma or certificate must first receive authorization from the Program Director to enrol in these courses. The number of non-program credits authorized may not be 6 credits per program, barring exceptional circumstances.

ADM Students who want courses from outside their program to appear in their files as non-program courses must notify the Administrative Program Director in writing when they enrol in the course.

### **7.6 Registration of Visiting Students**

#### Students from Québec universities

ADM Students from the joint doctoral program wishing to take courses offered in the doctoral program at HEC Montréal need only fill out the "Bordereau de transfert" form, available from the different joint program administrations. For courses in all other HEC Montréal programs, they must complete the "Authorization to Transfer Credits" form available on the website [www.crepug.qc.ca](http://www.crepug.qc.ca). Tuition fees are payable to the home university. It is understood that all prerequisites must be satisfied.

ADM Students pursuing their studies in a program at a university other than those participating in the joint program or participating in an inter-university agreement may enrol in HEC Montréal courses.

During the course selection period they must complete the "Authorization to Transfer Credits" electronic form.

Tuition fees are payable to the university of origin.

#### Students at universities participating in an international exchange program

ADM Students who are enrolled in a program at a university participating in an international exchange program with HEC Montréal must, during the course selection period, transmit their course selection by e-mail. Tuition fees are payable to the home university. It is understood that all prerequisites must be satisfied.

#### Students from all other universities

ADM Students must provide a letter of authorization from their university specifying the courses they want to take and complete the "Application for Admission" form. Tuition fees are payable to HEC Montréal. It is understood that all prerequisites must be satisfied.

### **7.7 Confirmation of Registration and Billing**

#### Confirmation of registration

ADM Before the beginning of a term, students must consult their class schedule via HEC en ligne to check classroom locations and professors' names. If the course is offered at one of the other

universities in the joint program, students must consult the "Horaire" link on the program website.

#### Billing

ADM Students are responsible for checking their account balance via HEC en ligne. Before the due date for the payment of registration fees, HEC Montréal sends an invoice to all students whose registration has been partially or completely approved. Students who register after the payment due date should check the balance owing on their account via HEC en ligne and pay the required course fees within 10 days, as no other invoice will be mailed to them.

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## **8 Registration Modifications**

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### **8.1 Conditions**

ADM Changing registration refers to:

- adding a course
- substituting one course or group for another
- withdrawal from a course

ADM Any request for changes to the course selection must be processed via HEC en ligne during the authorized period. The date on which the changes are transmitted to HEC en ligne is the official date taken into account in calculation of the fees that will be charged to the student. Neither absence from a course nor stopping payment of a cheque can be considered as a notice of withdrawal from a course.

### **8.2 Course Change Deadlines**

HEC All requests for addition or substitution of courses must be submitted:

- before the 1st hour of course for 1 and 1.5 credit courses;
- before the 4th hour of course for all other courses.

ADM HEC Montréal will grant these requests only when there are places available.

### **8.3 Course Withdrawal**

#### Withdrawal with reimbursement

HEC Students who want to withdraw from a course and receive reimbursement of tuition fees must respect the deadline specified by HEC Montréal.

HEC In general, the deadline is based on the following rules:

- before the 4th hour of course for 1 and 1.5 credit courses;
- before the 7th hour of course for all other courses.

The University Academic Calendar specifies the deadline to withdraw from a course with reimbursement if it has a normal schedule.

To find out the specific date to withdraw from a course with a particular schedule, students must refer to their schedule on HEC en ligne and click on the "Drop dates" link.

HEC In this case, the course withdrawn will not appear on the transcript, and the tuition fees will not be charged.

After the deadline, no withdrawal with reimbursement will be authorized.

### Withdrawal without reimbursement

HEC Students may withdraw from a course without reimbursement before the deadline specified by HEC Montréal.

HEC In general, the deadline is based on following rules:

- before the 10th hour of course for 1 credit courses;
- before the 13th hour of course for 1.5 credit courses;
- before the 20th hour of course for 2 credit courses;
- before the 30th hour of course for 3 credit courses;
- before the 60th hour of course for 6 credit courses.

The University Academic Calendar specifies the deadline to withdraw from a course without reimbursement if it has a normal schedule.

To find out the specific date to withdraw from a course with a particular schedule without reimbursement, students must refer to their schedule on HEC en ligne and click on "Drop dates" link.

HEC In this case, the course withdrawn will appear on the transcript with the comment "AB", and the tuition fees will be charged. Students are responsible for paying all of the tuition fees, regardless of whether or not they attend class. The course results will not participate in the cumulative grade point average.

HEC After the last third of the course, no request will be considered unless it is justified by exceptional reasons. By default, a withdrawal from a course will appear on the transcript, and the grade for this course will be calculated by assigning a grade of zero to all evaluations that the student did not complete. Students are responsible for paying all of the tuition fees, regardless of whether or not they attend class.

### **8.4 Group Change**

ADM Students who do not join the group assigned may receive an incomplete evaluation.

### **8.5 Course Changes for Visiting Students**

#### Students from universities participating in HEC Montréal's international exchange program

ADM Students wishing to change or withdraw from a course given by HEC Montréal must do so via HEC en ligne.

#### Students from a university in Quebec or any other university

ADM Students wishing to change or withdraw from a course given by HEC Montréal must proceed as follows:

- complete the "Authorization to Transfer Credits" form available on the CREPUQ website;
- inform their faculty or department.
- abide by HEC Montréal regulations pertaining to course withdrawals.

The Administrative Director's office will only process the request for a course change after receiving the approval of the faculty or department of the student's university of origin.

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## **9 Evaluation**

### **9.1 Course Evaluation Methods**

HEC The forms of evaluation generally used at HEC Montréal are evaluation by assignment, examination and evaluation of participation, or any combination of the three. Students are

informed of the type and conditions of evaluation (evaluation criteria, relative weight of various elements in the evaluation) at the beginning of the course. In the same course, apart from exceptions approved by the Program Director, all students are evaluated in the same manner or, if applicable, are given the same options.

HEC For all courses of more than one credit, the overall evaluation must be based on at least two evaluation points, unless written authorization has been issued by the Program Director. In some cases, a maximum weight for one evaluation point may be required so that the overall grade take into consideration other forms of evaluation. For example, a maximum value of 50% will be assigned to exams so that other forms of evaluation such as individual assignments or other forms of assignments are considered for the overall evaluation of a course.

In addition, throughout their studies, the quality of written language along with the presentation of texts submitted to the professors, both as part of assignments and in examinations, is considered in their evaluation.

### Assignments

HEC The evaluation covers a set of requirements that are scheduled throughout the duration of the courses: dissertations, supervised projects, internships, oral presentations and practical assignments. These may be completed individually or in groups. For courses of two credits or more, group evaluation of students who participated in one or more group projects may not exceed 30% of their overall evaluation for that course. For courses of less than two credits, group evaluation may not exceed 40% of the overall evaluation. Some courses, determined by the Program Director, may be exceptions to this rule.

ADM Students are responsible for ensuring that the professor has indeed received their assignments within the deadlines, and must keep a copy of submitted work. HEC Montréal is not responsible for any lost assignments.

### Examinations

HEC Evaluation takes the form of a written or oral examination. At HEC Montréal, quizzes, tests, mid-term and final exams are commonly used. Final examinations may also consist of a take-home examination. If the evaluation is based on an oral examination, this examination must take place in the presence of a professor and an examiner appointed by the Director of the Academic Department; alternatively, the oral examination must be recorded.

### Participation

HEC Participation is based on the professor's assessment of the student's performance as manifested in class during the presentation of lectures, assignments and case discussions. Evaluation of participation may not exceed 15% of the student's overall grade for the course, unless, exceptionally, approved by the Program Director.

### **9.2 Responsibility for Evaluation**

HEC The evaluation types and conditions are determined by the professor who gives the course.

### 9.3 Attending Class and Examination

HEC It is assumed that students will attend classes. At the recommendation of the professor, the Program Director may deny a student access to class if the student did not attend the first two classes, or the first class if the course is less than 2 credits.

HEC Students who attend an examination may not subsequently request that the result obtained be excluded from their evaluation for any reason.

### 9.4 Absence from Evaluation

HEC A “zero” grade is assigned to students who:

- a) do not attend an examination unless, within five days following the specified date of the examination, they explain their absence in writing to the professor in the case of a quiz or test, and to the Program Director in the case of an examination, and the reason is valid;
- b) are present at an examination but do not submit a copy, in the case of written test, or refuse to answer questions, in the case of an oral test;
- c) do not submit the correct file, in the case of examinations completed on a computer;
- d) do not submit, by the date specified by the professor, an assignment containing an element of evaluation of a course.

ADM Students who are absent from an examination must complete the form “Notice of Absence from an Examination” within 5 days following the examination and submit the form together with original supporting documents to the Administrative Program Director.

HEC Valid reasons refer to a reason independent of the student’s will, such as force majeure, an act of God or an illness substantiated by a medical certificate.

HEC In the case of a mid-term examination, students who justify their absence to the satisfaction of the Program Director will be deemed to have obtained in this examination the same result as that of their final examination.

HEC In the case of a final examination, students who justify their absence to the satisfaction of the Program Director will temporarily obtain the comment “incomplete” for the result of the course, and must take the examination in the next term when the course is offered. A final examination cannot be deferred a second time.

#### Deferred Examination

ADM Usually, a deferred examination takes place during the period of final exams following the term in which the examination would normally have been written. The student must be present on the date and at the time established for the deferred examination. Failure to attend a deferred examination automatically results in a “zero” grade for that examination. Students can view their results via HEC en ligne.

### 9.5 Grading System

HEC Courses are graded according to a letter-based system, with each letter corresponding to a number of points:

Grade	Numerical Value	Evaluation
A+	4.3	Exceptional
A	4.0	Excellent
A-	3.7	Very good
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	Fair
C	2.0	
E	0	Failure
F	0	Failure due to absence*

C = Minimum passing grade in graduate level courses.

\*The F grade is assigned to students who have not received evaluations for any assignments of a course. The F grade does participate in student’s GPA but is excluded from the group’s average.

### 9.6 Course Grade Point Average

HEC The course grade point average (GPA) is calculated at the end of each term, or period, by weighting the number of points obtained in each course by the number of credits. The students’ grades are posted on the transcript and they are used in the grade point average computation. If the course is repeated, both marks appear on the transcript but only the last one participates in the GPA. Preparatory courses do not participate in the GPA.

HEC Courses taken at another university appear on the transcript and the grades do participate in the GPA except for courses taken in an international exchange program; these courses are not accounted for in the GPA.

### 9.7 Passing a Course

PGM Students pass a course if they obtain at least a C for all course assignments and examinations. A grade below a C is a failure.

PGM Students enrolled in a course in another program must meet the passing standards of that program. However, they must obtain a result equivalent to or higher than the minimum passing grade of the program in which they have been admitted.

### 9.8 Course Failure

HEC There is no repeat examination following the failure of a course. At the graduate and postgraduate levels, students must repeat the failed course.

## 9.9 Thesis

PGM Theses must be written in French. Exceptions are possible (see the *Guide de présentation et d'évaluation des mémoires de maîtrise et des thèses de doctorat*, published by the Université de Montréal Faculté des études supérieures et postdoctorales, available online at:

[http://www.fesp.umontreal.ca/fileadmin/Documents/Cheminement/GuidePresentationMemoireThese\\_versionDS.pdf](http://www.fesp.umontreal.ca/fileadmin/Documents/Cheminement/GuidePresentationMemoireThese_versionDS.pdf).

The student must submit a justified request, approved by the research director, to the program administration as soon as possible after first enrolling in the program, if the request was not made at the time of admission. If the thesis is submitted in a language other than French, it must meet the usual requirements and must also include an abstract in French, outlining the main ideas and conclusions.

The manuscript of a thesis in the form of papers is considered to be written in French if all the parts other than the papers are written in French. For example, if the papers are written in English, the student must write the abstracts and the other chapters aside from the papers in French.

## 9.10 Standards for Writing and Presenting Theses

PGM Theses must meet the standards for writing and presentation in effect at the School. These standards are explained in the *Guide de présentation et d'évaluation des mémoires de maîtrise et des thèses de doctorat*, published by the Université de Montréal.

## 9.11 Evaluation of the Thesis

PGM The thesis is evaluated in accordance with the educational regulations of the Faculté des études supérieures et postdoctorales of the Université de Montréal.

## 9.12 Notice of Submission of Thesis

PGM Once the thesis is completed to the satisfaction of the Phase III Committee, the student submits it to the program office. The student must notify the doctoral program office in writing or in person two months before the planned date of submission of the thesis, of his or her intention to submit it.

## 9.13 Thesis Jury

PGM The thesis is evaluated by a jury consisting of a chair/rapporteur and three members, including one external member. Except in exceptional circumstances, the external member of a thesis jury may not be employed by any of the management faculties of the universities participating in the joint program. The student's thesis director will provide the program administration with a list of seven names, including two for the external examiner. The Program Director at HEC Montréal will choose the jury members from this list and appoint its chair. Any person with the appropriate competencies may be a member of the jury. The chair of the thesis committee is invited to sit on the jury, but must not chair it.

## 9.14 Defence and Decision by the Jury

PGM The jury may accept the thesis for defence, reject it or allow the student to submit it once more, after corrections, by a deadline set by the jury. The extension may not exceed one year. This decision by the jury is made by a majority of votes.

The student's candidacy is terminated if the jury unanimously rejects the thesis before its defence.

If the jury requests no corrections before the thesis defence, it may do so after the defence.

If the jury accepts the thesis for defence, the Director of the School or the Program Director, after ensuring that the thesis complies with established standards and that the corrections requested by the jury have been made, sets the date for the defence. The student defends the thesis before the jury, the Director of the School or his or her representative and any other interested observers. If one of the jury members cannot attend, the Director of the School or the Program Director will appoint a replacement. The defence is conducted in public, unless the Director of the School or Program Director, at the jury's recommendation, decides otherwise.

The student's candidacy is terminated if the jury unanimously rejects the thesis after its defence.

For the thesis to be accepted, the jury's decision must be unanimous. At the request of the Director of the School or the Program Director, the jury may reconsider its decision. It may also review its decision, if it deems it necessary.

If the first jury cannot agree, the Director of the School or the Program Director will appoint a new jury, which will evaluate the thesis again. The decision of this jury, by a majority of votes, is final. In case of a tie, the chair has the deciding vote. The student's candidacy is terminated if this second jury, by a majority of votes, rejects the thesis before or after its defence.

## 10 Examinations

### 10.1 Eligibility

HEC Only students registered at HEC Montréal may take the examinations.

### 10.2 Examination Schedule

ADM Examinations take place according to the schedule published by the Registrar's Office at the beginning of the academic year. In addition, students must take into account all information published through HEC Montréal's official channels and all changes made by their professor during the term.

### 10.3 Access to Examination Room

ADM Students must present their student card to be admitted to the examination room. Access to the examination room is denied to all students who arrive more than 45 minutes late. No students are permitted to leave the examination room within the first 45 minutes, no matter the reason given.

### 10.4 Documentation During Examinations

ADM During an examination, students may not exchange or share calculators, laptop computers or any other documentation.

#### Calculator

When the use of a calculator is permitted only the Sharp EL-240SB model or the Texas Instruments BA II PLUS with financial functions and approved models are permitted. In all cases, the calculator must have a sticker attesting to its compliance.

#### Laptop computer

The use of laptop computers is prohibited except when specific permission is mentioned on the examination questionnaire.

#### Electronic device

In addition, students may not have any electronic or telecommunications devices in their possession during an examination, including:

- Cellular telephones, pagers, pocket computers, watches that include a data entry function, agendas, electronic dictionaries, walkmans, MP3 players, etc.

Any violation related to documentation or materials permitted during an examination falls under the scope of article 12 – Plagiarism and fraud.

### **10.5 Leaving Class during Examinations**

ADM Leaving class during examination is forbidden except for emergencies. In all cases, students must be accompanied by an invigilator.

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## **11 Results**

### **11.1 Assignments, Quizzes, Tests, Mid-term Examinations and Take-home Examinations**

#### Returning assignments and examinations to students

HEC HEC Montréal is under no obligation to return assignments or copies of examinations (quizzes, tests, midterm exams or take-home exams) submitted by students as part of a course. Consequently, the decision whether to show students the assignments and copies of examinations after correction is at the professor's discretion. The professor may choose to conserve them or destroy them after a minimum of six months.

#### Verification or review

HEC Students who want to verify or have the results of an assignment, quiz, test, mid-term examination or take-home examination reviewed must contact the professor concerned directly. Requests for a review must be made no later than 15 days after the results are made available.

Students who are dissatisfied with the decision may make an appeal of re-evaluation to the Director of the Academic Department or to his or her representative. The decision is final and without appeal.

### **11.2 Final Examination**

#### Disclosure of the results

HEC The results of the final examination cannot be conveyed directly by the professors, who are not authorized, under any circumstances, to show the student a copy of his or her final examination before the deadline has elapsed and the review process has been completed, if applicable. HEC Montréal does not return the copies of final exams to the students; copies are destroyed after a minimum of one year.

#### Verification of the results

HEC All students are entitled, within 15 days of receiving the results, to personally verify the results of their final examination. This verification must not entail displacement of documents and

must take place in the presence of a representative of the Registrar's Office.

#### Reviewing the results

HEC Students who would like to have the results of a final written examination reviewed must, within 15 days of receiving the results, submit a written request to the Registrar's Office, using the appropriate form. The professor will then undertake the review in the student's absence, but upon request by the student will provide comments on the results obtained, within 15 days of the expiration date of the review request period. After the review, the examination result may be maintained, upgraded or downgraded. The grade posted in the student's official transcript is determined according to the revised result. If the grade is unchanged students will be billed for review fees. Professors are not authorized to perform a review before they have received the request from the Registrar's Office.

#### Exceptional review

HEC All students who have serious reasons to believe that justice has not been rendered during the review of the evaluation may, within 15 days of the remittance of the results of this review, submit a new request for exceptional review, written and justified. If the grade is unchanged, students must pay the review fees stipulated by HEC Montréal. The Registrar's Office will forward this request to the Director of the academic department.

#### a) Review accepted

If, after reviewing the case, the Director of the Academic Department considers that the request is justified, he will create an exceptional review committee consisting of three appointed members. This committee may consult experts and must hear the student, the professor and the Director of the academic department upon request. The exceptional review committee may maintain, upgrade or downgrade the evaluation. This exceptional review of the evaluation is final. The committee may also make any recommendation it deems pertinent to the Director of the Academic Department or the Director of Programs.

#### b) Review rejected

If, after consulting the individuals concerned, the Director of the academic department denies the request, he must do so in writing and send a copy of the decision to the Program Director concerned.

#### Exceptional review of comprehensive examination results

PGM The regulations concerning exceptional reviews of final examination results also apply to the comprehensive examination in the Ph.D. in Administration program (written and oral examinations), with the following precisions:

All students who have serious reasons to believe that justice has not been rendered during the review of their results on their comprehensive examination may, within 15 days of the remittance of the results of this review, submit a request for exceptional review, written and justified, to the Program Director.

If, after consulting with the individuals concerned, the Program Director considers that the request is justified, he or she will create an exceptional review committee comprising three appointed members, one of whom must be an external member from one of the other universities participating in the joint program. The committee may consult experts and must hear the student, the members of the Phase III Committee and the

Program Director, and the directors of the departments concerned, if it so requests. If the student failed the written examination, the exceptional review committee may uphold the failure or grant the student a passing mark. This decision of the exceptional review committee is final. If the student passed the written examination but failed the oral examination, the exceptional review committee may uphold the decision by the Phase II Committee or recommend that the oral examination be done again, before the exceptional review committee. The decision by the exceptional review committee following a repeat of the oral examination is final. The committee may also make any recommendation it deems pertinent to the program administration.

If, after consulting the individuals concerned, the doctoral program administration denies the student's request for an exceptional review, it must do so in writing and send a copy of the decision to the School's Director of Academic Programs.

### 11.3 Posting of Grades

HEC The results of a course cannot be conveyed directly by the professor. Results are posted on HEC en ligne, after approval by HEC Montréal authorities. The results are not forwarded to other parties unless the student has provided written authorization.

### 11.4 Transcript

ADM At the end of each term, a transcript is available to all students who were subjected to evaluation of any form.

HEC The student's transcript shows the final grade obtained for each course taken and, exceptions left aside, the grade average for the group. The transcript lists the passes, failures, courses repeated, incomplete results, equivalencies or exemptions, courses withdrawn and, if applicable, citations of excellence or sanctions imposed.

ADM HEC Montréal will not issue transcripts to students who have an outstanding balance.

## 12 Plagiarism and Fraud

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### 12.1 Academic Violations

HEC A violation is the commission of any act intended to deceive, related to academic performance during an evaluation or related to the success of a requirement for an academic activity or any attempt to commit or participate in such acts.

Without limiting the generality of the preceding paragraph, the following are considered violations:

- a) Total or partial use, be it literal or disguised, of a text written by another person with the attempt to portray it as one's own work or failure to credit the author;
- b) submission, for evaluation purposes of work that was written or done fully or partly by another person;
- c) submission of the same work for two different courses, without prior written authorization;
- d) before an examination, procuring the questions or answers to the examination or using these questions or answers while preparing for or taking an examination;
- e) during an examination, possession or use of any documents, materials or unauthorized instruments, or solicitation or obtaining of any authorized help;
- f) substitution of persons during an examination or work subject to evaluation;

- g) invention of facts or falsification of research data in work subject to evaluation, particularly a thesis, guided work, or internship or research report;
- h) modification of the results of an evaluation or of any document included therein, and obtaining an undeserved evaluation;
- i) falsification of a document or use of a false document.

### 12.2 Procedures

HEC Any deed or action that might constitute a violation of this article must be reported to the Program Director of the student concerned. The teaching staff may not impose sanctions for a violation of this article.

The Academic Offences Investigation Committee, consisting of the professor responsible for academic integrity and the administrative Program Director concerned, may investigate. Alternatively, if during their investigation the Committee members feel that it would be more appropriate for the case to be heard by the Academic Discipline Council, they may refer the case to the Council.

If the Investigation Committee hears the case, it must give the student the opportunity to defend him or herself. The Committee will then determine whether or not the student has violated this article and decide on the applicable sanction. In all cases, the Investigation Committee may not impose a sanction of suspension or expulsion.

Students found guilty of violating this article by the Investigation Committee may request that the sanction be reviewed by a subcommittee of the Programs Committee, made up of the Programs Director, an academic director and an administrative director, the latter two from programs other than the student's program. The request for a review must be submitted to the Program Director concerned no later than 30 days after the notification of the sanction is received.

The Academic Discipline Council is formed of the assistant director - faculty, the professor responsible for academic integrity and a director from an academic department. If the case is assigned to this council, the council will investigate the matter and give the student the opportunity to defend him or herself. The Academic Discipline Council will then determine whether the student has violated this article and if so, will decide on the applicable sanction. The Academic Discipline Council may impose any sanction it considers appropriate, including suspension or expulsion from the School.

In all cases, the sanction must be determined based on the severity of the violation, on previous violations by the student, if applicable, and on the circumstances.

Students found guilty of violating this article following a decision by the Academic Discipline Council may request that the sanction be reviewed by the Programs Committee. The request for a review must be submitted, with justification, to the Programs Director no later than 30 days after the notification of the sanction is received.



### 12.3 Sanctions

HEC The following sanctions may be imposed in case of a violation of the regulation:

- a) Warning: a note is placed in the student's file with no immediate consequence;
- b) The student receives a grade of zero for the work or examination in which a violation was committed, but does not automatically fail the course;
- c) Failure of the course: the student receives a grade of E for the course in which a violation was committed. For doctoral students, article 13.2 c) applies under such circumstances;
- d) Suspension: students may not enrol in courses or a program for a specified time period determined when the sanction is handed down. This period may not exceed two years;
- e) Permanent expulsion: students who are expelled from HEC Montréal may not be admitted or readmitted to a program or enrolled in a course at HEC Montréal or obtain a grade, diploma or certificate from HEC Montréal.

Any other sanction deemed appropriate may be imposed.

In all cases, decisions on sanctions are inserted in the student's file.

## 13 Conditions for Continuation, Promotion and Dismissal

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### 13.1 Promotion

PGM In the Ph.D. program, students must pass all of the courses their program and their comprehensive examination. The Phase III Supervisory committee must have accepted their thesis proposal and the thesis must have been approved by the jury.

### 13.2 Dismissal from the Program

PGM Aside from dismissal with just cause, doctoral candidates are dismissed from the program in the following cases:

- a) students who receive more than one mark of less than 2.7 or B- in their preparatory courses (Phase I), unless the local doctoral committee approves their candidacy;
- b) students who receive more than one mark of less than 2.7 or B- in their specialization courses (Phase II), unless the local doctoral committee decides to go through with their candidacy;
- c) students who fail a program course, unless the local doctoral committee decides to go through with their candidacy;
- d) students who have been authorized to interrupt their courses but do not comply with the conditions set by the program administration;
- e) students who have not received an extension for writing their thesis and fail to submit their theses or to complete all the program requirements within five years of the date of their admission to Phase II, excluding authorized periods of interruption;
- f) if the program administration accepts the recommendation by the local committee that the student not be reinstated and, if the decision is appealed, it is upheld by the Committee of Academic Programs;
- g) students who fail the comprehensive examination;
- h) students whose thesis is rejected before or after its defence;
- i) students who have not completed all the requirements of Phase II within three years.

ADM A student dismissed during a term may be authorized to complete the term.

## 14 Readmission

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HEC Students may not apply for readmission more than once during their studies. Each case is studied on its own merits; the application for readmission may be accepted conditionally or may be denied. If it is accepted, the student's file is re-evaluated based on the requirements in effect at the time of the application for readmission. Readmitted students are notified of the conditions they must meet to complete their programs.

ADM An application for readmission must be submitted to the Registrar's Office on the abridged application for admission form, accompanied by a letter explaining the facts and justifying the application for readmission.

## 15 Degree, Diploma, Certificate and Attestation

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### 15.1 Issuance of Degree, Diploma and Certificate

HEC After the student has satisfied all the requirements necessary to obtain a degree, diploma or certificate, the Université de Montréal, upon recommendation by HEC Montréal's Academic Council, will award the degree, diploma or certificate corresponding to the study program.

ADM Diplomas will be mailed to students as soon as they are available. This normally takes an average of five months following the completion of the last term. However, HEC Montréal will keep all diplomas belonging to students with unpaid account balances.

### 15.2 Revocation of Degree, Diploma and Certificate

HEC The issuance of a degree, diploma or certificate arising from a mistake or resulting from plagiarism or fraud is deemed null and void. HEC Montréal's Academic Council conducts an inquiry and allows the person concerned to defend him or herself. Upon recommendation by the council, the University decides on the revocation and its decision cannot be appealed. This revocation must be decided within 5 years of the date the cause for revocation was brought in writing to the attention of the Director of HEC Montréal.

### 15.3 Attestation of Studies and Copy of Official Documents

ADM All students who would like to obtain an attestation of studies or a copy of a transcript or another official document must submit a written request to the Registrar's Office. HEC Montréal does not provide an attestation for partial evaluation of a course. Normal production time is 5 business days. To take possession of the documents requested, the students must show their HEC Montréal student card or another piece of valid identification. No attestation will be issued to students with unpaid account balances.

## 16 Tuition Fees

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### 16.1 Tuition Fees

ADM Students should refer to the "Table of Fees" published on the University's website to consult tuition fees charged and deadlines for payment.

Note that:

- Books, reference materials and all other course materials are not covered in the tuition fees;
- International students are subject to the guidelines of tuition fees issued by the Direction générale du ministère de l'Éducation, du Loisir et du Sport du Québec. Exemptions are foreseen in the application of this guideline;
- Interest will be charged on outstanding balances.

### 16.2 Outstanding Accounts

ADM Students are responsible for payment in full of the fees charged, whether or not they attend classes. Students with unpaid account balances will be denied access to HEC en ligne, and may not enrol or consult their results. These students will receive neither transcripts nor attestations of studies or diplomas and may not be admitted to any program.

### 16.3 Official Receipt

ADM At the end of the calendar year, HEC Montréal will issue official receipts for tax purposes. These receipts cover the Winter, Summer and Fall terms of a single calendar year. For the Federal Government, HEC Montréal issues the "Tuition and Education Amounts Certificate and for the Provincial Government", the form "Relevé 8 Montant pour études postsecondaires" (Amount for Post-Secondary Education) and the "Reçu de frais de scolarité pour fins d'impôt" (Tuition Fees Tax Receipt).

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## 17 Student Card

### 17.1 Use

ADM All students registered at HEC Montréal must have an HEC Montréal student card, even if they are enrolled in a single course or for a single term. The card is required for exams, borrowing books from the library, accessing computer laboratories, taking part in any other activity organized by HEC Montréal, for identification purposes, and for entering HEC Montréal premises outside regular hours. Students must have their card at all times in order to be able to show it on request. The student card remains the property of HEC Montréal and must be returned to the institution on request.

### 17.2 Issue and Validation

ADM The Student Services office is responsible for informing students, of its procedures for issuing student cards. A card is issued for the entire duration of a study program and must be validated with a sticker every new academic year. Cards are free the first time they are issued, but any student wishing to obtain a duplicate must pay the applicable fee. The HEC Montréal Co-op is responsible for issuing and validating cards.

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## 18 Technology Standards, HEC en ligne and E-mail

### 18.1 Computer and Standards

ADM Professors assume that all students have access to a PC meeting the standards of the program in which they are enrolled. Students are responsible for enquiring about the computer requirements of their study program.

### 18.2 HEC en ligne

ADM HEC en ligne allows students to choose their elective courses, make course changes, and consult their registration

confirmation, account summary, grades and transcript. To access HEC en ligne, a password is required.

### 18.3 E-mail

ADM All students admitted to HEC Montréal are given an e-mail address. Students may access their e-mail at HEC Montréal (in the university's computer laboratories or on their own laptop computers in several work areas) or elsewhere via an Internet service provider.

Students who received their diploma from HEC Montréal after the Winter 1996 term may keep their e-mail address when they leave the School. However, students who do not enrol in a program for a full year and all students who received their diploma before the Winter 1996 term no longer have the right to an HEC Montréal e-mail address.

The School offers a system for sending and receiving e-mail and temporary storage for received e-mail messages. Storage is limited in terms of both volume and time. Students and graduates wishing to keep their e-mail messages must download them onto a computer with an appropriate e-mail software program.

All official communications from HEC Montréal will be sent to students at their HEC Montréal e-mail addresses.

### 18.4 Internet Use at HEC Montréal

#### Internet Use Policy

ADM HEC Montréal offers students information system resources (equipment, applications, tools, network and telecommunications) to carry out activities related to their training. To maintain the effective operation of this network and abide by the agreement concluded with the R.I.S.Q. (Réseau interuniversitaire et scientifique du Québec), HEC Montréal has established the following rules.

- a) Students must not monopolize or abuse the computer resources of HEC Montréal, for example, by storing or transferring unusual quantities of data, or by using software that consumes huge quantities of space and memory. The use of file sharing software is prohibited. Listening to streaming audio or video on a site that contains a video server (streaming) is also prohibited unless it is authorized as part of an academic activity.
- b) Students must ensure that their computer complies with the standards in force at HEC Montréal. The operating system and software versions installed on the computer must be as recent as possible and the antivirus and firewall protection software must be up to date and activated.
- c) Students may not communicate, transmit or reveal their access code and personal password to another user or a third party, and must take measures to protect confidentiality.
- d) In all electronic messages transmitted on the network, students may not use harmful, malicious, heinous or discriminatory language or engage in any form of harassment, threat or libel;
- e) Students may not use the computer resources for unauthorized or illegal purposes, in particular to connect to illegal sites with a violent or sexual content, or that promoting extremist political conventions;
- f) The use of the School's infrastructure for commercial purposes or any other form of solicitation or advertising or publicity is prohibited.

- g) Students are prohibited from carrying out any acts that may hinder the functioning of the computer infrastructure of the school, for example:
- insertion of and spreading computer viruses
  - trespassing or attempting to hack into any computer, system or internal or external network;
  - deliberate interference intended to impair the performance of computer resources
  - modification, alteration or destruction of data, software or any property of HEC Montréal
  - the use of email to carry out mass mailings (spamming)
  - the use of equipment to provide access to information resources to third parties

#### Sanctions for illicit use of HEC Montréal computer resources

ADM In addition to the penalties foreseen by law, any violation of the regulation may lead to the following sanctions:

- denial of access rights to computer resources of HEC Montréal
- imposition of disciplinary measures or other sanctions up to exclusion from the school, depending on the severity of the accusations, damage caused and real or potential consequences for HEC Montréal
- reimbursement of all amounts that HEC Montréal would be obliged to pay as a result of unauthorized, fraudulent or illicit use of its computer resources.

## **19 Protection of Personal Information**

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### **19.1 Creation of Student Files**

ADM Every student, by applying for admission, authorizes HEC Montréal to create a file containing personal information relating to him or her. This personal information is confidential. It will be used in particular for analyzing admission criteria, managing student files and, once he or she has graduated, for purposes of affiliation with Réseau HEC Montréal, and Career Management Services. All student files will be retained after the student has left HEC Montréal, in accordance with the retention schedule adopted by HEC Montréal under the Archives Act.

### **19.2 Required Information**

ADM The information collected when a student applies for admission is mandatory; anyone who refuses to provide this information may not be admitted to or enrolled at HEC Montréal.

### **19.3 Access to Student Files and the Right to Make Corrections**

ADM All students are entitled to have access to their files and to have any inaccurate, incomplete or misleading information corrected.

### **19.4 Information Exchange**

ADM In accordance with the Act respecting Access to documents held by public bodies and the Protection of personal information, some personal student information may be exchanged, such as the following:

- a) Educational institutions attended and the Ministère de l'Éducation, du Loisir et du Sport (MELS) may forward students' academic results to HEC Montréal through the Conférence des recteurs et des principaux des universités du Québec (CREPUQ);

- b) HEC Montréal may forward to CREPUQ the information necessary for managing admissions and producing statistics that may require comparisons between files from different institutions;
- c) HEC Montréal may also forward to the MELS the information necessary to determine and validate a student's permanent code;
- d) HEC Montréal may validate information concerning status as a Quebec resident with the MELS, for purposes of determining students' tuition; and
- e) HEC Montréal may obtain from the Ministère de l'Immigration et des Communautés culturelles (MICC) confirmation that a certificat d'acceptation du Québec (Quebec acceptance certificate) has been issued in the student's name.

### **19.5 Statistics Canada**

ADM In accordance with the federal Personal Information Protection and Electronic Documents Act, individuals may request access to personal information held in federal information banks, including those of Statistics Canada. Students who do not wish their personal information to be used may request that Statistics Canada remove their personal information from the national database.

### **19.6 Explicit Authorization**

ADM Every student may authorize HEC Montréal to provide the following parties with certain information concerning him or her: the student association of the program in which the student is enrolled, the professional associations the student is likely to want to join, and the Réseau HEC Montréal. Every student may also authorize HEC Montréal and the parties mentioned in this paragraph to disclose the fact that he or she is an HEC Montréal student or graduate and his or her program of studies.

## **20 Changes to Student Files**

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ADM It is in students' best interest to ensure that the Registrar's Office can easily contact them. Consequently, they must update their files on HEC en ligne, in the Données personnelles (Personal information) section if there is a change in their home address or telephone number at home or at work. In addition, to ensure the accuracy of the official documents bearing their name, students must immediately advise the Registrar's Office of any errors in the personal information concerning them or of any changes to be made to their file. In the case of a change of name or status, the original supporting document is required. According to HEC Montréal policy, students are always registered under the last name given to them at birth.

## **21 Rules and Procedures**

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HEC The Director of HEC Montréal has the right to establish by simple resolution the rules and procedures regarding the application and interpretation of these regulations.