

HEC MONTRÉAL

Rules and Regulations

MBA Program

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Regulations Applicable to Students at HEC Montréal

MBA 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 MBA program only. Consequently, the numbering of the articles may be discontinued. Warning: The text from the excerpt of the Regulations Applicable to Students at HEC Montréal MBA 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:

- a) the Fall term—from the end of August to the end of December inclusive;
- b) the Winter term —from the beginning of January to the beginning of May inclusive;
- c) 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:

- a) one hour in the classroom and two hours of individual work per week for one term, or
- b) two hours of practical work and one hour of individual work per week for one term, or
- c) 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 short graduate programs. 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 Director of the program 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 Director of the program following an excusable absence from a final exam.

1.16 Final Examination

A final examination takes place at the end of the term or course 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 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.

1.24 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.

1.25 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.

1.26 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.

1.27 Internship

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

1.28 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.

1.29 Thesis

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

1.30 Directed Study

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

1.31 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).

2 Categories of students

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 enroll an independent student or visiting student in its courses. When an independent student or visiting student wants to enroll 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 enroll in the course of a program must first submit an application for admission using the admission online application form available at 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

For the MBA offered in French

PGM To be eligible for the MBA program as a regular student, a candidate must meet the following requirements:

Education

- Possess a recognized undergraduate university degree obtained with a grade average considered satisfactory. The grade average obtained at the end of the student's undergraduate program must be at least as high as the minimum average required by the University of Origin for the admission of its own students to a graduate program.
- For studies undertaken under an international system, possess a bachelor's degree or an undergraduate degree equivalent to a bachelor's degree totalling 16 years of studies unless otherwise agreed upon, with an average considered satisfactory.
- Not be enrolled in another program leading to a degree, unless he or she has obtained authorization from the Director of the program.

Work experience

Unless otherwise agreed upon, possess at least three years of pertinent work experience.

Admission tests

- Graduate Admission Tests

Take within the required deadline one of the following tests:

- the test d'Aptitude aux Études de gestion (TAGE MAGE);
- the Graduate Management Admission Test (GMAT).

The results obtained from either one of these tests must be available for the analysis of the candidate's file by the application deadline. The Director of the program will refuse to process the application for admission of a candidate who does not submit his or her test results. The tests must have been taken within the previous five years.

- Language Proficiency Tests

Take within the required deadline the following test if he or she has never been enrolled in a French study program:

- the Test de français international (TFI). A score of at least 850 is required.

Take within the required deadline if he or she has never been enrolled in an English study program any one of the following English language tests:

- the English Language Business Test (HECTOPE). A minimum grade B+ is required to be admitted to the program.
- the Test of English as a Foreign Language (TOEFL). Only the IBT version is accepted, and a score of at least 95 is required.

- the International English Language Testing System (IELTS) test. The result obtained must correspond to "Band 6.5 Academic Format."

PGM A limited number of candidates who do not possess an undergraduate university diploma or whose university record does not meet the established requirements may be admitted based on the quality of their experience and their excellent results on the admission tests. These candidates must hold a high-level position and possess management experience considered exceptional by the selection board.

For the MBA program offered in English

PGM To be eligible for the MBA program as a regular student, a candidate must meet the following requirements:

Education

- Possess a recognized undergraduate university degree obtained with a grade average considered satisfactory. The grade average obtained at the end of the student's undergraduate program must be at least as high as the minimum average required by the University of Origin for the admission of its own students to a graduate program.
- For studies undertaken under an international system, possess a bachelor's degree or an undergraduate degree equivalent to a bachelor's degree totalling 16 years of studies unless otherwise agreed upon, with an average considered satisfactory.
- Not be enrolled in another program leading to a degree, unless he or she has obtained authorization from the Director of the program.

Work experience

Unless otherwise agreed upon, possess at least three years of pertinent work experience.

Admission tests

- Graduate admission test

Take within the required deadline the following tests:

- the Test d'Aptitude aux Études de gestion (TAGE-MAGE);
- the Graduate Management Admission Test (GMAT).

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

- Language Proficiency Tests

Take within the required deadline if he or she has never been enrolled in an English study program any one of the following English language tests:

- the English Language Business Test (HECTOPE). A minimum grade A- is required to be admitted to the program.
- the Test of English as a Foreign Language (TOEFL). Only the IBT version is accepted, and a score of at least 100 (a minimum of 21 for each section) is required.
- the International English Language Testing System (IELTS) test. The result obtained must correspond to "Band 7 Academic Format."

PGM A limited number of candidates who do not possess an undergraduate university diploma or whose university record does not meet the established requirements may be admitted based on the quality of their experience and their excellent results on the

admission tests. These candidates must have a high-level position and possess management experience considered exceptional by the selection board.

3.3 Selection of Candidates

PGM The selection of candidates for the MBA program is based on the excellence of their university record, the relevance of their work experience, the results of their admission tests, their letters of recommendation, and their application for admission. Candidates may be called in for an interview.

3.4 Information Pertaining to International Students

Students whose entire study program lasts longer than six months

ADM International students who want 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 Response to Applications for Admission

HEC HEC 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, certificate or meeting any other condition supporting the student's application for admission.

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

4 Recognition of Prior Credits

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 after they are admitted to the program and before they enrol in the first course.

ADM The request must be submitted to the Registrar's Office on the appropriate form and accompanied by supporting documents.

ADM Students applying for an exemption must provide a detailed description of their experience. When an exemption is requested on the basis of work experience as well as studies, students must also provide all the required documents.

HEC Requests for an equivalency, exemption or substitution are transmitted to the Administrative Director of the program. 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 taken and the marks obtained. After being reviewed, a request may be accepted or refused.

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.

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 at HEC Montréal. With the exception of certificate programs, 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.

PGM In the MBA program, no equivalencies or exemptions are granted for the courses of the program.

5 Language of Studies

5.1 Linguistic Requirements of HEC Montréal

HEC Full proficiency in the French language and basic proficiency in the English language are required for most undergraduate and graduate diplomas at HEC Montréal. Knowledge of Spanish is encouraged but remains optional.

PGM The linguistic requirements of the MBA program differ from most programs:

In the MBA program offered in French

PGM Students admitted to the program must provide evidence of full proficiency in the French language and intermediate proficiency in the English language. These requirements must be respected before admission.

In the MBA program offered in English

PGM Students admitted to the program must provide evidence of full proficiency in the English language before being admitted to the program. Students must also provide evidence of basic proficiency in a second language to obtain their MBA degree.

This requirement will be met in the following cases:

- The student's mother tongue is different from the language of instruction of the program chosen;
- The student has completed previous studies in a language other than that chosen for his or her MBA program.

The student is in one of the following situations:

- He or she has completed his or her primary school education in another language.

- He or she has completed at least two years of secondary school or collegial studies in another language.
- He or she has successfully completed courses equivalent to at least one year of university education in another language.
- c) He or she has successfully completed a test designed by HEC Montréal (i.e. ELENHEC) or by a recognized organization.
- d) He or she has successfully completed a second or foreign language course given by a recognized university (intermediate level or higher).
- e) He or she holds a certificate of second-language proficiency issued by a recognized organization.

HEC The ORTHOGRAM and HECTOPE tests are used to assess a student's knowledge of French and business English.

HEC A student can take these tests as many times as he or she wishes, provided the corresponding testing fee is paid. The result of the last test taken will appear on the student's transcript.

ADM Students who successfully complete a French remedial course recommended to make up for weaknesses detected after taking Part I of the ORTHOGRAM test may be granted a substitution. If the student requests it, the grade obtained on the final examination in the course will be substituted for that obtained in the corresponding section of the test and the result will be recalculated. If the new overall result totals 60 points or more, the student will not have to retake the test and will meet the requirements of the part I of the ORTHOGRAM test.

HEC Students who wish to do so can undergo an evaluation of their language skills in Spanish (ELENHEC test) or another language and have the result shown on their transcript. The result may be removed upon 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 Post-graduate Studies

Courses given in French

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

Examinations. Class and take-home examination forms are in French but may refer to documents, texts or Web sites 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, Web sites, 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.

PGM Students in the MBA program can write their assignments and examinations in French or in English.

6 Studies

6.1 Study Program

PGM The MBA program includes a minimum of 54 credits distributed as follows:

Compulsory courses:

- 7 modules on business fundamentals (30 credits)
- 2 development activities:

- for the full-time MBA, a consulting field project (5 credits) and a leadership and personal change course (1 credit);
- for the part-time MBA, an integration project (2-credits) and a leadership and personal change course (1 credit).

Elective courses:

Developing a portfolio of skills:

- for the full-time MBA, 6 skills blocks (18 credits);
- for the part-time MBA, 7 skills blocks (21 credits).

6.2 Length of Studies

PGM The maximum duration of a study period for the MBA program is five years starting from the first term in which a student is admitted.

6.3 Full and Part-Time Studies

PGM Students enrolled in the MBA program are considered to be studying full-time if they are registered in courses totalling a minimum of 12 credits per term.

6.4 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.

PGM Students in the MBA program wishing to interrupt their studies must notify the Administrative MBA office. Those who do not will be considered to have withdrawn from the program. The Administrative Director of the program will review the student's request and determine the conditions imposed upon the student's return to the program.

PGM In the MBA program, terms in which studies are interrupted are included in the maximum study period of five years.

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

Rules

PGM Students in the MBA program should be aware of the following conditions:

- Students are automatically enrolled in compulsory courses;

Students must follow the cohort track as specified in the program curriculum and take the compulsory courses in the program with the group to which they have been assigned.

–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 of course 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.

Course-Project Registration

ADM Students must complete the course-project registration form and must have it approved by the supervising professor and the Director of the MBA program. After approval, the course-project registration will be processed by the Registrar's office. Students are responsible for finding a professor willing to supervise their course-project.

Fees

ADM Students must pay the required fees as described in the "Table of Fees" published on the University's web site 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 Director of the program 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.

PGM Students in the MBA program may be authorized to enrol in courses from another program only if the courses can count as electives for the MBA program. Barring exceptional circumstances, which must be proven, no more than 12 such credits may be authorized.

Cross-Registration within Québec

ADM Students must complete the electronic form "Authorization to Transfer Credits" available on the Web site www.bci-qc.ca.

Students must pay to HEC Montréal the tuition fees normally required in their program. However, when the school 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 Director of the program.

International Exchange Program

ADM Students who participate in an international exchange program must have their course selection approved by the Director of the program. They must pay to HEC Montréal the tuition fees normally required by their program.

Courses selected at any other university

ADM After having obtained authorization from the Director of the program, 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 Director of the program to enrol in these courses. The number of non-program credits authorized may not exceed 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 Director of the program in writing when they enrol in the course.

7.6 Registration of Visiting Students

Students from Québec universities

ADM Students who pursue their studies in a program at a university participating in an inter-university agreement may register for courses within HEC Montréal programs. During the course selection period, they will be asked to complete the "Authorization to Transfer Credits" electronic form.

Tuition fees are payable to the university of origin. It is understood that all prerequisites must be satisfied.

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. Classroom location and names of the professors are stated on HEC en ligne.

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.

8 Registration Modifications

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 the course for 1 credit courses;
- before the 13th hour of the course for 1.5 credit courses;
- before the 20th hour of the course for 2 credit courses;
- before the 30th hour of the course for 3 credit courses;– before the 40th hour of the course for 4 credit courses;
- before the 50th hour of the course for 5 credit courses;
- before the 60th hour of the 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.

PGM Students in the MBA program who withdraw from a compulsory course must also withdraw from all the other courses

in which they are enrolled. HEC Montréal then considers the students to have interrupted their studies.

8.4 Group Change

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

PGM Students in the MBA program must join the group to which they have been assigned for courses taken as a cohort. Students who do not join the group to which they have been assigned will have to interrupt their studies.

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.

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 Director of the Program, 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 Director of the Program. 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 Director of the Program, 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 Director of the Program.

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 Administrative Director of the program 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.

The student concerned will not be authorized to return to class unless he or she justifies his or her absence to the satisfaction of the Director of the program. The student must explain his or her absence in writing and submit the letter together with supporting documents to the MBA Administrative Office.

HEC Students who attend an exam 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 Director of the Program 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 Director of the program.

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 Director of the program 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 Director of the program 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	Good
B	3.0	
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.

2.7 = Passing grade point average in graduate level programs.

*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 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 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

PGM Students in the MBA program who fail a course must:

- a) For a compulsory course (module or development activity): repeat the course or substitute with a special exam.

The grade obtained in the course after taking a special exam cannot exceed a C.

Students who fail the repeat of a compulsory course will automatically be dismissed from the program.

Students who fail the special exam will automatically be dismissed from the program.

- b) For an elective course (skills block): repeat the course or substitute it with a special exam or another elective course.

The grade obtained in the course after taking a special exam cannot exceed a C.

Students who fail the repeat of an elective course will automatically be dismissed from the program.

Students who fail the special exam will automatically be dismissed from the program.

Only one course substitution is allowed.

Students who fail three times will automatically be dismissed from the program and may not repeat the course, substitute a special exam or replace it with another elective course.

Any form of repeating a failed course is subject to approval by the Director of the program.

9.9 Course Repetition

PGM Students are authorized to repeat a course failed or a course passed at the end of the phase concerned or before the end of the program, and only if they satisfy the program's conditions of continuation.

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.

Calculators and numeric keypads

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 or numeric keypad 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 an examination is forbidden except for emergencies. In all cases, students must be accompanied by an invigilator.

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 exam, take-home examination or participation mark reviewed must contact the professor concerned directly. Requests for a review must be made no later than 15 days after the results or the mark 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. Appeals must be lodged within five working days of the date on which the professor informed the student of the decision. The Director of the Academic Department's decision is final and without appeal.

11.2 Final Examination

Disclosure of the results

HEC The results of the final exam 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 exam. 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 exam 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 exam 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 written and justified request for exceptional review. They must complete the appropriate form and submit it to the Registrar's Office, which will forward the request to the Director of the Academic Department.

a) Review request accepted

If, after studying 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 committee may maintain, upgrade or downgrade the evaluation. The committee must justify its decision and provide it in writing to the Director of the Academic Department. Its decision is final and without appeal. The committee may also make any recommendation it deems pertinent to the Director of the program concerned.

b) Review request rejected

If, after studying the case, the Director of the Academic Department considers that the request is unjustified, he must justify his decision in writing. The decision of the Director of the Academic Department is final and without appeal.

In either case, the Director of the Academic Department must send a copy of his decision to the Office of the Registrar, which is responsible for informing the student of the decision. If the grade is unchanged, the student will be charged review fees.

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.

11.5 Citation of Excellence

HEC A student's transcript will bear a citation of excellence if, at the end of each term, he or she has had a cumulative grade point average of at least 3.7. The citation "With Great Distinction" will appear below the courses for each term with a cumulative grade point average of 3.7 or higher.

PGM In the MBA program, the citation of excellence appears on the transcript after the student has earned 17 credits, at the end of the term in which they were earned.

12 Plagiarism and Fraud

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 any participation 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 director of the program 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 director of the program 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 director of the program 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

13.1 Continuation

PGM In the MBA program, the following conditions take effect only once a full-time or part-time student has completed MBA courses totalling 17 credits:

- a) Students whose GPA is at least 2.7 are authorized to remain in the program.
- b) Students whose GPA is less than 2.7 but at least 2.3 are authorized to remain in the program, but are considered to be on probation.
- Full-time students have one period, from the start of the probation period, to bring their GPA up to 2.7.
 - Part-time students have two periods, from the start of the probation period, to bring their GPA up to 2.7.
- Students on probation after completing 17 credits must raise their GPA to 2.7 in order to remain in the program with elective courses; otherwise they will be dismissed.
- Students who are on probation after completing at least 30 credits must raise their GPA to 2.7 in order to obtain their diploma.

Students may not be placed on probation more than once in their studies, and in all cases must obtain a minimum GPA of 2.7 to be entitled to a diploma.

13.2 Promotion

HEC To be promoted, students must comply with the structure of their program and obtain at the end of their studies a minimum average of 2.0 in all undergraduate programs, or 2.7 in a graduate program.

PGM Students in the MBA program who are candidates for diplomas must also:

- obtain a grade of at least C in all the program courses;
- provide proof of basic proficiency in a second language.

13.3 Dismissal from the Program

PGM In the MBA program, aside from dismissal with just cause, are dismissed from the program:

- a) students who obtain a grade point average of less than 2.3 after taking courses totalling 17 credits;
- b) students whose grade point average is equal to or higher than 2.3 and below 2.7, and who do not satisfy the conditions of the probation period;
- c) students who are in probationary standing for a second time during their course of studies;
- d) students who have not maintained an average of at least 2.7 by the end of the program;
- e) students who have not completed the program within the prescribed deadline;

- f) students who fail the same course twice or fail a special exam;
- g) students who fail three times.

14 Readmission

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, and all applicable fees must be paid.

15 Degree, Diploma, Certificate and Attestation

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 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

16.1 Tuition Fees

ADM Students should refer to the "Table of Fees" published on the University's web site 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 provide official tax receipts for students' use, on HEC en ligne. These receipts cover the Winter, Summer and Fall terms of a single calendar year.

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.

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

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

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

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.