

HEC MONTRÉAL

**Règlement sur l'intégrité
intellectuelle des
étudiants**

**Regulation regarding the
intellectual integrity of
students**

Adopté par le Conseil pédagogique

Le 5 février 2014

Adopted by the Academic Council on

February 5, 2014



1. PREAMBLE

1.1 To fulfil its commitment to endowing the community with graduates with authentic educational experience, HEC Montréal must ensure the intellectual integrity of its students.

1.2 The present regulation determines the review procedure for acts related to academic violations. In some cases, students may be subject to the *Policy for the Responsible Conduct of Research* of HEC Montréal.

2. ACADEMIC VIOLATIONS

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

2.2 Without restricting the generality of the foregoing, 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) remittance for evaluation purposes of a work that was written or done fully or partly by another person, or lack of respect for the personal nature of an individual assignment;
- c) remittance of the same work for two different courses, without prior authorization from the persons teaching those courses;
- d) before an examination, procuring the questions or answers to the examination, along with documents, data or any other materials without prior authorization by the person responsible for the activity subject to the evaluation, or using these materials before or during an examination;
- e) during an examination, possessing or using any documents, materials or unauthorized instruments, or soliciting or obtaining any authorized help;
- f) during an examination, using or consulting a copy of another person's examination;
- g) reproducing all or part of an evaluation questionnaire or its answer key without prior authorization by the person responsible for the activity subject to evaluation;
- h) substituting persons during an examination or an assignment subject to evaluation;
- i) inventing facts or falsifying data in an assignment subject to evaluation, particularly a thesis;
- j) modifying the results of an evaluation or of any document included therein, and obtaining an undeserved evaluation;

k) falsifying a document or using a false document.

3. PROCEDURE

3.1 Reporting and preliminary evaluation

3.1.1 Any deed or action that might constitute a violation of this regulation must be reported to the administrative director of the program of the student concerned. The teaching staff may not impose sanctions for a violation of this regulation. The administrative director of the program informs the professor responsible for academic integrity of the potential violation.

3.1.2 The professor responsible for academic integrity evaluates the file briefly and determines, based on the severity of the alleged violations, if the case must be brought to the attention of either the Academic Offences Investigation Committee or the Academic Discipline Council. Cases where suspension or expulsion is a possible sanction are reported to the Academic Discipline Council.

3.2 Role of the Academic Offences Investigation Committee

3.2.1 The Academic Offences Investigation Committee is formed of the professor responsible for academic integrity and the administrative director of the program concerned. The Investigation Committee must inform the student of the nature of the violation and give the student the opportunity to defend him- or herself. The Committee will then determine whether the student has violated this regulation, and decide on the applicable sanction. In all cases, the Investigation Committee may not impose a sanction of suspension or expulsion.

3.3 The Academic Discipline Council

3.3.1 The Academic Discipline Council is formed of the Director of Faculty Affairs, the professor responsible for academic integrity and a department director. If the case is assigned to this council, the council will investigate the matter, inform the student of the nature of the violation and give the student the opportunity to defend him- or herself. The Academic Discipline Council will then determine whether the student has violated this regulation 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 HEC.

3.4 Right to appeal

3.4.1 Students found guilty of a violation of this regulation may appeal the decision and sanction.

3.4.2 Any request for appeal must be made in writing, and be justified and submitted to the Director of the Office of Academic Programs within 10 days of the student's having been informed of the decision.

3.4.3 The Office of the Academic Programs Director decides if the reasons stated in the request for appeal are valid. If the reasons are deemed invalid, the file is closed. If they are deemed valid, the request is transmitted to the academic violation appeal committee.

3.4.4 The academic violations appeal committee is made up of three members appointed by the director of HEC, namely an honorary professor, who chairs the committee, and two HEC Montréal faculty lecturers.

3.4.5 The committee decides on the procedure to follow. It may rely on the file compiled or obtain new proof.

4. SANCTIONS

4.1 The sanction is established based on the severity of the violation, the student's prior violations, if applicable, and the circumstances.

4.2 The following sanctions may be imposed in case of violation:

- a) warning: a note is placed in the student's file;
- b) the student receives a grade of zero for the work or examination in which a violation was committed, or the overall mark is reduced by a particular number of points at the committee's discretion, but the student 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.
- 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 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.

4.3 Any other sanction considered appropriate may be imposed. In all cases, decisions on sanctions are inserted in the student's file.