

HEC MONTRÉAL

Règlement régissant l'activité étudiante à HEC Montréal

Rules and Regulations

Programmes de D.E.S.S. délocalisés

**Offshore Specialized Graduate Diploma
Programs**

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Regulations Applicable to HEC Montréal Students Offshore Specialized Graduate Diploma Programs

The text from the excerpt of the Regulations Applicable to Students at HEC Montréal offshore Specialized Graduate Programs is a translation of the official version written in French. In case of divergence, the official version prevails over the translated version.

1 Definitions

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

1.1 Course withdrawal

Course withdrawal is the action of ceasing to take a course.

1.2 Concomitance

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

1.3 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.

1.4 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.

1.5 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.

1.6 Deferred examination

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

1.7 Final examination

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

1.8 Mid-term examination

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

1.9 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.

1.10 Period

A period covers a certain number of weeks and/or courses. Its length is variable.

1.11 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.

2 Admission

2.1 Application for admission

A candidate wanting to enrol in the course of a program must first submit an application for admission.

Candidates must make sure they meet the admission requirements before completing their applications. The application for admission must be accompanied by the required documents and payment and must be submitted by the program application deadline.

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.

2.2 Admission criteria

General conditions

To be eligible for offshore Specialized Graduate Diploma programs as a regular student, a candidate must meet the following requirements:

- A bachelor's degree with a grade-point average of at least 2.7 out of 4.3 or the equivalent. The minimum grade required by the university of origin for admission to its own graduate programs is considered equivalent to a mark of 2.7.
- For studies in the French system or a similar system, a diploma obtained after at least four years of university studies following the baccalauréat, with an average of at least 12 out of 20 for all university years.
- Meet the specific program requirements.

Specific conditions

For an offshore Specialized Graduate Diploma program offered in French:

Take within the required deadline, if the candidate has never completed a French study program, the Test de français international (TFI) and obtain a mark of at least 750. Students

admitted after taking the TFI will be excused from part 1 of the ORTHOGRAM test, required to obtain a Specialized Graduate Diploma.

Candidates must also pass the selection interview in French, if required.

For an offshore Specialized Graduate Diploma program offered in English:

Take within the required deadline, if the candidate has never completed an English study program, one of the following two English tests:

- The English Language Business Test (HECTOPE). A minimum mark of B- is required.
- The Test of English as a Foreign Language (TOEFL). A score of at least 550 is required for the paper-based version, 213 for the computer-based version or at least 79 for the IBT.
- The International English Language Testing System (IELTS). The result obtained must correspond to "Band 6 Academic Format". A candidate enrolled in the IELTS is required to complete the reading and written expression modules.

Candidates must also pass the selection interview in English, if required.

Specialized Graduate Diploma program in Energy Management

Candidates must have at least two years' relevant management experience in a company in the energy sector.

Specialized Graduate Diploma program in Management

Candidates must have a university undergraduate degree in any discipline other than administration or management.

2.3 Response to applications for admission

HEC Montréal is under no obligation to accept all eligible candidates.

A written notice of confirmation or refusal will be transmitted to each candidate and/or partner 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 supporting the student's application for admission

3 Recognition of Prior Credits

In offshore Specialized Graduate Diploma programs, no equivalencies or exemptions are granted for program courses.

4 Language of Studies

4.1 Linguistic requirements

For an offshore Specialized Graduate Diploma program offered in French

Very good fluency in French and good proficiency in English are required before the diploma can be issued.

For an offshore Specialized Graduate Diploma program offered in English

Students must provide evidence of very good proficiency in English before being admitted to the program.

4.2 Use of French and English

Courses given in French

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

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.

5 Education

5.1 Program credits

Specialized Graduate Diplomas comprise a minimum of 30 credits.

5.2 Length of studies

The maximum duration of a study period for Specialized Graduate Diplomas is four years starting from the first term in which a student is admitted.

6 Enrolment

6.1 Student responsibilities

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

6.2 Enrolment

Course enrolment

The program administration will enrol the student through HEC en ligne.

7 Enrolment Modifications

7.1 Course withdrawal

Any request for withdrawal must be submitted to the program administration. Note that neither absence from a course nor stop payment of a cheque can be considered as a notice of withdrawal from a course.

8 Evaluation

8.1 Methods of course evaluation

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.

For all courses, 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 takes 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 remitted to the professors, both as part of assignments and in examinations, is considered in their evaluation.

Assignments

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 fewer 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.

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

Examinations

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 on magnetic backup.

Participation

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 otherwise approved by the Program Director in exceptional cases.

8.2 Responsibility for evaluation

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

8.3 Attending classes and examinations

Students are presumed to attend classes. The professor may deny student access to class if the student did not attend the first two classes, or the first class if the course is fewer than 2 credits.

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

8.4 Absence from evaluation

A zero grade is assigned to students who:

- 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;
- are present at an examination but do not remit a copy, in the case of a written test, or refuse to answer questions, in the case of an oral test;
- do not remit, by the date specified by the professor, an assignment comprising an element of evaluation of a course.

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.

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.

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 on the date set by the Program Director. A final examination cannot be deferred a second time.

Deferred examination

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.

8.5 Grading system

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

Note	Points	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	Satisfactory
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 is taken into account in the student's GPA but is excluded from the group average.

8.6 Course grade point average

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 is taken into account in the GPA. Preparatory courses are not included in the GPA.

8.7 Passing a course

In Specialized Graduate Diplomas, students pass a course if they obtain at least a C for all course assignments and examinations. Students who obtain a grade below a C fail the course.

8.8 Failing a course

Students who fail a course must repeat it. If the course is not given in the following 12 months, the Program Director may authorize a special exam for students with a GPA of 2.3 or more out of 4.3.

The grade in the course following the special exam cannot exceed a C.

9 Examinations

9.1 Eligibility

Only students enrolled at HEC Montréal may take examinations.

9.2 Examination schedule

Examinations take place according to the schedule published at the beginning of the course. 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.

9.3 Access to examination room

Students must present photo ID 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, for any reason.

9.4 Documentation during examinations

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 other approved models are permitted.

Laptop computer

The use of laptop computers is prohibited except when specifically authorized 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, blackberry, etc.

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

9.5 Leaving during examinations

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

10 Results

10.1 Assignments, quizzes, tests and examinations

Remittance

HEC Montréal is under no obligation to remit assignments or copies of examinations submitted by students as part of a course. Consequently, the decision whether to return assignments and copies of examinations to students 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

Students who want to verify or have the results of an assignment, quiz, test or 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 Program Director or to his or her representative. The decision is final and without appeal.

10.2 Posting of grades

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

10.3 Transcript

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

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, course withdrawals and, if applicable, citations of excellence or sanctions imposed.

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

10.4 Citation of excellence

A student's transcript will bear a citation of excellence if, after taking 15 credits, he or she has a cumulative grade point average of at least 3.7. The citation "With Great Distinction" will appear above the cumulative grade point average for each term with a cumulative grade point average of 3.7 or higher.

11 Plagiarism and Fraud

11.1 Academic violations

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;
- 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.

11.2 Procedures

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 of the 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 HEC Montréal.

In all cases, the sanction must be determined based on the severity of the violation, on previous violations **by the same 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 **justified**. It must be submitted to the Programs Director no later than 30 days after the notification of the sanction is received.

11.3 Sanctions

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 consequences;
- 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. However, the student may retake the course thus failed;
- 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.

12 Conditions for Continuation, Promotion and Expulsion

12.1 Continuation

In Specialized Graduate Diplomas, the following conditions take effect only once a full-time or part-time student has enrolled for courses totalling at least 12 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. The Program Director will determine the probation conditions. 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.

12.2 Promotion

To be promoted, students must comply with the structure of their program and obtain at the end of their studies a minimum average of 2.7.

In offshore Specialized Graduate Diplomas offered in French, students must pass the French ORTHOGRAM test Parts I and II and the English HECTOPE test with a minimum mark of C to obtain their diplomas. Students in offshore specialized graduate diploma programs offered in English are not subject to this rule.

12.3 Expulsion

In the Specialized Graduate Diplomas, aside from dismissal with just cause, are dismissed from the program:

- a) students who obtain a grade point average of less than 2.7 after passing all the courses in the program (for students admitted to the Master of Laws program, taxation option, this average includes courses and the thesis);
- b) students whose grade point average is less than 2.3 after taking courses totalling 12 credits;
- c) 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 (see section 12.1, Conditions for continuation);
- d) students who do not complete their program within the prescribed period;
- e) students who are not allowed to enrol in any course without the prior authorization of the Program Director;
- f) students who are in probationary standing for a second time.

Students dismissed during a period may be authorized to complete the period.

13 Readmission

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.

An application for readmission must be submitted to the Registrar's Office by electronic mail, accompanied by an explanatory letter.

14 Diploma and Attestation

14.1 Issuance of diploma

After the student has satisfied all the requirements imposed to obtain a diploma, the Université de Montréal, upon recommendation by HEC Montréal's Academic Council, awards the diploma corresponding to the study program.

If the diploma is available, students will receive their diplomas during the graduation ceremony. If not, the diplomas will be

mailed to students. However, HEC Montréal will keep all diplomas belonging to students with unpaid account balances.

14.2 Revocation of diploma

The issuance of a diploma 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 five years of the date the cause for revocation was brought to the attention of the Director of HEC Montréal in writing.

14.3 Attestation of studies and copy of official documents

All students who would like 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 five business days or longer, for an address outside Canada.

To take possession of the documents requested, the students must show a piece of photo ID. No attestation will be remitted to students with unpaid account balances.

15 Technology Standards, HEC en ligne and Electronic Mail

15.1 Computers and computer standards

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.

15.2 HEC en ligne

HEC en ligne allows students to consult their registration confirmation, grades and transcript. To access HEC en ligne, a password is required.

15.3 Electronic mail

All students admitted to HEC Montréal are given an electronic mail address. Students may access their electronic 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.

HEC Montréal alumni may keep their electronic mail address when they leave the School.

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

Any official communications from HEC Montréal will be sent to the student at his or her HEC Montréal electronic mail address.

15.4 Internet usage at HEC Montréal

Usage policy

HEC Montréal offers students information system resources (equipment, applications, tools, network and telecommunications) to carry out activities related to their education. To maintain the effective operation of this network and abide by the agreement concluded with the RISQ (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 (Bittorent, P2P, etc) 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 of HEC Montréal for unauthorized or illegal purposes, in particular to connect to illegal sites with a violent or sexual content, or 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:
 - inserting or spreading computer viruses;
 - trespassing or attempting to hack into any computer, system or internal or external network;
 - deliberately interfering to impair the performance of computer resources;
 - modifying, altering or destroying data, software or any property of HEC Montréal;
 - using e-mail to carry out mass mailings (spamming);
 - using equipment to provide access to information resources to third parties.

Sanctions for illicit use of HEC Montréal computer resources

In addition to the penalties provided 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 that may range 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.

16 Protection of Personal Information

16.1 Creation of student files

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, the School's Alumni Services Department 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*.

16.2 Required information

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.

16.3 Access to student files and the right to make corrections

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

16.4 Exchange of information

In accordance with the Act respecting Access to documents held by public bodies and the Protection of personal information, some personal information on students may be exchanged, as follows:

- 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.

17 Changes to Student Files

It is in students' best interest to ensure that the Registrar's Office can easily contact them. Consequently, they must inform the Registrar [registraire.info@hec.ca] 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 in writing 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 enrolled under their last name at birth.

18 Rules and Procedures

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