

# Directive on the terms of use of the educational material made available by HEC Montréal

**Overseeing application of the Directive : Direction of Studies**

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**Effective until : At the next revision of the document**

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Director

**Date adopted**

June 6, 2022

**Resolution No.**

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**Amendments or Repeal**

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**Classification**

A01-02 Regulatory Framework – Academic

**Conservation**

Institutional Information and Archives Management Service

**Overseeing distribution**

Office of Communications and Government Relations

# TABLE OF CONTENTS

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1. PURPOSE OF THIS DIRECTIVE -----	1
2. TERMS OF USE -----	1
3. CASES OF VIOLATION AND SANCTIONS -----	1
4. ACCOUNTABILITY -----	2
5. ENTRY INTO FORCE AND REVISION -----	<b>ERREUR ! SIGNET NON DEFINI.</b>

## 1. PURPOSE OF THIS DIRECTIVE

- 1.1 The purpose of this directive is to inform members of the student community of the conditions attached to the use of material made available online or distributed in paper format by HEC Montréal for educational purposes, mainly through electronic lesson plans or in the classes.

## 2. TERMS OF USE

- 2.1 HEC Montréal is the holder of licenses on the educational material made available online or distributed in paper format either through licensing agreements with copyright holders or through HEC Montréal's Intellectual Property Policy.
- 2.2 HEC Montréal grants a license to use this educational material to members of the student community as part of their studies at HEC Montréal. This user license is given on a personal basis for the duration of studies at HEC Montréal.
- 2.3 This license may not be assigned to a third party without the prior authorization of HEC Montréal or the person who holds the copyright on the educational material concerned.
- 2.4 For greater clarity, it is prohibited to distribute, communicate, publish, display or otherwise disseminate the educational material provided by HEC Montréal without the prior authorization of HEC Montréal or the person who holds the copyright in the educational material. concerned.
- 2.5 The educational material provided by HEC Montréal includes, in particular, lesson plans, written, audio or visual presentations by members of the teaching staff, scientific articles, databases, books and excerpts from books, multimedia documents, studies of cases, exercises, exam or test questionnaires and solutions for exams, tests and case studies.

## 3. CASE OF BREACH AND SANCTIONS

- 3.1 Persons who breach the terms of use of educational material provided by HEC Montréal must take the necessary steps to put an end to the breach of HEC Montréal's licenses, failing which HEC Montréal may take action against such persons.
- 3.2 These measures include the suspension of registration for courses or the issuance of transcripts, degrees, diplomas or attestations of studies.

## **4. ACCOUNTABILITY**

- 4.1 This directive is placed under the responsibility of the director of studies.
- 4.2 The director of studies may report from time to time to the Pedagogic Council on the application of this directive.

## **5. ENTRY INTO FORCE AN REVISION**

- 5.1 This directive comes into effect when it is adopted by the management of HEC Montréal on June 6, 2022. It must be reviewed every five years.