

# HEC Montréal's Academic Rules and Regulations

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## 0. DEFINITIONS

The regulation governing student activities at HEC Montréal uses the following definitions.

### 0.1 Organization

#### 0.1.1 Academic year

The academic year lasts 12 months and comprises three terms:

- a. Fall term: end of August until end of December inclusively
- b. Winter term: end of January until end of April inclusively
- c. Summer term: early May until end of August inclusively

A term of activity is a term in which the student is enrolled in one or more courses or educational activities.

Some courses or educational activities may be concentrated over a shorter period within a term or may exceed one term.

#### 0.1.2 Program level

University education is divided into three levels. The first level is the undergraduate level. It leads to a bachelor's degree, certificate diploma or attestation of undergraduate studies (major, Short Programs).

The second level is the graduate level, which leads to a master's degree, specialized graduate diploma or attestation of graduate studies (Short Graduate Programs).

The third level is the postgraduate level and leads to a doctoral degree.

#### 0.1.3 Credit

A credit is a unit used to assign a numerical value to the studies and work normally required of a student to attain the objectives of an educational activity. A credit represents 45 hours dedicated by a student to this activity, including class attendance, research, teamwork and personal work.

### 0.2 Educational activities

#### 0.2.1 Prerequisite

A prerequisite is a condition that must be met before a student enrolls in a course or an educational activity.

### 0.2.2 Co-requisite course

A co-requisite course is a course that must be taken at the same time as a given course, unless already completed.

### 0.2.3 Internship

An internship is a temporary period of placement at a workplace where students apply the knowledge acquired during their studies. A credited internship in a study program must be linked to the learning objectives of this program and be covered by an internship agreement.

## 0.3 Recognition and confirmation

### 0.3.1 Attestation of Studies

An Attestation of Studies is a document that confirms the successful completion of or participation in one or more courses or educational activities.

### 0.3.2 Diploma

A diploma is a document that confirms the successful completion of a study program.

### 0.3.3 Degree

The bachelor's, master's and doctoral degrees attest to the successful completion of the undergraduate, graduate and doctoral programs respectively.

## 0.4 Categories of students

HEC Montréal admits regular full-time or part-time students, visiting students and independent students.

### 0.4.1 Regular students

A regular student aims to complete a study program to obtain a degree, diploma or attestation from HEC Montréal.

### 0.4.2 Visiting students

Visitor status is granted to students who are enrolled in a study program at another university, and who have obtained authorization from the related Program Director to enrol in one or more courses or educational activities at HEC Montréal.

### 0.4.3 Independent students

All other persons who have obtained authorization from the related Program Director to enrol in one or more courses or educational activities at HEC Montréal are independent students.

## 1. ADMISSION

### 1.1 Admission application

Anyone who would like to enrol in courses or activities in a program must first submit an application for admission to this program. They must also submit the necessary documents and pay the fees, which are non-refundable and subject to change.

Admission applications may be submitted at any time. However, deadlines will apply, depending on the programs and the term of admission.

Any falsification of a document or use of a false document submitted in the application for admission, or false declaration, or omission to give required information, may lead to cancellation of admission or registration at HEC Montréal.

### 1.2 Request for change to admission

Any changes in specialization, option or track within the same study program, or any change in certificate programs must be requested by completing the necessary form.

If the request is accepted by the Program Director, the change will take effect in the term following the request.

### 1.3 Eligibility conditions

#### 1.3.1 Regular students

Eligibility conditions for regular students are specific to each program and are found in the official description of each program.

HEC Montréal is not obliged to accept all candidates who meet the eligibility conditions for a given program.

#### 1.3.2 Other students

To be admitted as a visiting or independent student, candidates must be sufficiently qualified so they can benefit from the selected activities.



Admission is granted by the Program Director of the program offering activities. HEC Montréal is not obliged to accept all eligible candidates.

### **1.4 Reply to the admission application**

HEC Montréal sends admitted students an offer of admission for a specific term. In all other cases, HEC Montréal will send the candidates a rejection letter.

For some programs, the admission offer is only valid if it is accepted within a specified period.

In some cases, admission to HEC Montréal may be conditional on presentation of official documents or on the candidate obtaining a degree, diploma, certificate, attestation or any other condition that supports the application.

With the exception of certificate programs, a student's admission to a program is valid only if the student subsequently enrolls in courses for the term of admission and does not cancel or withdraw from said courses.

However, a one-time deferral of admission may be authorized exceptionally if the admitted candidate submits a justified request to this effect before the start of the term of admission.

## **2. ENROLLMENT**

### **2.1 Principle**

Students admitted to a study program must manage their own path of studies.

Students can only enrol in a course or educational activity at HEC Montréal if they have gone through all the forms of evaluation. Enrolled students are responsible for their academic success. It is thus presumed that students will attend their educational activities. Instructors are not required to provide additional aid due to absence, even for valid reasons.

Students must either be Canadian citizens or permanent residents of Canada, or they must hold a valid visa in order to enrol in courses or educational activities at HEC Montréal. They must also be covered by medical and hospitalization insurance. Failure to meet these requirements will result in cancellation of registration.

## **2.2 Choose your course**

### **2.2.1 Meeting the study program milestones**

Students are responsible for knowing how their study program is structured, and for selecting courses that let them attain program milestones within the deadlines set for completion of the study program.

At the graduate level, students are not permitted to choose, within their study program, more course credits than the number required by the program to which they are admitted. Any additional courses must be reported as electives and authorized in advance (see Article 2.5).

### **2.2.2 Prerequisites**

The selection of courses must satisfy all requirements regarding prerequisites. It is presumed that students have passed a prerequisite course if the grade for the course is not available at the time of registration.

Except in the above case, instructors may deny students access to a course if they do not meet its prerequisites.

### **2.2.3 Equivalent courses**

A combination of equivalent courses is a set of courses among which only one course abides by the structure of the study program. Students are permitted to register for a course or its equivalent.

### **2.2.4 Mutually exclusive courses**

A combination of mutually exclusive courses is a set of courses from among which only one course abides by the structure of the study program. Students are not permitted to register for more than one mutually exclusive course.

### **2.2.5 Schedule conflict**

The selection of courses must not present any conflict of course or exam schedules.

## **2.3 Registration for courses within the study program**

### **2.3.1 Registration for core courses at HEC Montréal**

Students who wish to register for a core course in their study program must enrol directly through the online registration service, HEC en ligne, during the course selection periods specified in the university calendar.

Note that:

- Class size is limited, and priority is based on the date of application for registration
- Courses with an insufficient number of students will be cancelled
- HEC Montréal reserves the right to change a student's course selection, notably due to a limited number of seats or cancellation of an offered course
- In cases of progression by cohort, enrollment may take place automatically. Students will then be obliged to follow this path and take courses with their assigned group

### 2.3.2 Enrolment in courses in another program at HEC Montréal or at another university

Students who wish to take a course in another program at HEC Montréal or another university, and who want this course to be considered in their program structure, must obtain authorization from their Program Director before enrolment.

Authorization of such courses is granted only when the course selected is deemed compatible with the program objectives. The maximum number of courses that can be substituted in this way is set by the Program Director.

In certificate programs, such authorization is granted for elective courses only.

#### 2.3.2.1. Course selected at a Quebec university

Students can enrol in a course at another Quebec university through the Bureau de coopération interuniversitaire website, by completing a request for authorization to transfer credits from other institutions.

The tuition fees for such authorized courses are equal to the fees normally required by the study program and must be paid to the university.

The student's grades for each of these courses appears on their transcripts and is included in the grade point average calculation.

#### 2.3.2.2. Course selected under an exchange agreement

For programs that offer this option, the course selection of students who want to participate in an exchange program at a university with which HEC Montréal has an exchange agreement must be approved by the Program Director.

The tuition fees for such authorized courses are equal to the fees normally required by the study program and must be paid to the university.

Grades for courses taken as part of an exchange program do not appear on the student's transcripts and are not included in the grade point average calculation.

#### 2.3.2.3. Course selected at any other university

Students who select a course at a university not covered by the above points, and who have been authorized by the Program Director to take that course, must enrol directly at the university in question and pay the required fees.

The grade for such an authorized course does not appear on the student's transcripts and is not included in grade point average calculation.

### 2.4 Registration for other activities within the study program

#### 2.3.3 Research

In the PhD and MSc with thesis programs, students are automatically enrolled in research activities each term starting from initial registration until the end of their studies.

##### 2.4.1 Compulsory synthesis activities (supervised project, supervised research, integrative project).

Students who wish to enrol in a compulsory synthesis activity within their study program must have the activity approved by completing the related section on the appropriate form. Students are responsible for finding a professor to supervise their activities. If the activity is not completed within the prescribed period, the Program Director can grant an extension. Tuition fees are charged for each extra term granted.

##### 2.4.2 Project course, internships and other optional activities

Program structure permitting, students who wish to enrol in a project course, internship or any other optional activity must get the activity approved by completing the related section on the appropriate form. Students are responsible for finding an activity that meets the standards of their program and for finding a supervising professor, if applicable. Once the request for enrolment is approved, the activity must be carried out within one term, but it may be extended to the following term with the approval of the Director of the program's Administrative Department.

##### 2.4.3 Directed reading (PhD)

Students who wish to enrol in directed reading must submit a request and a detailed plan when Phase II of their study program is approved. Authorization to enrol in directed reading is granted only exceptionally.

### 2.5 Non-program courses

Apart from certificate programs, registration for a course that is outside the structure of the study program to which the student was admitted must be approved by the Program Director.

## **2.6 Registration for visiting students and independent students**

### **2.6.1 Students from a Quebec university**

Students registered in a program at another Quebec university covered by the inter-university agreement may enrol in courses in programs at HEC Montréal, subject to the availability of seats.

They must do so during the course selection period stated in the HEC Montréal university calendar by completing a request for transfer of credits on the Bureau de coopération interuniversitaire website.

Tuition fees are payable to the student's home university.

### **2.6.2 Students participating in an exchange agreement**

To enrol in HEC Montréal courses as part of a program at a university that has signed an international exchange agreement with HEC Montréal, students must submit their course selection on HEC en ligne during the registration period. Tuition fees are payable to the student's home university.

### **2.6.3 All other requests for registration**

In all other cases, students who wish to register for a course or activity at HEC Montréal must complete an application and, if applicable, provide a letter of authorization from their home university specifying the courses or activities requested.

Tuition fees are payable to HEC Montréal.

## **2.7 Confirmation of registration**

Schedules for courses in which the student has enrolled appear on HEC en ligne and represent a confirmation of registration. This schedule also provides the examination dates and the classrooms.

## **2.8 Changing registration**

All requests for course changes (course registration, course section change, cancellation or course drop) must be done on HEC en ligne before the deadline for course changes indicated in HEC en ligne.

The date of the request will determine the fees the students must pay.

### 2.8.1 Adding courses

The addition of a course is subject to the conditions for course enrolment stipulated above

### 2.8.2 Changing sections

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

### 2.8.3 Cancelling or withdrawing from a course

To cancel or to withdraw from a course, students must follow the appropriate steps on HEC en ligne. Neither absence from a course nor stopping payment of a cheque can be considered a notice of course withdrawal or cancellation.

For programs with automatic enrolment, students must contact the Director of the Administrative Department of the related program to withdraw from a course.

### 2.8.4 Cancellation

A cancelled course will no longer appear on the student's transcripts and the corresponding tuition fees will be cancelled.

The deadlines to cancel are indicated on HEC en ligne.

For exceptional reasons deemed valid, students may request a course cancellation after the deadline for cancelling a course within twelve (12) months of the start of the term in question.

### 2.8.5 Withdrawal

For course withdrawals, the course will appear on the student's transcripts and the student will be charged the applicable fees for that course. The course will not be factored into the grade point average calculation.

A course dropped after the withdrawal deadline is graded as a failed course by HEC Montréal.

The withdrawal deadlines are indicated on HEC en ligne.

## 3. EVALUATION

### 3.1 Foreword

The evaluation of learning is a process whereby the knowledge and skills students have developed during an academic activity are assessed through various means and tools.

Any violation regarding an evaluation for a course or academic activity is subject to the Regulation on Student Intellectual Integrity.

### 3.2 Forms of evaluation in courses

The forms of evaluation and conditions thereof (evaluation criteria, relative importance of different elements of the evaluation) are posted in the course outline published by HEC Montréal.

The forms of evaluation used most often in courses are evaluation by assignments, tests, and examinations, and evaluation of participation.

The quality of writing and presentation of texts submitted to instructors for assignments, tests, and examinations are also considered in the student's evaluation.

#### 3.2.1 Assignments

These assignments may be done individually or in groups.

Students are responsible for ensuring that their instructor has indeed received their assignment by the deadline and must keep a copy of submitted work. HEC Montréal is not responsible for any lost assignments.

A zero grade shall be given for work that is not submitted, or that is submitted after the fixed deadline has passed.

#### 3.2.2 Tests and examinations

Tests are evaluations in a controlled environment (classroom or electronic monitoring). They may be written or oral. An oral test must be either recorded or administered in the presence of the instructor and another individual appointed by the Director of the department that is offering the course.

Examinations are written tests administered during specific periods scheduled on the university calendar. The examination schedule is published with the course schedule. Note that students must take into account all information published through HEC Montréal's official channels.

#### 3.2.2.1. Examination and test attendance

Only registered students may take examinations and tests. They must take examinations in the assigned room. They must present their student card to be admitted to the room. Access to the room will be denied to any student who arrives more than 45 late, except for language tests for which no latecomers will be admitted. No students will be permitted to leave the examination room within the first 45 minutes of the examination for any reason.

Students may not exit the room during the examination.

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

#### 3.2.2.2. Documentation permitted

The documentation students are allowed to have for a test or examination is specified on the test/exam sheet.

A hard copy bilingual dictionary is permitted when the language of instruction for the course (other than language courses) is English or Spanish. When the language of instruction of the course is French, only non-French speaking students may use a bilingual dictionary. Eligible students who wish to use a dictionary must first obtain a special sticker from the Office of the Registrar.

Unless expressly authorized on the test/exam sheet, the use of any electronic or telecommunications device during the examination is prohibited.

When calculators are permitted, students must ensure the device meets regulations and obtain a special sticker from the Office of the Registrar.

During a test or examination, students are forbidden from communicating with anyone and from exchanging or sharing any object with them, either physically or electronically.

#### 3.2.3 Participation

The evaluation of participation reflects the instructor's judgment of the student's contribution to learning in class.

### **3.3 Absence from or improper participation in an evaluation**

#### 3.3.1 Absence with cause

Students who are absent from an evaluation may justify their absence in writing and submit it to the appropriate authority within five working days of the evaluation.



For an examination, this request must be made by remitting the duly completed appropriate form, together with the supporting documents, to the Director of the Administrative Department of the related program.

For other evaluations, the reasons for absence must be provided to the course coordinator.

The only valid reasons for absence are those beyond the student's control, namely force majeure or a health condition confirmed by a medical certificate.

If a student's absence from a mid-term examination is justified to the Program Director's satisfaction, the former will be deemed to have obtained in this examination the same result as that of their final examination.

If a student can justify their absence from a final examination to the Program Director's satisfaction, they must take the examination again. This is generally done during the final examination period of the next term when the course is offered.

A final examination may be deferred only once. Failure to take this supplemental examination at the specified date and time will automatically result in a zero grade for this examination.

In all other cases, if the course coordinator considers that the reasons for absence are valid, he or she may allow the student to redo the missing evaluation or may change the weighting of the evaluation elements so as not to take into account the missed evaluation.

### 3.3.2 Consequences for absence without cause or improper participation in an evaluation

A zero grade is assigned to students who:

- a. Do not attend an examination or an evaluation, unless the reasons for their absence are considered valid
- b. Are present at an examination but do not submit a copy, in the case of a written test, or refuse to answer questions, in the case of an oral test
- c. Do not provide answers to evaluation questions before leaving the room or before the fixed deadline, in the case of an evaluation using a computer
- d. Do not use mandatory monitoring software or violate any other required monitoring arrangement

### 3.4 Evaluation of other learning activities

Evaluation conditions for other activities, notably mandatory comprehensive activities, are specific to each program.

Learning activities that include research must also adhere to the Policy for the Responsible Conduct of Research.

#### 3.4.1 Supervised project, integrative project, supervised research at the master's level (graduate diploma programs and Masters)

The report produced as part of a supervised project, integrative project or supervised research in the master's program is evaluated by a jury made up of one or more professors who supervise the student and at least one other member appointed by the Program Director.

The jury may:

- a. Accept the report and evaluate it according to the letter-grade system
- b. Return it to the student and ask for major corrections to be made; in this case, the corrected report must be submitted by the student for final evaluation by the jury within one month of the date when the student was informed of the decision
- c. Reject the thesis; this decision must be unanimous, and if there is disagreement, the Program Director appoints a professor who will read the first evaluation and evaluate the report. This professor's decision is final

When a jury rejects a report or gives it a grade below C, the student's candidacy is terminated.

#### 3.4.2 Thesis (MSc in Administration)

The thesis is evaluated by a jury made up professors who supervise the student and at least two other members appointed by the Program Director.

The jury may:

- a. Accept the thesis and evaluate it based on the letter-grade system; they may also ask the student to make minor corrections within one month
- b. Return it to the student them to make minor corrections; in this case, students are readmitted to the thesis process and must submit the corrected report for final evaluation by the jury within six months from the date on which they were informed of the decision
- c. Reject the thesis. When the jury rejects a thesis by majority vote or gives it a grade below C, the student's candidacy is terminated

#### 3.4.3 Comprehensive examination (PhD)

The two components (written and oral examinations) of the comprehensive examination are evaluated by a jury made up of all the members of the student's Phase II committee.

Jury decisions are made by majority vote, with those representing the Chair of the committee, having only one vote. In case of a tie, the vote of the Chair of the Phase II committee shall prevail.

For each component, the jury may:

- a. Give the student a letter grade
- b. Adjourn the evaluation, which is permitted only once

In this case, the student must take the examination again within one term.

Only students who obtain a grade of at least B+ in the written examination are authorized to take the oral examination, which takes place in front of all of the jury members.

Only one letter grade is given to the comprehensive examination, which is a combined grade of the two components.

Students must obtain a grade of at least B+ in the comprehensive examination to continue in the program. Their candidacy is terminated if their grade in the comprehensive examination is B or lower.

### 3.4.4 Thesis (PhD)

#### 3.4.4.1. Composition of a thesis defence jury

The Program Director designates the members of the defence jury, which consists of at least five persons:

- A chair-rapporteur
- An external examiner
- The research director
- The research codirectors, if applicable
- An additional member, if need be

Jury decisions are made by majority vote, with those representing the research director having only one vote. In case of a tie, the vote of the Chair of the Phase II committee will prevail.

#### 3.4.4.2. Acceptability of the thesis

The acceptability of the thesis for defence purposes is evaluated by the jury, which may:

- a. Accept the thesis for defence purposes
- b. Return it to the student and permit a one-time resubmission of a corrected version, within one year
- c. Reject the thesis before it is defended

A student's candidacy is terminated if the thesis is rejected before its defence.

#### 3.4.4.3. Defence

When a jury accepts a thesis, the date for the thesis defence is set. The defence is public and takes place in front of the jury and the representative of the director of HEC Montréal.

The jury may:

- a. Accept the thesis.

They may also ask students to submit minor corrections within one month, or that they submit major corrections within a maximum of one year.

- b. Reject the thesis

A student's candidacy is terminated if the thesis is rejected at the moment of the defence.

### 3.5 Results

#### 3.5.1 Grading

Grading of courses and other evaluated learning activities is done by a letter system, with each letter corresponding to a numerical value according to the scale presented in Section 3.7.

The final result of a course or learning activity cannot be transmitted directly by the instructor. The results are published on HEC en ligne after official approval.

#### 3.5.2 Passing grade

Unless it is identified by the comment ES, the passing grade of a course or other learning activity is:

- Undergraduate level: D
- Graduate levels: C.

Students enrolled in a course or other learning activity in another program are subject to the passing standards for that course or learning activity, as well as to the passing standards for that program.

#### 3.5.3 Repeated course

Students who fail a course and who are not dismissed must take the course again if it is a compulsory course. If the failed course is not compulsory, students may substitute another course

that abides by the structure of their program. In this case, the failure will still be included in the calculation of the grade point average, except in the MBA program.

In some programs, when students must retake a failed course that is not offered until the next academic year, the Program Director may permit them to enrol in a supplemental activity. The grade obtained for the course after completion of the supplemental activity cannot be higher than C.

Failure of the supplemental activity is considered a second failure of the course.

Students who are not dismissed and whose diploma has not been issued may retake a course that they already passed within the deadline of their study program.

#### 3.5.4 Grade point average

The grade point average is calculated by weighting the number of points obtained in each course or program activity that contributes to the average by the number of credits.

In certificate programs, the grade point average is calculated for all courses taken within the program.

In the case of a repeated course, only the most recent result contributes to the grade point average.

Non-program courses and evaluations without numerical value do not contribute to the calculation of the grade point average.

Courses taken at a Quebec university are included in the calculation of the grade point average. Letter grades obtained are reported without conversion.

Courses taken at other universities, notably as part of international exchange programs, are not included in the calculation of the grade point average.

Grades obtained for other learning activities (Article 3.4) are included in the calculation of the grade point average except for the master's thesis and supervised project in the MSc in Administration, and the dissertation and comprehensive examination in the PhD program.

#### 3.5.5 Transcript

The grades students obtain for all activities in which they are enrolled are entered in their transcript and remain there. The transcript is available on HEC en ligne.

The student's transcript presents the grade point average for preparation courses and the grade point average for courses in the student's program separately.

With some exceptions, the transcript mentions the group average for all courses in which the student is enrolled.

A grade of F, given if the student has not obtained a grade for any form of evaluation of a course, is included in the grade point average but is excluded from the calculation of the group average.

The transcript also mentions Courses repeated (CR), Incomplete results (IN), Course equivalence (EQ), Course exemptions (EX), DI), Withdrawals (AB), Marks not available (ND) and, if applicable, citations of excellence or sanctions.

Comments and verdicts based on the grade point average are issued each term, except in the MBA program, where they are transmitted after the student has completed 17, 30 and 54 credits.

### 3.5.6 Note of excellence

Except in the PhD program, a note of excellence is entered on the student's transcript for each term where the grade point average is at least 3.5 (undergraduate level) or at least 3.8 (graduate levels), as soon as the number of credits contributing to this average has reached 15.

## 3.6 Consultation and revision of a course

### 3.6.1 Consulting evaluations after submission of grades

All students have the right to consult a copy of their work or exams after submission of grades.

For evaluations other than a final exam, the teacher of the course in question is responsible for drawing up and communicating the procedure for consultation and feedback regarding evaluations. In the case of a final exam, this consultation should be carried out according to the procedure communicated by the Registrar's Office within a specific period indicated on the academic calendar.

It is up to the teacher to decide whether students can keep a copy of an evaluation other than a final exam. HEC Montréal does not remit copies of final examinations to students, and destroys them after a minimum period of one year.

### 3.6.2 Evaluations other than a final exam

#### 3.6.2.1. Request to review a grade

After viewing their examination, students who wish to have their grade reviewed must contact the teacher directly within fifteen days of receiving the grade.

#### 3.6.2.2. Request to appeal a grade

Students who wish to appeal a decision must contact the Director of the concerned academic department within five working days from the date on which the instructor informed the student of the decision by specifying the reasons for the request for appeal. The Director of the academic department may maintain, lower or raise the evaluation result except for participation grades. In the case of a grade for participation, the Director of the academic department may either maintain the grade or cancel its weighting in the calculation of the course grade. The decision of the Director of the academic department is final and cannot be appealed.

### 3.6.3 Final examination

#### 3.6.3.1. Request to review a grade

After viewing their final examination, students who wish to have their grade reviewed must apply to the Office of the Registrar using the appropriate form before the deadline scheduled in the university calendar. The instructor will review the result within fifteen days of receiving the student's request for review. As a result of the review, the grade assigned for the examination may be maintained, lowered or raised. In cases where the grade is unchanged, students will be billed for review fees. The grade entered in the student's official transcript is established by taking into account the reviewed grade.

#### 3.6.3.2. Exceptional review request

All students who have serious reasons to believe that justice has not been rendered during the review of their final examination may, within 15 days of the remittance of the result of this review, submit a written and justified request for an exceptional review to the Office of the Registrar using the appropriate form.

##### a. Request considered valid

If, after studying the student's file, the Director of the academic department considers that the request is valid, he or she will form an exceptional review committee made up of three appointed members. This committee may consult experts and must hear the student, instructor and department director, upon their request. The exceptional review committee may maintain, upgrade or downgrade the evaluation. The committee must justify its decision and transmit the decision in writing to the Director of the academic department. The committee's decision is final and cannot be appealed.

##### b. Request considered invalid

If after studying the student's file, the Director of the academic department considers that the request is invalid, he or she must justify the decision in writing and send a copy of the decision to the Director of Academic Affairs. The decision of the Director of the academic department is final and cannot be appealed.

In either case, the result of the review must be transmitted to the Office of the Registrar, who is responsible for informing the student of the decision. If the submitted grade is upheld, a fee shall be charged to the student.

### **3.7 Consultation and review of other evaluations**

#### **3.7.1 Research and capstone activities**

Within 15 days of transmission of the results of this activity, students may submit a written and justified request for an exceptional review to the Program Director.

##### **a. Request considered valid**

If after studying the student's file, the Program Director considers that the request valid, they will form three-person exceptional review committee.

The decision by the exceptional review committee is final and cannot be appealed.

##### **b Request considered invalid**

If after studying the student's file, the Program Director considers that the request is invalid, he or she must justify the decision in writing to the student and send a copy of the decision to the Director of Academic Affairs.

#### **3.7.2 Comprehensive examination (PhD program)**

Within 15 days of transmission of the results of this examination, students may submit a written and justified request for an exceptional review to the Program Director.

##### **a. Request considered valid**

If after studying the student's file, the Program Director considers that the request is valid, he or she will form an exceptional review committee made up of three appointed members, one of whom works at a partner university of the program. This committee may consult experts and must hear the student, members of the student's Phase II committee, Directors of the academic departments concerned and the Program Director, upon their request.

If the request for a review concerns the written examination, the exceptional review committee may maintain, downgrade or upgrade the evaluation. The committee's decision is final and cannot be appealed.

If the request for a review concerns the oral examination, the exceptional review committee may maintain the Phase II committee's decision or recommend that the student redo the oral portion in front of the exceptional review committee. The decision by the exceptional review committee is final and cannot be appealed.



- b. Request considered invalid

If after studying the student's file, the Program Director considers that the request is invalid, he or she must justify the decision in writing to the student and send a copy of the decision to the Director of Academic Affairs.

### 3.8 Evaluation: Marking systems

#### Marking system for undergraduate programs    Marking system for graduate programs<sup>1</sup>

Mark	Numerical value (out of 4.3)	Evaluation	Mark	Numerical value (out of 4.3)	Evaluation
A+	4.3	Exceptional	A+	4.3	Exceptional
A	4.0	Excellent	A	4.0	Excellent
A-	3.7		A-	3.7	Very good
B+	3.3	Very good	B+	3.3	Good
B	3.0		B	3.0	
B-	2.7		B-	2.7	
C+	2.3	Good	C+	2.3	Fair
C	2.0		C	2.0	
C-	1.7	Fair	E	0	Failure
D+	1.3		F	0	Failure if no evaluation
D	1.0		ES	---	Requirement satisfied
E	0	Failure			
F	0	Failure if no evaluation			
ES	---	Requirement satisfied			

<sup>1</sup> The marking system in the above table may differ from the above table for graduate-level capstone activities.

## 4. COMPLETION OF STUDIES

### 4.1 Successful completion of the program

A study program is said to be successfully completed if the structure of the program has been abided, and if the conditions stated during admission, along with the language requirements and other conditions for graduating from the program have also been met. A minimum grade point average of 2.0 out of 4.3 (undergraduate) or 2.7 out of 4.3 (graduate levels) should have also been obtained within the prescribed deadline.

Students who successfully complete a study program have the right to receive a degree, diploma or certificate confirming their successful participation in their study program.

### 4.2 Issuance of a degree, diploma or certificate

After a student has satisfied all the requirements for obtaining a degree, diploma or certificate, the Université de Montréal, upon recommendation by HEC Montréal's Academic Council, awards the student a degree, diploma or certificate corresponding to his or her study program.

The issuance of a degree, diploma or certificate arising from a mistake or resulting from plagiarism or fraud is deemed null and void. Upon recommendation by HEC Montréal's Academic Council, the University decides on the revocation and its decision cannot be appealed.

### 4.3 Issuance of an attestation of studies

HEC Montréal may issue an attestation of studies to students who meet all the requirements for obtaining it.

The issuance of an attestation by mistake or as a result of plagiarism or fraud is deemed to be null and void. The student's Program Director may, after an investigation, withdraw an attestation that has become null and void.

### 4.4 Withdrawal from the program

HEC Montréal shall deem that students have withdrawn from their study programs in the following cases:

- a. Discontinuance: Except in the certificate programs, or in case of deferred admission, if there has been no enrolment in any course in their study program or qualifying course in the term of admission.
- b. Inactivity: If there has been no enrolment in any course or activity in their study program or qualifying course, or if all enrolled courses or activities have been cancelled or dropped for three consecutive terms.

## 4.5 Probation

Students whose grade point average in their study program after having followed the number of credits stated in Appendix 1 is at least 1.7 but below 2.0 (undergraduate level) or at least 2.3 but below 2.7 (graduate levels) are considered to be on probation.

Except for the BBA Accelerated admission pathway where students are never on probation.

## 4.6 Dismissal

Students shall be dismissed from a study program in the following cases:

- a. If their grade point average in their study program is below 1.7 (undergraduate level) or 2.3 (graduate levels) at any time after having completed, in this program, the number of credits stated in Appendix 1.
- b. If the process conditions of their study program have not been met.
- c. If they have not completed the study program by the specified deadlines, as stated in Appendix 2.
- d. If the conditions for their admission or readmission have not been met.
- e. At the MSc level, if they are on probation for two consecutive terms.
- f. At the graduate level, if deferral of an obligatory synthesis activity (supervised project, integrative project, intervention project or consultation project, thesis) is rejected or is given a grade below C, or if they have not submitted the corrections requested by the specified deadline.
- g. In the MBA program, if they fail the same course twice, fail a supplemental activity or fail three times.
- h. At the PhD level, if they fail a course in the program, obtain a grade below B+ in the comprehensive examination, or if they obtain more than one result below B-, including in preparatory courses.
- i. In the PhD program, if the thesis is rejected before or after defence

When students are dismissed during a term, they may request authorization to finish the term.

## 4.7 Expulsion

The expulsion of a student may take place for disciplinary reasons.

#### **4.8 Interruption of studies**

Except in the case of certificate programs, students may ask their Program Director for permission to interrupt their studies. The request for interruption must be presented before the studies are interrupted. Interruption is permitted if the Program Director considers the reasons given valid.

#### **4.9 Readmission**

A student who is dismissed may submit a one-time request for readmission to the study program by transmitting a justified request to the Administrative Director of their study program.

The Program Director may refuse or authorize the student's request for readmission with or without conditions. This decision cannot be appealed.

Students whose request for readmission is accepted will resume their study program according to the structure and rules in place at the time of their readmission.

### **5. EFFECTIVE DATE AND REVIEW**

This document was adopted by the Academic Council on April 15, 2015, taking effect the same day.

HEC Montréal commits to reviewing this document at least once every four years.

# APPENDIX 1

## End of studies – Number of credits on which probation or withdrawal may be determined

### a. Undergraduate level:

- Certificate programs: 12 credits
- BBA: 30 credits

### b. Graduate levels:

- 15-credit programs: 6 credits
- MSc in Administration: 6 credits
- MBA: 16 credits
- Other graduate programs: 12 credits
- PhD: 1 credit, including preparatory courses

## APPENDIX 2

### End of studies – Maximum duration of studies

The duration of studies is calculated starting from the term of admission to a program.

#### a. Undergraduate level:

- Certificate programs: 4 years
- Short Undergraduate Programs: 2 years
- BBA preparatory year: 1 year
- B.A.A.: 5 years
- Accelerated Admission to the BBA: 1 year

#### b. Graduate levels:

- Preparatory programs: 1 year
- Short Graduate Programs (Master and PhD): 2 years
- Specializes Graduate Diploma: 4 years
- CPA Specialized Graduate Diploma: 2 years
- Master's degree: 4 years
- Phase II of the PhD.: 2 years
- PhD: 6 years, including Phase I and Phase II.s