

# Regulation on student intellectual integrity

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## PREAMBLE

Integrity and rigour are fundamental values to HEC Montréal. Such values are reflected, notably in the implementation of rules intended to ensure the intellectual integrity of its student community.

## 1. SCOPE

- 1.1 The present regulation determines the review procedure for acts related to academic violations. In some cases, students may also be subject to the [Policy for the Responsible Conduct of Research](#).
- 1.2 The present regulation applies to all members of the student community of HEC Montréal.
- 1.3 The present regulation falls under the responsibility of the Academic Programs Office.
- 1.4 The present regulation is to be interpreted according to the attached definitions, which form an integral part of this document.

## 2. ACADEMIC VIOLATIONS

- 2.1 Without restricting the general scope of the definition of an academic violation set forth in section 8.3 hereof, the following shall be considered an academic violation:
  - a) using, in full or in part, literal or paraphrased, a text of others, a table, a picture, a recording or any other creation by others, in any medium, published or not, and presenting it as one's own creation or missing reference information;
  - b) using a translation, in full or in part, literal or paraphrased, a text of others, in any medium, published or not, and presenting it as one's own creation or missing reference information;
  - c) submitting for evaluation purposes an assignment that was written or done in full or in part by another person, student or not, or failing to comply with the personal nature of an individual assignment – accepting payment or another form of compensation for such an assignment constitutes grounds to presume that the person was aware of participating in an academic violation;
  - d) submitting the same assignment, in full or in part, in two different courses or in the same course taken more than once, without prior written authorization from the teachers offering these courses;

- e) possessing, soliciting, obtaining or reproducing, in full or in part, an evaluation questionnaire or its answer keys, documents, data, material or instruments, or using any of the above in preparation for or during an examination, without prior authorization from the person overseeing the activity under evaluation;
- f) during an examination, using or consulting a copy of another person's examination or communicating with another person or persons;
- g) using a substitute during an examination or substituting someone else's work as its own;
- h) inventing facts or falsifying data in an assignment subject to evaluation, including a thesis or dissertation;
- i) altering the results of an evaluation or any documents included therein, as well as obtaining an undeserved evaluation;
- j) falsifying a research document or data, creating or using a false document, in full or in part.

## 3. PROCEDURE

### 3.1 Reporting

- 3.1.1 Any fact or action that may constitute a violation of this regulation must be reported to the Registrar's Office without delay.
- 3.1.2 The Registrar's Office shall immediately inform the Person Responsible for Intellectual Integrity ("PRII"), who shall coordinate all steps of the process regarding the application of the present regulation.

### 3.2 Preliminary evaluation

- 3.2.1 The PRII shall produce without delay a preliminary evaluation of the reporting and decide whether an investigation should take place.
- 3.2.2 If the PRII determines that the reporting presents grounds for an investigation, she/he shall communicate this decision to the person who submitted the report.

### 3.3 Investigation

- 3.3.1 If the PRII determines that an investigation must take place, that person shall designate an investigator to put together the investigation file, including gathering and building evidence of the alleged violation. The investigator may request the assistance of an expert in the specific field of study related to the reporting to help build evidence.
- 3.3.2 If the investigator realizes that there is no basis for further investigation due to lack of evidence or a clear finding that no violation has occurred, the investigator shall communicate her/his findings to the PRII, who shall decide whether or not to continue.
- 3.3.3 The investigator shall inform the PRII if, in her/his's opinion, it is likely that an academic violation was committed.

- 3.3.4 Depending on the severity of the alleged violations, the student's previous offences and the student's course of study, the PRII shall determine whether the case should be brought to the Academic Offences Investigation Committee or the Academic Discipline Council's attention.
- 3.3.5 Cases where a preliminary evaluation indicates that suspension or expulsion of the student will not likely be involved shall be brought to the Academic Offences Investigation Committee's attention
- 3.3.6 Cases where suspension or expulsion is a possible sanction are brought to the Academic Discipline Council's attention, particularly those involving a doctoral student.

### 3.4 Hearing before the Academic Offences Investigation Committee

- 3.4.1 If the PRII determines that the reporting presents grounds for investigation by the Academic Offences Investigation Committee, she/he shall designate a pedagogical evaluator to coordinate the student's hearing. The PRII shall also designate an administrative evaluator to participate in the hearing.
- 3.4.2 The pedagogical evaluator shall inform the student of the nature of the violation, as well as the evidence collected, offer to provide the Committee with the student's version of the events and give the student the opportunity to be heard. The student must be given a minimum of three working days from the time the evidence is sent to the date of the hearing.
- 3.4.3 When going before the Academic Offences Investigation Committee, the student may request to be accompanied by another person, who would act only as an observer.
- 3.4.4 The investigator who prepared the file shall bring the evidence relevant to the file forward to the Academic Offences Investigation Committee.
- 3.4.5 After the hearing, the Academic Offences Investigation Committee shall determine whether the student has committed a violation of the present regulation.
- 3.4.6 If the Academic Offences Investigation Committee has determined that a violation was committed, it shall decide on the applicable sanction and, within fifteen days of the hearing, shall notify the student of the nature of the sanction, indicating that she/he has a right to request a review of the decision or sanction. The Committee shall ensure that all necessary notations are placed in the student's file, in compliance with the confidentiality of said file.
- 3.4.7 Under no circumstances can the evaluators of the Academic Offences Investigation Committee impose a sanction of suspension or expulsion. If the committee members determine that such a sanction must be imposed, they shall refer the case to the Discipline Council.
- 3.4.8 If the evaluators determine that the student did not commit a violation of the present regulation, they shall inform the student as well as the teacher concerned in order to grade the student's work, in compliance with the confidentiality of the file.

### 3.5 Hearing before the Academic Discipline Council

3.5.1 If the hearing is held before the Academic Discipline Council, the procedure laid out in section 3.4 shall be followed, with the necessary adjustments.

### 3.6 Lack of answer from the student or admission of guilt

3.6.1 If, despite a formal summons, the student does not answer the Academic Offences Investigation Committee or the Academic Discipline Council or fails to attend the hearing before one of these bodies, the body in question shall be justified in considering only the report and the evidence contained in the file to determine whether the alleged violation was committed and may determine the applicable sanction. The student shall then be informed in writing of the decision and told that she/he has the right to request a review of the decision or sanction. The administrative office of the student's program shall also be notified so that the necessary notations can be placed in the student's file, in compliance with the confidentiality of said file.

3.6.2 If the student admits guilt, the Academic Offences Investigation Committee or the Academic Discipline Council may take this into account when determining the sanction.

### 3.7 Right to review

3.7.1 Students found guilty of a violation of the present regulation have the right to file a request to review the decision and sanction by writing to the PRII no later than ten days from receipt of the decision.

3.7.2 Within fifteen days of receiving the request for review, the PRII shall decide whether the reasons provided in the request are valid and shall inform the student of the decision. The PRII may reject a request for review if no grounds for error or serious breach of procedural fairness are raised in the request.

3.7.3 If the reasons for reviewing are deemed invalid, the file is closed. If they are deemed valid, the request is transmitted to the Academic Violation Review Committee as soon as possible.

3.7.4 The Academic Violation Review Committee shall establish the procedure to be followed and shall make a decision and communicate it to the student within fifteen days of receiving the file. The Committee must solely base its decision on the already compiled file; the student may not add any new pieces of information.

## 4. SANCTIONS

4.1 The sanctions are imposed based on the severity of the violation, the student's prior violations, if any, and the circumstances. Sanctions are always imposed on an individual basis, whether the violation was committed by one or several students.

4.2 A member of the faculty may not impose sanctions for a violation of the present regulation.

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

- a) Warning: a note is added to the student's file;
- b) Reduction of the grade: at the discretion of the Academic Offences Investigation Committee, the Academic Discipline Council or the Academic Violation Review Committee, the student receives a grade of zero for the work or evaluation where a violation was committed, or the overall grade is reduced by a number of points, but the student does not automatically fail the course;
- c) Failure of the course: the student receives a grade of E for the course where a violation was committed;
- d) Suspension: the student may not register for courses or a program for a period determined when the sanction is handed down; this period may not exceed two years;
- e) Permanent expulsion: the student is expelled from HEC Montréal and cannot be admitted or readmitted to a program or registered in a course at HEC Montréal or obtain a degree, diploma, certificate, or any other credentials from HEC Montréal. A student who is expelled from HEC Montréal may request a pardon from the Director of HEC Montréal no earlier than ten years after the expulsion; if this request is granted, the student may be authorized to submit a new application for admission to HEC Montréal.

4.4 Any other sanctions deemed appropriate may also be applied. In all cases, decisions made on sanctions are listed in the student's file.

## 5. CONFIDENTIALITY

- 5.1 All information collected in the process of an investigation into alleged academic violations or related to this process is strictly confidential.
- 5.2 The identities of students involved in the process of an investigation into alleged academic violations are confidential, unless it is absolutely necessary that they be disclosed by the staff involved in the process for the investigation to proceed, particularly if the rules of procedural fairness require it.
- 5.3 Only members of the teams investigating allegations of academic violations may have access to the notes placed in the student's file, the confidential information contained therein, and the identities of the people referred to in sections 5.1 and 5.2. The use of this information is strictly limited to purposes related to reported allegations.

## 6. ACCOUNTABILITY

- 6.1 The Academic Programs Office, through the Registrar's Office, reports annually to the Academic Council the following information:

- 6.1.1 The number of students involved in alleged violations, the number of alleged violations and the number of students sanctioned, in total and by program;
- 6.1.2 The distribution of sanctioned students by program and by type of evaluation or event;
- 6.1.3 The distribution of sanctioned students by program and by department of study;
- 6.1.4 The type and number of sanctions applied to sanctioned students, by program;
- 6.1.5 The initiatives undertaken to promote intellectual integrity and reduce academic violations.

## **7. EFFECTIVE DATE AND REVIEW**

- 7.1 This regulation is effective as of the day of its adoption by the Academic Council of HEC Montréal, September 29, 2021. It must be revised at least once every four years.

## 8. APPENDIX – DEFINITIONS

- 8.1 **Academic Discipline Council:** Committee consisted of three people designated by the Person Responsible for Intellectual Integrity, namely, a pedagogical evaluator, the Director of Faculty Affairs and a Department Director.
- 8.2 **Academic Offences Investigation Committee:** Committee consisted of two people designated by the Person Responsible for Intellectual Integrity, namely, a pedagogical evaluator and an administrative evaluator.
- 8.3 **Academic violation:** Committing any act with the intent to deceive regarding a student's academic outcome during an evaluation or regarding the fulfilment of a requirement for an academic activity constitutes such a violation, as does any attempt or incitement to commit such an act or participation in such an act.
- 8.4 **Academic Violation Review Committee:** Committee formed of three members appointed by the School Director, namely, an honorary professor, who chairs the committee, the Academic Programs Director and a member of the HEC Montréal faculty.
- 8.5 **Administrative evaluator:** Person designated by the Person Responsible for Intellectual Integrity from among the Administrative Directors reporting to the Academic Programs Office or any other person designated by the Academic Programs Office.
- 8.6 **Investigator:** Designated by the Person Responsible for Intellectual Integrity, this person is a member of a group of a few people appointed to this role by the Academic Programs Office.
- 8.7 **Pedagogical evaluator:** Person designated by the Person Responsible for Intellectual Integrity from a group of professors and full-time lecturers appointed by Faculty Affairs.
- 8.8 **Person Responsible for Intellectual Integrity (“PRII”):** Person appointed by the Academic Programs Office whose general mandate is to coordinate investigation processes and ensure compliance with the present regulation.
- 8.9 **Student community:** All persons admitted to the HEC Montréal, enrolled in at least one course offered by HEC Montréal, or participating in an internship or any other pedagogical or research activity at HEC Montréal. This definition includes people participating in evaluated activities and training offered independently by different HEC Montréal units and hubs.