

Code de conduite des étudiants Code of conduct for HEC Montréal students

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Code of conduct for HEC Montréal students

Article 1. General provisions

As a general rule, all students are obliged to conduct themselves so as not to interfere with the pursuit of studies or work under safe conditions and must observe normal courtesies in a university environment.

HEC Montréal students are subject to this Code even if they are participating in a foreign exchange or training program or working as interns.

Article 2. Rules of conduct during learning activities

HEC Montréal seeks to offer students a quality learning environment. Instructors and students must collaborate to maintain a climate that favors optimal learning.

The onus is on each student to adopt behaviours and attitudes conducive to proper conduct of courses and examinations, notably:

- a) arrive on time for classes and return promptly after the break, and leave the classroom at the end of the period;
- b) actively participate in learning activities proposed by the instructor;
- c) listen attentively when the instructor provides explanations or when other students speak or give presentations;
- d) eliminate sources of distraction by turning off cellular phones and using computers only for the academic purposes foreseen by the instructor;
- e) remain silent during examinations; and
- f) more generally, avoid any behaviour that could compromise learning and the conduct of examinations.

A student is not allowed to record an instructor without the prior explicit authorization from the instructor.

Article 3. Prohibited behaviours

Students must not do anything or behave in such a way as to infringe on the rights and freedoms of other members of the HEC Montréal community or harm the property or reputation of HEC Montréal, its staff members, other students or student associations at the School.

Without restricting the generality of the above, no students may, on HEC Montréal premises or during any activity held by HEC Montréal or any of its student groupings, or following such an activity:

- a) engage in physical violence or abusive behaviour, make threats or harass any other person;
- b) cause or risk causing physical danger or physical injury or cause a degrading or psychologically harmful situation;
- c) steal, take for profit, destroy or damage any property;
- d) obtain or seek to obtain any benefit by making or using fraudulent statements, counterfeit currency or falsified documents;
- e) use a computer network in such a way as to cause damage or to harm another person's reputation;
- f) prevent or interfere with the free circulation of other individuals;
- g) prevent or interfere with any HEC Montréal event, the regular running of a service or the management of HEC Montréal;
- h) perform a racist or sexist act or propagate such views;
- i) contravene federal, provincial or municipal legislation.

Article 4. Procedure

1) Immediate power of intervention

a. By an instructor

Instructors are in charge of ensuring a quality environment in their classes. In case of infringement of the requirements of this Code, the instructor may take immediate appropriate measures to restore a climate in class that favours learning. Before acting, the instructor must first specify the expected behaviour. If the situation is not corrected, the instructor may then ask the student(s) involved to leave the class, among other measures. In case of refusal, the instructor may request assistance from the HEC Montréal Security Department.

b. By any employee of HEC Montréal

In case of violation of the requirements of Article 3, any employee of the School may be asked to intervene. Employees may request assistance from their immediate supervisor or, in some cases, the HEC Montréal Security Department.

2) Power of intervention of the program director

Any act that could be in violation of Article 2 can be reported to the Program Director of the student concerned.

The Program Director may take appropriate measures to restore the learning climate in the class. However, the Program Director concerned must refer the file to the Legal Affairs department under the following section if he or she considers that suspension or permanent expulsion from the School are disciplinary measures that may be applied to one or more students.

If the Program Director is the professor involved, the powers to intervene are delegated to the Director of Studies.

3) Power of intervention of the Conduct Committee

Any act that could be in violation of article 3 of the Student Code of Conduct must be reported to the Legal Affairs Department.

The Legal Affairs Department will investigate and determine whether the case should be referred to the HEC Montréal Student Conduct Committee.

The Student Conduct Committee consists of the Secretary General, who acts as the Committee Chair and spokesperson, eight HEC Montréal students recommended by the presidents of the student associations and five staff members. The Committee members,

aside from the Secretary General, are appointed by the Director, and serve terms of three years for staff members and one year for student members.

When a case is referred to the Student Conduct Committee, the Secretary General strikes a subcommittee consisting of three or five members, i.e. the Secretary General and an equal number of students and staff members.

The subcommittee must inform the student concerned of the actions or behaviour of which he or she is accused, and allow the student to speak on his or her own behalf.

The Committee will decide on the appropriate sanction. Only a committee consisting of five members may recommend that a student be expelled.

In all cases, the sanction must be appropriate to the nature of the offence, any previous offences and the specific circumstances of the case.

Article 5. Sanctions

The following disciplinary measures may be imposed for offences under the Code:

- a) *Warning*: A note is placed in the student's file, with no other immediate consequences;
- b) *Suspension*: The student may not enrol in courses or programs for a specified length of time as decided when the discipline is imposed, but not to exceed two years;
- c) *Permanent expulsion*: A student who is expelled from the School may not be admitted or readmitted to a program and may not enrol in any HEC Montréal course or obtain marks, a diploma or a certificate.

Aside from these disciplinary measures, the subcommittee may impose any other sanction it deems appropriate, including reimbursement for any damage caused or suspension of all access to the School's computer systems.

In all cases, decisions regarding disciplinary measures will be placed in the student's academic file.

This Code of Conduct was adopted by the Board of Directors, on the recommendation of the committee of HEC Montréal student association presidents.