

Directive for Students who are Parents



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FOREWORD

A pregnancy or the birth of a new child can have a major impact on a student's ability to continue their studies. HEC Montréal provides this directive to offer accommodation to parents who are students so that they can continue their studies to complete their programs with minimal disruption. Such a policy is consistent with the School's approach to equity, diversity, and inclusion.

1. SCOPE

- 1.1 This directive applies to all members of the student community of HEC Montréal.
- 1.2 This directive and its application are under the responsibility of the Academic Programs Office.

2. DEFINITION

“Student who is a parent”¹: A student is defined as any person registered for at least one course, internship, or educational or research activity under their program of study at HEC Montréal, and who is in one of the following situations:

- Pregnant
- In the process of adoption
- Fostering a child
- Living with their child or children, or the children of their spouse, if at least one of the children is age 17 or younger OR if at least one of the children is over age 17 and has a major functional disability or a serious mental health condition². A child's age is determined as of September 30 of the academic year in question.

3. GENERAL RULES

3.1 Parental leave for the birth or adoption of a child

- Students can submit a request for parental leave to the administrative office of their program.
- Duration of parental leave: all HEC Montréal students are entitled to parental leave upon the birth or adoption of a child, not to exceed three consecutive terms. The period of absence is not included in the length of their studies. HEC Montréal allows for three terms of parental leave per child. If both parents are enrolled at HEC Montréal, they are free to arrange their parental leave as they see fit.
- Tuition fees are not charged during the leave.

¹ Inspired by: Université de Sherbrooke, Politique relative aux parents aux études, 2020, 6 p.

² *Major functional disability or serious mental health disorder*: Student financial aid terminology of the Quebec government's ministère de l'Éducation et de l'Enseignement supérieur.

- Students who receive parental leave cannot register for courses or academic activities that are part of their degree program during that leave. If a person registers for one or more courses or academic activities, they are no longer considered to be on parental leave.
- If a request for parental leave will result in the interruption of a term in progress, it is possible to request to cancel a course after the cancellation deadline (ref.: Article 2.8.4 of the Academic Rules and Regulations).
- For a preventive leave of absence requested by the pregnant person's doctor, the duration of the leave is not counted toward the total duration of parental leave.
- Access to services during parental leave: students on parental leave may choose to continue paying administrative fees to continue having access to HEC Montréal's campus buildings, library services, and student services for the duration of their parental leave. Upon request, faculty members may provide guidance on a thesis or ongoing research projects.
- Students who are covered under the Alumo insurance plan remain covered during their parental leave. These individuals should contact Alumo to report the change in their circumstances and learn about the terms and conditions of their insurance coverage.
- If a student wishes to amend their request for parental leave, they must contact the administrative office of their program.

3.2 Accommodation for students who are parent

- Students who are parents can avail themselves of academic accommodation to ensure their success. The following situations are considered valid grounds for accommodation: medical appointments due to health issues for a pregnant person and the spouse or partner of a pregnant person; situations related to parenting that are beyond the control of students who are parents. A document serving as proof of your circumstances may be requested. The procedures governing accommodation are set out in the [Academic Rules and Regulations](#).
- In the event of a pregnancy loss or a voluntary termination of a pregnancy, students and their spouses are eligible for academic accommodation. These persons must contact the administrative office of their program to submit a request.

3.3 Scholarships and financial assistance:

- HEC Montréal Scholarships: Recipients of an HEC Montréal scholarship may defer the scheduled payment during their leave of absence.
- Bursaries from funding agencies: Recipients of bursaries from federal or provincial funding agencies must review the terms for the disbursement of their bursaries.
- Students who are enrolled in the doctoral program and apply for parental leave are eligible for the financial support intended for this purpose. To gain access, they must contact the office of their doctoral program to submit a request.

3.4 International students:

The [conditions for a study permit in Canada](#), including the rules for a leave of absence, are set by Immigration and Citizenship Canada. International students who wish to request a leave of absence must contact the resource person at HEC Montréal by completing the [online form](#) or emailing aide@hec.ca.

3.5 Resources for students who are parents:

HEC Montréal offers a range of resources for parents who are students, the details of which are on the School's website ([Resource Directory for HEC Montréal Student-Parents](#)).

4. ANNUEL REPORT

The Academic Programs Office submits an annual report on the application of this directive to the Director General of HEC Montréal.

5. EFFECTIVE DATE AND REVIEW

This directive is effective as of the day of its adoption, September 19, 2023, by the Director General of HEC Montréal. It must be revised at least once every four years.



Federico Pasin, Director General
HEC Montréal

19/09/2023

Date