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Adopted by the Board of Directors, June 13, 2002 (Resolution CAD-4917.1).

Reviewed on 2002-11-18

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## 1 Preamble ▲

Students of Polytechnique Montréal enjoy all rights and freedoms recognized by the *Charte des droits et libertés de la personne* (Québec charter of human rights and freedoms). These include freedom of opinion, freedom of expression, freedom of peaceful assembly and freedom of association.

Adopted by the Board of Directors, and based on federal and provincial statutes, the terms and conditions governing the Declaration of Student Rights and Responsibilities have been established in accordance with the student policies and regulations in effect at Polytechnique Montréal.

As full members of the Polytechnique community, students participate in the institution's development. The rights and responsibilities specified in the Declaration are their entitlements and obligations, and form the basis of their relationships with other community members. Students acknowledge that it is the responsibility of Polytechnique Montréal to exercise the full powers conferred upon it by its Charter and statutes.

All members of the Polytechnique community must respect the rights outlined in this Declaration; all students are required to fully assume the responsibilities therein.

The first section of the Declaration deals with student rights; the second, with their responsibilities. The third section outlines the protocol for resolving any conflicts that may arise in implementing this policy. The final section describes the procedure for amending this Declaration.

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## 2 Student rights ▲

### 2.1 Academic rights ▲

In accordance with laws and existing policies, students are entitled :

- generally and within the institution's available resources, to academic programs and services that adequately meet the objectives of the various levels of education and the definition of "university credits" as described in academic regulations;
- to learning conditions that take into account developments in their field of study, as well as to an environment that stimulates such learning and fosters their participation;
- to French-language teaching, unless otherwise decreed for educational or expertise purposes, in which case a notice to that effect shall be published in the calendar or at time

- of registration;
- to have each program and course in which they are enrolled meet the objectives stated in the calendar;
- at the very start of the semester and for each course in which they are enrolled, to a syllabus drafted in keeping with the standards of Polytechnique Montréal.
- in a timely manner and based on explicit criteria, to a fair and annotated evaluation of their work, tests, exams, theses and dissertations, as well as to consult these documents following such an evaluation;
- to have the evaluation reviewed on serious grounds;
- to the extent of the available resources, to counselling services with regard to financial aid, guidance, and learning assistance and support;
- to coaching activities designed to promote learning and academic success;;
- within the institution's available resources, to the documentary resources, equipment, facilities and services needed for their education and participation in university life;
- to express an opinion on the quality of the various services available to them.

More specifically, graduate students are entitled :

- to a syllabus listing the academic activities required as part of their curriculum and the courses to be taken at Polytechnique or elsewhere, as well as industry or laboratory internships where appropriate;
- to supervision as specified in the existing policies;
- to be informed of the context surrounding the research in which they are participating;;
- to be informed of the procedures regarding comprehensive examinations and departmental research proposals;
- upon registration at Polytechnique, to be informed of the duration and terms of financial assistance, including the amount to be paid to them, should this be known.

## **2.2 Rights regarding intellectual property ▲**

In accordance with laws in this area and policies in effect at Polytechnique, and based on the extent of their contribution, students are entitled to individual intellectual property rights for any work to which they have contributed as part of their program, as well as to any ensuing copyrights.

Each student is entitled to the explicit recognition of his or her participation in the research conducted by a member of Polytechnique, based on the nature of the contribution and the degree of participation, when the research findings are made public.

## **2.3 Rights regarding information ▲**

Students have the right to be informed regarding :

- the requirements of the study programs offered at Polytechnique;
- the available support for and organization of the educational activities that are part of their program of study;
- any project affecting them that directly impacts their study program;
- financial aid programs offered by public and private funding bodies for university studies ;
- their academic record.

Students are entitled to obtain information on the educational and administrative policies and regulations that affect them.

Students have the right to be informed in writing and within a reasonable time frame of any decision that concerns them. Students who have serious cause to believe that justice has not been served in such a case may appeal the decision in keeping with existing regulations.

Students are entitled to the services of an ombudsman in keeping with the resolutions of the Board of Directors of Polytechnique Montréal.

## **2.4 Rights regarding university life ▲**

Under existing statutes and policies, students have the right to participate in university life and thereby contribute to the development of Polytechnique by sitting on various institutional bodies.

Student associations recognized or accredited by law have the right to appoint representatives to these bodies. With regard to the Board of Directors and Conseil académique, the appointment procedure is laid down in section 39 of the Act constituting Montréal Polytechnique . Students are entitled to a formal attestation of their participation in these bodies.

Students have the right to be consulted during any major redesign or major change to Polytechnique's general policies or curriculums, including those related to the evaluation of programs and services, as well as during the development of new policies and curriculums.

Students have the right to be heard by institutional authorities during discussions to establish the services to be maintained in the event of a labour dispute.

## **2.5 Right to a quality environment ▲**

Every student has a right to a quality environment and, among other things, relations with members of the Polytechnique community free from harassment or discrimination based on race, colour, ethnic or national origin, civil status, religion, , political convictions, language, gender, sexual orientation, pregnancy, age, social condition (including family matters), personal disability or the use of any means to cope with such a disability.

A distinction, exclusion or preference based on relevant academic aptitudes or qualifications or the existence of a quota is deemed non-discriminatory. In their relations with Polytechnique, students are entitled to relations free from pressure to obtain favours in return for the services to which they are rightfully entitled.

Students are entitled to impartial, confidential protection through appropriate mechanisms of redress against the improper conduct of any person representing or employed by Polytechnique.

Students are entitled to appropriate occupational health & safety training when required to use laboratory equipment.

Students are entitled to a healthy and safe environment where teaching and research can proceed calmly, peacefully, and productively.

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## **3 Student responsibilities ▲**

Students have the responsibility to respect the dignity and rights of all members of the Polytechnique community and to behave respectfully at all times toward them.

Students have the responsibility to participate in educational activities designed to impart the skills needed to successfully complete their training and exercise their professions.

Students have the responsibility to produce the work required by their curriculum and to put in the time and effort required.

Students have the responsibility to take part in evaluating the instruction they receive and thus contribute to the evaluation of educational activities within the institution's applicable policies.

Students have the responsibility to respect the laws of Québec and Canada and to understand the regulations, policies and guidelines of Polytechnique Montréal; Without restricting what precedes, students have the responsibility to familiarize themselves with the academic regulations listed in the current calendar; and to be familiar with the regulations and policies applicable to them, which may be reproduced on the Polytechnique Montréal website and elsewhere.

Upon admission to a study program, students have the responsibility to accept the public, francophone and secular nature of the establishment and assume the ensuing obligations.

Students have the responsibility to know and abide by the policies, directives and regulations that affect them.

Without limiting the generality of the foregoing, each student has the specific responsibility to :

- learn about and participate in university life;
- respect their program's scheduled dates, deadlines, terms and evaluation timeframes;
- abide by the rules of intellectual and scientific integrity that condemn plagiarism, fraud, copying, cheating and falsification of documents;
- respect the rules of intellectual property, confidentiality, research integrity and ethics in all activities related to their student status;
- work with other members of the Polytechnique community to develop and maintain a safe and healthy work and study environment;
- abide by the terms of use of the library resources, equipment, facilities and services available to them, in part to enable access to the largest number of people;
- maintain an atmosphere conducive to study by keeping orderly and in good condition the premises, laboratories and equipment put at their disposal;
- maintain a safe and healthy environment so that teaching and research may proceed calmly, peacefully and productively;
- meet Polytechnique's security requirements.

Graduate students have the specific responsibilities to :

- inform themselves as to the context of the research in which they participate;
- respect the conditions of confidentiality and the assignment of their intellectual property rights when required by a given project, in accordance with existing policies;
- promptly disclose to the competent authorities (Bureau de la recherche et Centre de développement technologique / Office of Research/Centre for Technological Development – BRCDT) any technological innovation they have authored and developed as part of research at Polytechnique.

Students who sit on institutional bodies are responsible for fully exercising their roles as representatives and participants in the mission and development of Polytechnique, in addition to meeting all obligations imposed by confidentiality.

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#### 4 Rules of procedure ▲

Members of the Polytechnique community who serve in a teaching or administrative capacity are responsible for abiding by the Declaration within their areas of practice. Any breach of this code that is unable to be resolved between the parties through conciliation may be referred to the Secretary General. Where appropriate, the Secretary General may direct the complainant to an existing mechanism or procedure listed in the policies and regulations relevant to the situation in question. Unless the complaint concerns a problem whose resolution mechanisms are otherwise provided, and except where the complaint is seemingly frivolous, vexatious and unfounded, the Secretary General shall refer the matter to the Comité d'application des droits et responsabilités des étudiants (Implementation Committee of Student Rights And Responsibilities – “the Committee”) as soon as possible. This ad hoc Committee is formed by the Chief Executive Officer and comprises :

- a Polytechnique graduate with no employment relationship to the institution and recommended jointly by Polytechnique and its student associations, to act as Committee chair;
- a professor chosen from the Academic Council;
- a student appointed by a student association in keeping with the status of the complainant.

The Committee is mandated to receive, at the request of the Secretary General, complaints unable to be satisfactorily resolved by the bodies to whom the matter had previously been referred; to listen to the parties involved; and to propose to the Secretary General ways and means of redressing the wrongs, if any.

The complaint must be in writing and addressed to the Secretary General. It must:

- describe the relevant facts;
- identify the person or body responsible for the alleged violation of rights under the Declaration;

- specify the relevant provisions of the Declaration invoked in support of the complaint.

Upon receipt of a substantiated complaint involving a professor, student or staff member, the Secretary General shall transmit a copy of said complaint to the director of the department or service concerned (when the complaint concerns a student or a staff member) or to the director of department (when the complaint concerns a professors).

The hearing shall be held no later than 15 working days after receipt of the complaint by the Secretary General.

During the hearing, the parties may be accompanied by a member of the Polytechnique community.

As needed, the Committee may order a closed session, require the production of all relevant documents and call any witnesses deemed pertinent by the Committee or the parties.

The Committee rules on whether the complaint is grounded within 10 working days following the hearing.

The Committee considers the matter at hand and makes recommendations to the Chief Executive Officer (in the case of a department) or functional director concerned (in all other cases), both of whom implement the Committee's recommendations.

The Secretary General is responsible for safeguarding the records related to any complaints filed under the Declaration of Student Rights and Responsibilities.

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## 5 Amendment ▲

Any proposed amendment to the Declaration is subject to consultation with student association representatives.

Any amendment to the Declaration must be endorsed by the Assemblée de direction and Conseil académique.

Any amendment to the Declaration must be approved by the Board of Directors. Precisely one year after this Declaration has come into effect, the Board of Directors will evaluate both it and its application following consultation with representatives from student associations and institutional bodies.

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## 6 Application ▲

The application of this Declaration is the responsibility of the Secretary General.