

## **BY-LAW RESPECTING GRADUATE AND DOCTORAL STUDIES**

*By-Law respecting Graduate and Doctoral Studies, adopted by the Board of Directors pursuant to resolution CA-267-2681 of September 18, 2008 and amended pursuant to the following resolutions:*

*CA-280-2838 of May 20, 2010 (concordance), CE-183-920 of November 9, 2010, CA-288-2957 of April 21, 2011 (concordance), CE-186-939 of June 2, 2011, CE-187-950 of September 20, 2011, CE-189-967 and CE-189-969 of February 28, 2012.*

### **CONTENTS**

<u>Chapter 1</u>	Preamble
<u>Chapter 2</u>	Definitions, parties and delegation of authority
<u>Chapter 3</u>	Admission
<u>Chapter 4</u>	Registration, supervision and pace of studies
<u>Chapter 5</u>	Recognition of acquired knowledge
<u>Chapter 6</u>	Evaluation
<u>Chapter 7</u>	Authorization for external studies
<u>Chapter 8</u>	Plagiarism and fraud
<u>Chapter 9</u>	Short graduate program
<u>Chapter 10</u>	Specialized graduate diploma (DESS)
<u>Chapter 11</u>	Masters WITHOUT dissertation
<u>Chapter 12</u>	Masters WITH dissertation
<u>Chapter 13</u>	Ph.D.
<u>Chapter 14</u>	Issuing of diplomas

## **CHAPTER 1 : PREAMBLE**

### **1.1 Title**

This By-Law is known and designated as the École de technologie supérieure (hereinafter referred to as ÉTS) By-Law respecting Graduate and Doctoral Studies.

Studies that are undertaken at ÉTS are governed by by-laws adopted pursuant to the Act respecting the Université du Québec.

### **1.2 Purpose and objectives**

The purpose of this By-Law is to define the general regulatory framework governing graduate and doctoral studies at ÉTS through the attainment of the following two complementary objectives:

- To provide an administrative framework that is conducive to the attainment of the educational objectives of ÉTS;
- To promote the successful attainment of the educational objectives of students at ÉTS.

### **1.3 Scope**

This By-Law covers admission, recognition of acquired knowledge, registration, changes to or cancellation of registration, approval of course outlines, evaluation of and adherence to study programs, synthesis activities, theses and dissertations, authorization for external studies, changing educational institutions within the Université du Québec network, procedures pertaining to acts of plagiarism or fraud, and the issuing of diplomas.

### **1.4 Review of decisions**

Any persons who believe that they have been harmed by a decision rendered in their regard may request a review of said decision pursuant to the provisions of this By-Law.

### **1.5 Student's address**

For the purposes of this By-Law, any notice, letter or correspondence that is sent to a student is deemed to have been duly transmitted if it is sent to the most recent address contained in the records of the Registrar, according to the written information submitted by the student.

### **1.6 Representative of the Dean of Studies**

For the purposes of the application of this By-Law, any responsibility attributed to the Dean of Studies may be exercised by either the Dean or a designated representative.

## **CHAPTER 2 : DEFINITIONS, PARTIES AND DELEGATION OF AUTHORITY**

### **2.1 Definitions**

Within this By-Law, the following terms have the following meanings, unless the context indicates otherwise:

#### **2.1.1 Acquired knowledge**

Knowledge and skills forming the objective of a program, the acquisition of which from outside of the program is recognized in compliance with the rules stipulated in this By-Law.

#### **2.1.2 Research activity**

An activity that leads to the writing of a dissertation at the graduate level or a thesis at the doctoral level, and that is based on a meticulous methodology focusing on the understanding or development of a specific discipline or field of study or the discovery of new knowledge or applications.

#### **2.1.3 Educational activity**

A pedagogical activity in the form of courses, lectures or guided work.

#### **2.1.4 Synthesis activity**

An activity that is carried out under the supervision of a professor, who guides the student toward the integration and concrete application of knowledge. Depending on the specific program, a synthesis activity may have a variety of titles, such as technical project, application project, research project in a company setting, work-term, etc., all of which lead to the writing of a report.

#### **2.1.5 Pedagogical activity**

An activity involving instruction, apprenticeship training, evaluation or research, such as courses, work-terms, guided work, doctoral exams and work related to various reports, projects, dissertations and theses. A pedagogical activity is normally included within the makeup of one or several study programs, and targets the acquisition of knowledge or skills.

#### **2.1.6 Academic year**

The term *academic year* refers to the year that begins with the summer session, and includes the fall and winter sessions.

### **2.1.7 Attestation of studies**

A certificate issued by ÉTS to confirm that an individual has successfully completed either a short study program or a number of credited activities.

### **2.1.8 Auditing student**

An individual who registers for one or more activities without being admitted to a program, and who is not subject to evaluation, and to whom ÉTS grants a certificate of registration for these activities, for which no credits are earned.

### **2.1.9 Concentration (or equivalent)**

A part of a program consisting of educational, research or synthesis activities leading to either more advanced studies in a specific discipline or the application of the discipline to a specific field.

### **2.1.10 Course**

An educational activity that may take a number of forms, such as lecture courses, practical work, workshops, seminars, instruction involving case studies or simulation of real situations, etc. ÉTS determines the number of credits to be attributed to each course.

### **2.1.11 Upgrading course**

Up to three mandatory courses from the previous level for students who have been granted **conditional admission** to a graduate or Ph.D. program, and for which their knowledge has been deemed to be inadequate. Upgrading courses cannot be considered as part of any graduate or Ph.D. program, and are indicated as credit courses on the student's transcript. Students who are taking upgrading courses are authorized to undertake activities associated with their program concurrently.

### **2.1.12 Preparatory course**

A course from the previous level that is required within the context of a preparatory program that must be successfully completed before a student can undertake a graduate or Ph.D. program.

### **2.1.13 Credit course**

A course for which the credits that are earned are not considered to be part of the program that is being followed.

**2.1.14 Intensive course**

A course is deemed to be intensive when the length of time allotted for the course is less than the length of time allotted for a particular session on the academic calendar.

**2.1.15 Mandatory course**

A course that must be completed successfully as part of a program.

**2.1.16 Optional course**

A course that is available at the student's discretion, subject to predetermined conditions.

**2.1.17 Credit**

A unit, expressed as a whole number, that is used to assign a value to the amount of work required on behalf of a student in order to meet the specific objectives of an educational, research or synthesis activity. Each credit represents an average of 45 hours of instruction or work (course work, laboratory work, practical work, personal work, etc.).

**2.1.18 Official submission**

Submission by the student of a synthesis activity report, dissertation or thesis for the purpose of evaluation by a panel of examiners.

**2.1.19 Final submission**

Submission by the student of a dissertation or thesis following the application of the final corrections requested by the panel of examiners after all steps of the evaluation process have been completed.

**2.1.20 Diploma**

A certificate confirming that an individual has met all of the requirements of a graduate or Ph.D. program (with the exception of a short graduate program, for which the student receives an attestation of studies).

**2.1.21 Length of studies**

The period during which an individual successfully completes all of the requirements of a program, expressed as the number of sessions from the initial registration to the final registration in the program.

### **2.1.22 Maximum length of studies**

The maximum period during which a student must successfully complete all of the requirements of a program. Once this period expires, the student is expelled from the program unless an extension period is granted.

### **2.1.23 Host institution**

The educational institution in which a student is registered for the purpose of undertaking activities, the credits for which are to be transferred to the home institution.

### **2.1.24 Home institution**

The educational institution into which a student is admitted and registered for a graduate or Ph.D. program.

### **2.1.25 Graduate and doctoral studies**

Studies undertaken at the graduate and Ph.D. level.

### **2.1.26 Student**

An individual who has been duly admitted into ÉTS and whose registration status has been validated in compliance with the provisions of this By-Law. A student's registration status can be one of the following: regular student, partial student, auditing student, or visiting student.

### **2.1.27 Partial student**

An individual who registers for one or more activities without being admitted to a program, and who consents to being subject to evaluation, and to whom ÉTS grants a certificate indicating the courses that were completed successfully, the credits attributed to each course, and the results obtained.

### **2.1.28 Regular student**

An individual who has been admitted into a program and who validates this admission by registering for one or more activities associated with this program for the session during which admission has been granted. This status is maintained when a registration for a specific session is not required pursuant to the program.

### **2.1.29 Evaluation**

Evaluation refers to an assessment of the level of learning attained by a student, as compared to the objectives of the educational activities undertaken.

### **2.1.30 Doctoral exam**

A pedagogical activity within the context of a Ph.D. program in which a student demonstrates thorough knowledge of the field of specialization and adequate knowledge of related fields. The purpose of the doctoral exam is to evaluate the student's acquired knowledge and ability to carry out research leading to the writing of a thesis, along with the potential of the research project in terms of originality.

### **2.1.31 Expulsion**

An administrative measure that prohibits a student from registering for any activities. A student who wishes to return to the program must submit a new application for admission, which will be examined in compliance with the rules for readmission stipulated in this By-Law.

### **2.1.32 Degree**

A title awarded by the Université du Québec and certified by a diploma for a master's or doctoral program.

### **2.1.33 Registration**

The process by which a student identifies and enrolls in specific educational activities to be undertaken during a particular session.

### **2.1.34 Dissertation**

A document that presents the research work undertaken within the context of a masters' program. As a work that represents an introduction to research, the dissertation must demonstrate that the student possesses research skills, along with abilities related to critical analysis and synthesis. The dissertation and the corresponding specific research activities count for a minimum of 21 credits.

### **2.1.35 Grade Point Average**

An overall grade that reflects a student's performance, calculated based on the grades obtained for all educational activities.

### **2.1.36 Bridging**

An approach that is authorized when a program is created that allows a student to transfer between a short program, a specialized graduate diploma (DESS) program or a masters' program by reallocating the credits that have been earned in each program, all of which are subsets of each other.

### **2.1.37 Course outline**

A document that identifies the elements that are included in a course description and indicates the educational formulae that are applied, along with the methods that are used to supervise and evaluate the level of learning.

### **2.1.38 Study plan**

A planning document that indicates the educational activities that a student intends to undertake within the context of the program to which the student has been admitted.

### **2.1.39 Graduate and doctoral studies programs**

A structured group of educational, research or synthesis activities recognized by the awarding of a specialized graduate diploma (DESS), a master's degree or a Ph.D., or in the case of a short program, an attestation of studies.

### **2.1.40 Preparatory program**

A personalized program of upgrading activities comprising preparatory courses totalling a minimum of 12 and a maximum of 30 credits that an applicant for admission to a graduate or Ph.D. program must successfully complete before being admitted. Students who are registered in a preparatory program are not authorized to undertake activities associated with the program that they have applied for until they have successfully completed the preparatory program, unless they receive special approval from the Program Director who is responsible for the program in question.

### **2.1.41 Synthesis activity report**

A document that is submitted within the context of a graduate-level synthesis activity that demonstrates that the student has mastered certain research techniques and methods.

### **2.1.42 Study status**

The advancement of an individual in completing all of the activities associated with a program, designated as either full-time or part-time.

### **2.1.43 Suspension**

An administrative measure that prohibits a student from registering for activities associated with a particular program. The student is permitted to return to the program once the suspension period has ended.



#### **2.1.44 Thesis**

A document that presents the research work undertaken within a specific field of research, which represents the major training activity involved in the Ph.D. program in Engineering at ÉTS. The thesis must present an original contribution to the advancement of knowledge in a specific field of research, and must have potential for practical application. In addition, it must demonstrate the student's ability to carry out research work autonomously.

#### **2.1.45 Session**

A period of time lasting approximately 16 weeks, during which an academic institution conducts its training activities.

#### **2.1.46 Visiting student**

A visiting student is student from another educational institution who registers at ÉTS after having obtained an authorization for external studies from the home institution. Visiting students are subject to all ÉTS By-Laws.

### **2.2 Parties involved in the management of programs**

#### **2.2.1 Program Directors**

Working under the supervision of the Dean of Studies, the Program Directors are responsible for academic and administrative management for their respective study programs. In carrying out their mandate, they are backed by the services available from the Dean of Studies office, and work in cooperation with the Registrar and the directors of all relevant departments.

#### **2.2.2 Program Committees**

There is a separate Program Committee for each graduate or Ph.D. study program. The Committee is responsible for assisting the Program Director in the academic and administrative management and the development of the program.

At the graduate level, the Program Committee comprises four individuals: the Program Director, who chairs the Committee, two professors who are active in the program, and one student who is registered in the program. In the case of a specialized graduate diploma program (30-credit DESS) or a short graduate program (15 credits) that constitutes a subset of a masters' program (45 credits), the Program Committee is the same as for the masters' program.

At the doctoral level, the Program Committee comprises five individuals: the Program Director, who chairs the Committee, three professors who are active in the program, but in departments other than the Program Director's department, and one student who is registered in the program.

The Program Director sends a list of the members of the Program Committee to the Dean of Studies office as soon as the Committee is formed, and whenever there is a change in its membership.

### **2.2.3 Graduate and Doctoral Studies Committee**

In addition to the Program Committees and the Program Directors, the Dean of Studies is assisted in the management of graduate and Ph.D. programs by the Graduate and Doctoral Studies Committee, which is chaired by the Dean of Studies and includes all of the Program Directors. This Committee is essentially an advisory committee with respect to adjustments and amendments to this By-Law in particular, and anything that affects the operation of graduate and doctoral studies at ÉTS in general.

### **2.3 Delegation of authority**

All authority is delegated by the Dean of Studies.

#### **2.3.1 Synthesis Activity Director and Dissertation Director**

In order to be authorized to assume the duties of the position, the Synthesis Activity Director and Dissertation Director must meet the following conditions:

- a) Be a professor at ÉTS;
- b) Hold a master's degree or Ph.D. or equivalent in a field related to the program;
- c) Have proven authorship of at least one pertinent scientific production within the years preceding the granting of authority.

#### **2.3.2 Synthesis Activity Co-Director and Dissertation Co-Director**

In order to be authorized to assume the duties of the position, the Synthesis Activity Co-Director and Dissertation Co-Director must meet one of the following two groups of conditions:

**Either:**

- a) Be a substitute, guest or associate professor at ÉTS, or a full-time professor at another university-level educational institution;
- b) Hold a master's degree or Ph.D. or equivalent in a field related to the program;
- c) Have proven authorship of at least one pertinent scientific production within the years preceding the granting of authority.

**Or:**

- a)** Work in industry or for a public or private technology organization in a sector that is related to the student's synthesis or research activity;
- b)** Hold a bachelor's degree, master's degree or Ph.D. or equivalent in a field related to the program;
- c)** Have acquired relevant experience in industrial R&D or of a technological nature within the years preceding the granting of authority.

The authority granted to the Co-Director must be related to a specific area of expertise or one that is complementary to that of the Director, or to the acquisition of experience in the area of supervising graduate and doctoral students.

### **2.3.3 Thesis Director**

In order to be authorized to assume the duties of the position, the Thesis Director must meet the following conditions:

- a)** Be a professor at ÉTS;
- b)** Hold a Ph.D. or equivalent in a discipline or field related to the program;
- c)** Have experience in the area of supervising graduate and doctoral students (must have graduated at least one student);
- d)** Have proven authorship of at least one pertinent scientific production within the years preceding the granting of authority.

In exceptional cases, a new professor who does not meet condition c) may be granted authority to act as Thesis Director by partnering with a Co-Director who is authorized to supervise the writing of theses, who has experience in the area of supervising doctoral students, and who works in a related field.

### **2.3.4 Thesis Co-Director (Applied Research profile)**

All professors at ÉTS are automatically authorized to act as Thesis Co-Director when working with a Thesis Director who meets all of the conditions prescribed in Section 2.3.3.

In order for someone else to be authorized to assume the duties of Thesis Co-Director, the individual must meet one of the following two groups of conditions:

**Either:**

- a) Be a substitute, guest or associate professor or a researcher at ÉTS, or a full-time professor at another university-level educational institution;
- b) Hold a master's degree or Ph.D. or equivalent in a field related to the program;
- c) Have proven authorship of at least one scientific production within the years preceding the granting of authority.

**Or:**

- a) Work in industry or for a public or private technology organization in a sector that is related to the student's synthesis or research activity;
- b) Hold a master's degree or Ph.D. or equivalent in a related field;
- c) Have acquired relevant experience in industrial R&D or of a technological nature within the years preceding the granting of authority.

The authority granted to the Co-Director must be related to a specific area of expertise or one that is complementary to that of the Thesis Director, or to the acquisition of experience in the area of supervising graduate and doctoral students.

**2.3.5 Thesis Co-Director (Industrial Innovation profile)**

In order to be authorized to assume the duties of the position, the Thesis Co-Director for an Industrial Innovation thesis must meet the following conditions:

- a) Work in industry or for a public or private technology organization in a sector that is related to the student's research;
- b) Have proven relevant experience in industrial R&D or of a technological nature that will enhance the supervision of the specific student.

## **CHAPTER 3 : ADMISSION**

### **3.1 Accessibility of programs**

Subject to the provisions of this By-Law, ÉTS programs are accessible to every individual who meets the admission requirements. However, ÉTS may limit the number of applicants admissible to a particular program depending on the available resources, the specific nature of the program or the course offer. ÉTS may also refuse applications for programs for which the ÉTS Board of Directors has suspended admissions.

If necessary, ÉTS will inform those individuals who are admissible of the rules and selection criteria applicable to their admission.

The admission requirements for each specific program are established and modified in compliance with the provisions of Université du Québec *General By-Law 3* respecting the adoption and modification of programs. The requirements are described in the Calendar, and are subject to change pursuant to modifications adopted by the *Commission des études* (Education Committee) during the course of the year, which are posted on the ÉTS website.

### **3.2 Application for admission**

#### **3.2.1 Submitting an application**

In order to be admitted to ÉTS as a regular student, a partial student or an auditing student, an applicant must complete an application for admission using the official Application Form, attach all required documents, and submit them within the prescribed time limits. Only complete files are accepted. With the exception of original documents, all documents submitted with the application for admission remain the property of ÉTS, and are not returned to the applicant.

#### **3.2.2 New application**

An individual who was previously admitted to a program but did not register for at least one activity during the session corresponding to the admission must submit a new application for admission to the program, unless the *Bureau du registraire* (Registrar's Office) has authorized an extension.

#### **3.2.3 Deadline for receiving applications**

Each year, the ÉTS Education Committee establishes the deadlines for receiving applications for admission and for students to make changes to their programs. These dates are included in the academic calendar.

### **3.2.4 Eligibility of applicants**

With the exception of applications from applicants for whom admission or non-admission is predetermined, the Registrar examines every application for admission, and then submits the files to the respective Program Directors, who examine them in compliance with the principles and rules stipulated in this By-Law, and in accordance with the selection criteria in effect, as applicable, in order to submit a recommendation to the Registrar. If necessary, the Program Director will submit a student's file to the Research Director for consultation. The Program Director may also consult with professors who are members of the Program Committee before submitting a recommendation to the Registrar.

An application from an applicant who has previously been expelled from another program at ÉTS is processed in compliance with the rules respecting readmission, as described in Section 3.12.

### **3.2.5 Eligibility as a partial student**

In order to be granted status as a partial student, an applicant must first be eligible for the program that encompasses the activities that he or she wishes to register for. The applicant must also meet the specific requirements for the activities in question.

### **3.3 Commitment made by the applicant**

All applicants who submit an application for admission commit to respecting the General By-Laws of the Université du Québec, along with all ÉTS By-Laws and their corresponding amendments.

### **3.4 Decision pertaining to admission**

Acting on behalf of ÉTS, the Registrar determines whether each applicant will be granted admission or conditional admission (including the associated conditions), or whether the application is refused. Refusal of an application is only justified for one of the following reasons:

- a) Not entitled to be admitted: An applicant is refused for this reason if the requirements for admission to the program are not met.
- b) Inadequate academic results: An applicant is refused for this reason if the Program Committee, the Program Director or the individual in charge of the program is of the opinion that the applicant is not capable of successfully completing the studies in question in light of prior academic results.
- c) Upgrading courses not completed successfully: An applicant is refused for this reason if the Registrar notes that the upgrading courses have not been successfully completed.

- d) Admission requirements not met: An applicant is refused for this reason if the requirements for admission to the program are not met.
- e) Previous expulsion: An applicant is refused for this reason if, after being expelled from another program at ÉTS, the *Comité des réadmissions* (Readmission Committee) is of the opinion that the applicant is not capable of successfully completing the studies associated with a new program.

### **3.5 Request for review of a decision pertaining to admission**

Applicants who believe that they have been harmed by a decision pertaining to admission, and who are capable of producing new facts, in writing, that may lead to a change in the decision, can submit a request for review to the Registrar's Office within twenty (20) working days following the receipt of the decision. If the situation warrants it, the Registrar's Office will convene the Appeals Committee, which includes the Dean of Studies, the Registrar and the Program Director for the program in question. Once the review process has been completed, the Registrar will inform the applicant of the resulting decision in writing. This decision is final and without appeal.

### **3.6 Validating the granting of admission**

An admission that has been granted for a particular session only becomes valid when the applicant registers for an activity during that session. The Registrar's Office may authorize an extension. However, if all of the courses for which a student registers are dropped before the deadline that is established for changes to registration, the admission will be cancelled, and no indication will appear on the student's transcript.

### **3.7 Transfer from a bachelor program to a masters' program**

A bachelor student at ÉTS who has completed 90 credits with a GPA of at least 3.2 out of 4.3 is entitled to take up to 3 courses at the masters' level. When the student submits an application for a masters' program, and upon request, ÉTS will apply the rules governing the recognition of acquired knowledge in order to facilitate the transfer from the bachelor program to the masters' program

In light of this, masters' programs at ÉTS are organized in such a way as to take into account the fact that up to three courses from the program may have been completed within the context of a bachelor program at ÉTS.

### **3.8 Admission to a preparatory program**

#### **3.8.1 Preparatory program at the graduate level**

An individual who applies for a graduate program and who does not hold a bachelor's degree or equivalent, or who is deemed to be inadequately prepared, or who does not meet the specific requirements of the program, may be admitted to a preparatory program.

The content of the preparatory program is determined by the Program Director.

### **3.8.2 Preparatory program at the doctoral level**

An individual who applies for a Ph.D. program and who does not hold a master's degree or equivalent, or who is deemed to be inadequately prepared, or who does not meet the specific requirements of the program, may be admitted to a preparatory program.

The content of the preparatory program is determined by the student's Research Director.

### **3.8.3 Length of a preparatory program**

At the graduate level, the preparatory program lasts for a maximum of three sessions, and comprises a minimum of 12 and a maximum of 30 credits.

At the Ph.D. level, the preparatory program lasts for a maximum of three sessions, and comprises a minimum of 12 and a maximum of 18 credits.

### **3.8.4 Successfully completing a preparatory program**

A student who successfully completes a preparatory program with a Grade Point Average of at least 3.0 out of 4.3 is automatically admitted to the graduate or Ph.D. program associated with the preparatory program upon submission of an application for admission.

## **3.9 Conditional admission**

An applicant for a graduate or Ph.D. program may be granted conditional admission, subject to the following conditions:

- a) Successfully complete the program that leads to the degree that is required within the context of the application for admission. In such a case, the applicant must not have more than 6 credits to be completed at the time of the first registration, and must have completed the previous program before the third registration;
- b) Undertake and successfully complete the upgrading courses prescribed during the first two registration sessions. These courses are considered to be credit courses that are taken outside of the program;
- c) Meet the requirements of the ÉTS linguistic policy, in compliance with the deadlines prescribed in the policy's application rules.



An applicant who is granted conditional admission and who does not satisfy the established conditions within the prescribed time period will be expelled from the program, unless the condition described in paragraph c) applies, in which case the applicant will be suspended for a maximum period of twelve (12) months. The applicant can only register for French-language upgrading courses during the suspension period. A student who still does not satisfy the established conditions at the end of this period will be expelled from the program.

### **3.10 Admission with reallocation of credits**

In the case of an admission with reallocation of credits, as described in Section 5.6, the Registrar will determine the maximum amount of time granted to the student. This period is determined in accordance with the activities that remain to be completed within the context of the program following the reallocation of credits.

### **3.11 Changes to programs**

An individual who has been admitted into a program and who has registered for activities associated with the program can submit a request for changes to the program by the deadlines prescribed in the academic calendar for the admission periods. This request will be processed as an application for admission to the new program, and the provisions of this By-Law pertaining to admissions will apply *mutatis mutandis*.

### **3.12 Readmission to a program**

#### **3.12.1 Rules and procedures**

- a) A student who wishes to be readmitted to a program is subject to the specific admission requirements, content and By-Laws applicable to the program at the time of readmission.
- b) A student who wishes to be readmitted to a program must complete a new application for admission.
- c) With the exception of cases where readmission appears to be a foregone conclusion, the Registrar will convene the Readmission Committee, which comprises the Dean of Studies, who chairs the Committee, the Registrar, who acts as Secretary and is a full member of the Committee, the Program Director for the program that the student wishes to be readmitted to, and the Program Director for the student's former program, if applicable.
- d) If the Application is accepted, the decision must indicate the following elements:
  - The reasons justifying the recommendation in favor of readmission;
  - The pedagogical activities that will be recognized from among those that were previously completed, if applicable;

- The new maximum time period allotted to the student to complete the program. Specific requirements may be imposed with respect to the maximum time period allotted and the activities that the student must complete, taking into account the amount of time that the student has already dedicated to his or her studies and any changes made to the program since the time of the previous admission. This time period cannot exceed the time prescribed for the program pursuant to this By-Law.

e) The Committee's decision is final and without appeal.

### **3.12.2 Application for Admission following expulsion from another program**

If a student has been expelled from a graduate or Ph.D. program and submits an application for admission to another graduate or Ph.D. program at ÉTS, the Application will be examined by the Readmission Committee, which will evaluate the student's ability to successfully complete the studies associated with the new program. The Committee's decision is final and without appeal.

### **3.12.3 Conditions for readmission following expulsion**

- a) A student who was expelled from a program by virtue of the rejection of a dissertation or thesis cannot be readmitted to the same program.
- b) A student who was expelled from a program because of a Grade Point Average inferior to 2.5 out of 4.3 or the equivalent in effect at the time of expulsion cannot be readmitted to the same graduate or Ph.D. program. In certain exceptional cases, the Readmission Committee may admit the student to another program after examining the file.
- c) A student who has been expelled from a program cannot undertake any activity associated with the program and cannot be readmitted to the program within 12 months following expulsion. Once this period has elapsed, the Readmission Committee may readmit the student after examining the file.
- d) If a student is readmitted after having been expelled because of exceeding the maximum length of time allotted for a program, the new deadline for completing the program is final, and cannot be extended.
- e) A student who has been expelled from a program can only be readmitted to the program once.

## **Chapter 4 : REGISTRATION, SUPERVISION AND PACE OF STUDIES**

### **4.1 Study status**

There are two types of study status available at ÉTS for graduate and Ph.D. programs: full-time and part-time. When registering for any session, full-time students must register for a minimum of 9 credits, and part-time students must register for a minimum of 3 credits.

### **4.2 Registration**

#### **4.2.1 Registration procedures**

All students who are admitted and who wish to undertake activities during a particular session must register for the session within the deadline prescribed in the academic calendar adopted by the Education Committee, and in compliance with the procedures published by ÉTS.

#### **4.2.2 Obligation to register and responsibilities of the student**

In general, students are responsible for ensuring that their registration and the procedures that they follow comply with the requirements of their respective programs and with ÉTS By-Laws.

#### **4.2.3 Registering for a course that is not included in the program**

In certain special cases, the Program Director may allow a regular student to undertake a course that is not included in the student's program. Such a course is considered to be a substitute course, and is subject to the provisions of Chapter 5 of this By-Law. In the case of a Ph.D. program or a masters' program with dissertation, any substitution of this nature must be pre-authorized by the student's Research Director.

#### **4.2.4 Deadlines for registration**

A student cannot register for any course or pedagogical activity after the period that has been established for changes to registration without indication on the student's transcript, or in the case of an intensive activity, after the beginning of the activity.

#### **4.2.5 Undergraduate courses**

A graduate program may include undergraduate courses, up to a maximum of 6 credits. Barring exceptional circumstances, the right to take courses worth a maximum of 6 undergraduate credits cannot be exercised concurrently with the right to take courses worth a maximum of 6 credits outside of ÉTS, as provided for in Section 7.2 of this By-Law.

#### **4.2.6 Registration as a partial student or auditing student**

Partial students and auditing students must register at the Registrar's Office. Before validating the course selection for a partial student or an auditing student, the Registrar must verify the following information with the Program Director who is responsible for the course that the student wishes to register for:

- a) The partial student or auditing student meets the specific conditions or requirements of the course;
- b) A space has been reserved for the student in the group.

#### **4.2.7 Restrictions applicable to registration as a partial student**

Individuals who have received final refusal of admission to a program, or who have been expelled from a program following the imposition of restrictions on their eligibility to study, cannot register for courses associated with the same program as partial students or auditing students. Furthermore, a partial student or an auditing student cannot register for more than 6 credits under this status under any circumstances.

#### **4.2.8 Changes to and cancellation of registration**

All of the provisions that apply to registration for courses also apply to any changes to registration, with such modifications as are required.

There are two periods indicated in the academic calendar that is approved by the Education Committee during which students can make changes to their registration.

During the first period, students are permitted to change their registration by dropping courses with no indication on their transcript, and to add or change activities. Any tuition fees paid for a course that is dropped during this period will be reimbursed.

During the second period, students are permitted to drop courses without receiving an "E" (failure) on their transcript, and tuition fees paid for these courses are not reimbursed.

Any activity that is dropped after these periods have elapsed will be marked with an "E" (failure).

#### **4.3 Voluntary closing of a file**

Any students who wish to cancel all of their activities and close their file must indicate this desire to the Registrar in writing. A letter or e-mail message from the student is sufficient for closing the file, and the date when the Registrar receives the letter or e-mail message will be used for the purpose of reimbursement of tuition fees, if applicable. The Registrar will inform the appropriate Program Director of the closing of the file.

## **4.4 Absence**

### **4.4.1 Authorized absence**

Regular students are entitled to an authorized period of absence, during which their studies can be suspended for up to three consecutive or non-consecutive sessions. Students who would like to temporarily suspend their studies can submit a request for an authorized absence for one or more sessions following the session that they are registered for at the time when the request is submitted, by following the procedures published by ÉTS. Any request for an authorized absence must be justified by a valid reason, such as illness, parental leave, or professional or family obligations, and must be substantiated by supporting documentation.

Parental leave can apply to either the father or mother of a newborn or newly adopted child.

An authorization for absence must be obtained and validated before the end of the registration period for the first session of the absence. Otherwise, the absence will be considered to be unauthorized.

Authorized absences are not taken into consideration when calculating the length of studies or the deadlines applicable to certain conditions. Therefore, the maximum length of time permitted for completing the program will be extended by the number of sessions corresponding to the period of authorized absence.

### **4.4.2 Unauthorized absence**

This refers to a period during which students who are enrolled in a short graduate program, a specialized graduate diploma (DESS) program or a masters' program WITHOUT dissertation can temporarily suspend their registration without following any specific procedure, beginning with their second registration in the program.

For a student who is eligible, an unauthorized absence does not extend the maximum length of time permitted for completing the program, and the student must still meet all of the program requirements before the deadline established by the rule respecting the length of studies, as defined in this By-Law for each type of program.

After three consecutive sessions of unauthorized absence, ÉTS will consider the student to have dropped the program.

## **4.5 Extension of the maximum length of studies**

In certain exceptional cases, students who have not met the requirements of the program that they were admitted to within the maximum length of time permitted for completing the program, and who would like to continue in the program, may obtain an extension of this maximum length of time for a period not exceeding one year. A student must submit a request

for extension of the maximum length of studies using the appropriate form, and in compliance with the procedure published by ÉTS. If a student neglects to submit such a request, or if the request is refused, the student will be expelled from the program.

A request for extension of the maximum length of studies will be accepted if it is reasonable to believe that the activities that remain to be undertaken can be completed within the requested extension period.

## **4.6 Supervision of students**

### **4.6.1 Principle**

Within the context of exercising their responsibility for academic and administrative management, Program Directors for graduate and Ph.D. programs must ensure that students receive adequate supervision that will allow them to attain the general educational objectives of the program. Toward this end, all students are invited to meet with the Program Director when they first enter their program.

### **4.6.2 Graduate students**

At the graduate level, until such time as a student identifies a Research Director or Synthesis Activity Director, the Program Director is effectively responsible for the student's tutorship. This responsibility includes counselling the student with respect to establishing an educational path and dealing with any difficulties that the student may encounter. Once identified, the Research Director or Synthesis Activity Director assumes the role of academic counsellor, and works with the student to establish a study plan.

### **4.6.3 Ph.D. students**

At the Ph.D. level, the responsibility for the student's tutorship is assumed by the Thesis Director from the moment when the student is admitted to the program.

### **4.6.4 Supervision during courses**

The responsibility for the supervision of students within each course associated with the program (development of a course outline, assistance, evaluation, etc.) falls primarily on the instructor who is delivering the course.

## **CHAPTER 5 : RECOGNITION OF ACQUIRED KNOWLEDGE**

### **5.1 Principle**

The concept of recognition of acquired knowledge is based on the principle that students should not be obligated to undertake activities that lead to the acquisition of knowledge that they already possess at the time when they first register for a program.

### **5.2 Nature of the acquired knowledge**

The knowledge or skills in question may have been acquired in a working environment or through the successful completion of educational activities, must not have been instrumental in establishing the student's eligibility, and must correspond to one or more of the program objectives or one or more of the activities associated with the program.

### **5.3 Restrictions**

The recognition of acquired knowledge is limited based on the following restrictions:

- a) In order to be considered official, any request for recognition of acquired knowledge must be processed in compliance with the provisions of this By-Law.
- b) Recognition of acquired knowledge can only apply to the educational activities associated with the program that the student is enrolled in, except in the case of readmission into the same program or the reallocation of credits to a program for which bridging is authorized.
- c) Recognition of acquired knowledge cannot be applied to a thesis, dissertation or synthesis activity report or equivalent, except in the case of readmission into the same program or the reallocation of credits to a program for which bridging is authorized.
- d) A student cannot obtain a diploma based solely on the recognition of acquired knowledge.
- e) With the exception of the case mentioned in Section 3.7, recognition of acquired knowledge for a course that is credited within the context of another program for which a degree has been earned can only be used to obtain a substitution.
- f) If a partial student is admitted to a program, ÉTS is under no obligation to recognize the credits that were obtained as a partial student.

#### **5.4 Submitting a request**

Considering the impact that the recognition of acquired knowledge has on a student's educational path, all requests for recognition of acquired knowledge must be submitted during the first session in which the student is registered for a program, and all activities to be recognized must be included in the same request, so that all of the activities that the student is not obligated to complete in order to meet the requirements of the program can be clearly identified.

The ÉTS Registrar will not accept any request for recognition of acquired knowledge that is submitted by a student after the aforementioned deadline, and the request will be rejected automatically.

Students who are admitted to a program and who believe that they are eligible for recognition of acquired knowledge must submit a written request to the Registrar's Office in person, in accordance with the procedure that is in effect at ÉTS.

#### **5.5 Verification of knowledge**

Any student who submits a request for recognition of acquired knowledge may be required to submit to a verification of the acquired knowledge.

#### **5.6 Types of recognition**

The recognition of acquired knowledge results in one of the following actions in connection with the program for which the request was submitted:

**a) Exemption:**

Involves recognizing an activity that has been successfully completed as being equivalent to a specific activity associated with the program. The student is not required to register for that specific activity within the context of the program, and the credits assigned to the activity within the program are granted to the student, with the indication "K". An exemption cannot be granted for a course for which the student obtained a grade below "B" or the equivalent.

**b) Transfer:**

The results of an activity that the student has completed successfully within the context of another program at ÉTS are transferred to the student's transcript in the new program.

**c) Substitution:**

Registration for a particular activity associated with the program is replaced by registration for a different activity.



**d) Reallocation of credits:**

Involves reallocating the credits that were earned within the context of another program for which bridging has been authorized.

**e) Integration**

Involves recognizing that a student has attained some of the objectives of the program before being admitted. In such a case, ÉTS recognizes a specific number of credits corresponding to these objectives, for which an exemption cannot be granted. Integration allows for the identification of the courses and activities that a student must undertake in order to complete the program. By virtue of their association with the objectives of a specific program, credits that are granted through integration are not automatically transferred from one program to another if the student changes programs again.

**5.7 Maximum number of credits recognized**

**5.7.1 Short graduate program**

The recognition of acquired knowledge for a short graduate program can only apply to one course, through either exemption, substitution or transfer, except in the case of a reallocation of credits from a program for which bridging is authorized.

**5.7.2 Specialized graduate diploma (DESS)**

For a student who is admitted into a DESS program, the recognition of acquired knowledge can be applied to a maximum of one-half of the credits associated with the program, except in the case of a reallocation of credits from a program for which bridging is authorized.

**5.7.3 Masters**

For a student who is admitted into a masters' program, the recognition of acquired knowledge can be applied to a maximum of two-thirds of the credits associated with the program, except in the case of a reallocation of credits from a program for which bridging is authorized or subject to the provisions of Section 13.5 governing the direct transfer from a Ph.D. program to a masters' program.

**5.7.4 Ph.D.**

For a student who is admitted into a Ph.D. program, the recognition of acquired knowledge can be applied to a maximum of two-thirds of the credits associated with the program, except in the case where the provisions of Section 13.5 governing the direct transfer from a masters' program to a Ph.D. program apply.

**5.8 Arbitration**

If there is a discrepancy between the evaluation made by the Program Director for the program in question and that made by the Registrar, the file is submitted to the Dean of Studies, who analyzes it and renders a decision, which the Registrar conveys to the student.

#### **5.9 Request for review**

The student can submit a request for review to the Registrar within twenty working days following the date of receipt of the decision rendered by ÉTS. If the request is admissible, the Registrar will convene the Appeals Committee, which comprises the Dean of Studies, who chairs the Committee, the Registrar, who acts as Secretary and is a full member of the Committee, and the Program Director for the program in question. Once the review process has been completed, the Registrar will inform the student of the resulting decision in writing. This decision is final and without appeal.

## **CHAPTER 6 : EVALUATION**

### **6.1 Responsibilities**

ÉTS is responsible for certifying that the objectives of courses, other educational activities and programs are attained.

Pursuant to this By-Law, evaluating the work of a student in a course or other pedagogical activity is the responsibility of the course instructor or the pedagogical team. Evaluating the work of a student within the context of a program is the responsibility of the Program Director for the program in question.

Evaluating the work of a student in connection with a synthesis activity worth 9 or more credits, a dissertation or a thesis is the responsibility of the panel of examiners, in accordance with the provisions of this By-Law.

### **6.2 Failure**

#### **6.2.1 Overall evaluation**

If a student fails a course or another pedagogical activity, there is no exam that can be retaken for the purpose of replacing the overall evaluation for the activity, with the exception of the provisions pertaining to the doctoral exam.

#### **6.2.2 Failure in a mandatory educational activity**

A student who fails a mandatory educational activity must undertake the activity again as soon as it is available during a later session.

#### **6.2.3 Double failure**

A student who fails the same activity twice or fails more than one activity associated with a program is automatically expelled from the program.

### **6.3 Written marks**

#### **6.3.1 Definitions and symbols used**

For graduate and Ph.D. students, written marks represent the following:

- a) in the case of a graduate-level or bachelor-level activity, an overall assessment of the level of learning attained by the student as compared to the objectives of a pedagogical activity,:  
A<sup>+</sup>, A, A<sup>-</sup>

B<sup>+</sup>, B, B<sup>-</sup>  
C<sup>+</sup>, C, C<sup>-</sup>  
D<sup>+</sup>, D  
E: Failure  
S: Requirements satisfied  
V: Course taken and successfully completed outside of Québec

- b) The results of undertaking an activity:
- H: Credit course
  - I: Incomplete
  - K: Exemption granted through the recognition of acquired knowledge
  - L: Failed, retaken and completed successfully
  - N: Uncredited activity
  - P: Upgrading course
  - R: Marking deferred
  - X: Authorized abandonment
  - Z: Ongoing research activity or project

### **6.3.2 Assessment of work undertaken within the context of a synthesis or research activity**

The following markings are used to indicate the assessment of a thesis, dissertation or synthesis activity report:

“Excellent”; “Very Good”; “Good”;  
“Pass”; “Fail”.

### **6.3.3 Meaning of symbols**

- 1) **“H”** (Credit course)  
Used to indicate that the corresponding activity is not part of the student’s program. The results for the activity are not taken into consideration when calculating the Grade Point Average.
- 2) **“I”** (Incomplete)  
Must be converted to A<sup>+</sup>, A, A<sup>-</sup>, B<sup>+</sup>, B, B<sup>-</sup>, C<sup>+</sup>, C, C<sup>-</sup>, D<sup>+</sup>, D, S or E within four weeks after the end of the session. Otherwise, it is automatically converted to an “E” (failure).

The use of “I” is rare, and must be the subject of a prior written agreement between the student and the professor that indicates what the professor expects from the student in order to meet the requirements of the activity in question.

- 3) **“K”** (Exemption granted through the recognition of acquired knowledge)  
Indicates that the student is considered to have successfully completed the corresponding activity as a result of the recognition of acquired knowledge. There is no

numerical value associated with this result, and therefore, the activity is not taken into consideration when calculating the Grade Point Average.

- 4) “L” (activity failed, retaken and completed successfully)**  
This result replaces an “E” (failure) that was granted for an activity that was undertaken during a previous session and subsequently undertaken again and successfully completed. The result of the successful completion also appears for the session during which the activity was undertaken again and successfully completed.
- 5) “N” (Uncredited activity)**  
Used to indicate that the student undertook the corresponding activity under the status of auditing student.
- 6) “P” (Upgrading course)**  
Indicates that the corresponding activity is considered to be upgrading training, and is not part of the student’s program. The results for this type of activity are not taken into consideration when calculating the Grade Point Average.
- 7) “R” (Marking deferred)**  
When an activity is normally expected to extend over two sessions, “R” is used as the result for the purposes of issuing a transcript at the end of the first session. The “R” is replaced by the result of the evaluation at the end of the final session for the activity.
- 8) “S” (Requirements satisfied)**  
Indicates that the student has successfully completed the activity

The use of “S” is justified in the following three cases:

  - a)** When an activity within a program requires it. In such a case, there is an indication to this effect in the description of the activity within the program. The use of “Success” or “Failure” as the method for evaluating a specific activity must be approved by the *Commission des études* (Education Committee) at the time when the activity is created or modified.
  - b)** If the Results Modification Committee deems it to be appropriate.
  - c)** If the Dean of Studies determines that it is appropriate in the case of an exceptional academic situation or a specific pedagogical formulation.
- 9) “V” (Course taken outside of Québec)**  
Indicates a course that was undertaken and successfully completed at a university outside of Québec, pursuant to an agreement within the context of an authorization for external studies. The credits are granted to the student, but the results are not taken into consideration when calculating the Grade Point Average.

- 10) “X” (Authorized abandonment)**  
Indicates that the student informed ÉTS, in writing, that the activity was being dropped before the applicable deadline indicated in the academic calendar.
- 11) “Z” (Ongoing)**  
Used for each session to indicate that the corresponding research activity or synthesis activity is ongoing.

## **6.4 Grade Point Average**

### **6.4.1 Rules for calculating the GPA**

The Grade Point Average is calculated at the end of each session, based on the grades obtained for all of the educational activities associated with the program.

In the case of an activity that was retaken, all of the results appear on the student’s transcript, but only the most recent result is taken into consideration when calculating the Grade Point Average.

The Grade Point Average, which ranges from 0.00 to 4.30, is calculated to the third decimal place, and is indicated on the student’s transcript by rounding to the nearest hundredth (two decimal places).

### **6.4.2 Symbols that carry a numeric value**

For graduate and Ph.D. students, only the following letters carry a numeric value and are taken into consideration when calculating the Grade Point Average, regardless of whether the student is enrolled in a doctoral-level, graduate-level or bachelor-level activity:

A<sup>+</sup> (4.3), A (4.0), A<sup>-</sup> (3.7)  
 B<sup>+</sup> (3.3), B (3.0), B<sup>-</sup> (2.7)  
 C<sup>+</sup> (2.3), C (2.0), C<sup>-</sup> (1.7)  
 D<sup>+</sup> (1.3), D (1.0)  
 E (0)

### **6.4.3 Formula for calculating the GPA**

The Grade Point Average (GPA) is calculated using the following formula:

$$GPA = \frac{\sum P_i C_i}{\sum C_i}$$

$\Sigma$ : Sum

$P_i$ : Numeric value attributed to the letter that indicates the student’s results for activity i

- C<sub>i</sub>:** Number of credits attributed to activity i  
**i:** A specific activity

## **6.5 Evaluation within a course**

### **6.5.1 Proportion of components used for the purpose of evaluation within a course**

#### **a) General principle**

No single component (interview, exam, report, test, etc.) used in evaluating a student's level of success in a course can count for more than 50% of the total weighting of the evaluation components, regardless of whether it is considered to be an individual component or a team component. Students are usually graded based on all of the evaluation components that are indicated in the course outline.

#### **b) Individual components**

If the evaluation components for a specific course include both individual components and team components, the course instructor may require students to obtain a minimum grade in connection with the individual components that are indicated in the course outline. In such a case, the individual components must represent at least 70 % of the total for all evaluation components.

### **6.5.2 Reasons for deferred evaluation**

Any student who does not submit one or more evaluation components is assigned a grade of 0 for those components, unless one of the following situations applies (supporting documentation required):

- a)** Death of a member of the student's immediate family: father, mother, brother, sister, child or spouse;
- b)** Illness certified by a doctor's note;
- c)** Childbirth.

A make-up exam or extra work may be required for each evaluation component that is not completed, at the discretion of the course instructor.

### **6.5.3 Failure to take a regular exam**

#### **a) Exam held during a session:**

Exams held during a session do not include the final exam. If a student fails to attend a regular exam for one of the reasons cited in Section 6.5.2 of this By-Law, and if the student advises the Program Director for the program in question, in writing, within five (5) business days following the date of the exam, the course instructor or a replacement designated by the Program

Director for the program in question is authorized to modify the conditions respecting evaluation by replacing the regular exam in the following manner:

- An oral or written make-up exam, to be administered within ten (10) business days.
- Any other form of pedagogical evaluation determined by the course instructor.

#### **b) Final exam:**

There is a period at the end of each session that is reserved exclusively for all final exams. If a student fails to attend a final exam for one of the reasons cited in Section 6.5.2 of this By-Law, and if written proof is submitted to the Academic Services Office within five (5) business days following the date of the exam, the Academic Services Office will inform the course instructor of the authorized absence and the conditions for administering the make-up exam.

The student is temporarily assigned the result “I” (incomplete) for the course, pending the results of the make-up final exam. In the case of an authorized absence, the Academic Services Office will summon the student for a final written make-up exam at the beginning of the following session. The proportion attributed to the make-up final exam as part of the student’s overall grade for the course remains the same as for the regular final exam.

#### **6.5.4 Submitting work**

If a student fails to submit coursework before the deadline determined by the course instructor for one of the reasons cited in Section 6.5.2 of this By-Law, the result “I” (incomplete) is attributed to the student for the course.

#### **6.6 Expulsion**

##### **6.6.1 Principle**

This provision results in the permanent exclusion of a student from a graduate or Ph.D. program or preparatory program into which that student has been admitted, or in the case of a partial student, the permanent loss of partial student status.

An expulsion becomes official when the written notice of expulsion is sent to the student by the Registrar, and it takes effect immediately.

##### **6.6.2 Reasons for expulsion of a student from a graduate or Ph.D. program or preparatory program**

Notwithstanding the other provisions of this By-Law, a regular student who is enrolled in a graduate or Ph.D. program or a preparatory program will be automatically expelled in the following cases:



- a) If the student has a Grade Point Average below 2.5 after earning a minimum of 9 credits validated by an evaluation in a graduate program or a minimum of 6 credits in a Ph.D. program;
- b) If the student has a Grade Point Average below 3.0 after earning a minimum of 9 credits validated by an evaluation in a preparatory program
- c) If the student fails the same activity twice or fails more than one activity associated with a program;
- d) If the student fails to satisfy the conditions established in connection with a conditional admission within the prescribed time period;
- e) If the student does not obtain authorization for an absence and is not entitled to an unauthorized absence;
- f) If the student fails to meet all of the requirements of the study program or preparatory program by the deadline established pursuant to this By-Law and has not obtained an extension;
- g) If a student who is enrolled in a graduate program or a preparatory program leading to eventual admission to a graduate program fails to meet all of the requirements of the ÉTS linguistic policy;
- h) If the student's Grade Point Average remains below 3.0 after two sessions of tutorship;
- i) If the progress of the student's research activities is not satisfactory, as indicated in a report submitted to the Program Committee by the student's Research Director;
- j) If the student's thesis or dissertation has been refused with the indication "E" (failure).

## **6.7 Review of a decision involving expulsion or suspension**

### **6.7.1 Request**

Students who believe that they have been harmed by a decision involving suspension or expulsion can request a review of the decision by sending their reasons for the request to the Registrar, in writing, within fifteen business days following the date on which the notice of expulsion was sent by the Registrar.

### **6.7.2 Expulsion Review Committee**

If the request is deemed to be admissible, the Registrar will convene the Suspension and Expulsion Review Committee, which comprises the Dean of Studies, who chairs the Committee, and three members of the pertinent Program Committee, including the Program Director and the student member. The Registrar acts as Secretary and is a full member of the Committee.

Neither the professor who is in charge of the student's synthesis activity, dissertation or thesis nor the student affected by the decision can be part of the Committee.

### **6.7.3 Meeting with the Committee**

The student is entitled to meet with the Committee. Toward this end, the Registrar will inform the student of the time and location of the Committee meeting.

In addition, the Committee must meet with the professor who is guiding the student in all cases where the expulsion is the result of unsatisfactory performance with respect to a synthesis activity, dissertation or thesis.

### **6.7.4 Decision of the Committee**

The Registrar will inform the student and all other pertinent individuals of the decision rendered by the Committee as quickly as possible. This decision is final and without appeal.

## **6.8 Results**

### **6.8.1 Cumulative transcript**

At the end of each session, ÉTS produces a cumulative transcript for each partial student and regular student, which indicates all of the results obtained by the student since the beginning of studies in the pertinent program.

### **6.8.2 Deadline for submission**

Course instructors must fill out and submit the Transmission of Results forms to the Program Director for each respective program within five business days following the end of each session. The Program Director approves the forms and sends them to the Registrar within the following five business days.

## **6.9 Modification of results**

### **6.9.1 Deadline**

Results indicated on a transcript can only be modified within two months following the date of publication of the transcript by the Registrar's Office.

### **6.9.2 Modification by the course instructor**

The course instructor can modify the results of previously completed evaluations by sending the modified results to the Registrar using the appropriate form before the stipulated deadline. The form must be approved by the Program Director for the program in question.

## **6.10 Review of a transcript requested by a student**

### **6.10.1 Request**

Students can request the modification of any results of evaluations attributed to them, with the exception of results issued by a panel of examiners.

A student can request a review of a result by following the procedure published by ÉTS within fifteen business days following the publication of the result by the Registrar.

A student who has been assigned a “failure” and who is not satisfied with the results of the procedure can request a review of the “E” by addressing the request to the Registrar, specifying the reasons for the request, within ten business days following the date on which the Registrar sent the decision rendered by the Program Director for the program in question.

If the reasons are deemed to be reasonable, the Registrar will convene the Results Review Committee as soon as possible. The Registrar will inform the pertinent course instructor and the requesting student of the location, date and time of the Committee meeting, and will invite them to meet with the Committee. If the request is deemed to be inadmissible, the Registrar will immediately inform the student and the course instructor of this determination in writing.

### **6.10.2 Composition of the Results Review Committee**

The Results Review Committee is the same as the committee that is responsible for reviewing expulsions, comprising the Dean of Studies, who chairs the Committee, and three members of the Program Committee, including the Program Director and the student member. The Registrar acts as Secretary and is a full member of the Committee.

The pertinent course instructor and the requesting student cannot be members of the Results Review Committee.

### **6.10.3 Mandate of the Results Review Committee**

The mandate of the Results Review Committee is to examine all aspects of the evaluation (e.g.: course outline, weighting of the steps in the evaluation, application of the course instructor’s marking method, etc.) and not to issue a new evaluation of the student for the course in question.

### **6.10.4 Decision of the Results Review Committee**

The Registrar will inform the student of the decision rendered by the Committee, in writing, within five business days following the completion of the Committee’s work. This decision may be to retain the failure (E), to have the student retake one or more of the components that constitute the requirements for evaluating the course, or to change the indication to “S” if the

Committee determines that the student attained the objectives of the activity. This decision is final and without appeal.

#### **6.10.5 Negative review**

A review of results cannot be carried out for the purpose of lowering the result in question, unless a technical error occurred when the results were recorded.

#### **6.11 Modification of a transcript requested by ÉTS**

Under exceptional circumstances, ÉTS may require the modification of the results of an evaluation within a specific group.

##### **6.11.1 Principles**

As soon as possible following the submission of the grades to the Registrar, the Dean of Studies may request that the results attributed within the context of a course be modified. Such a request may be issued if the grades attributed to one or more students within the same course exhibit one or more of the following characteristics, or any other situation that may serve to call into question the quality of instruction or the evaluation of students:

- a) All of the students obtained the same grades;
- b) The average of the results obtained is too far removed from the probable or normal average for the course or activity;
- c) The indication “I” was assigned systematically or without valid reason;
- d) The indication “R” or “S” was used without authorization;
- e) If the Dean of Studies determines that the academic situation justifies this action with respect to one or more students within the course.

##### **6.11.2 Procedure**

This type of modification must adhere to the following procedure:

- a) The Dean of Studies contacts the Program Director for the program in question, a representative of the group of students and the course instructor in order to gather all pertinent information with respect to the attribution of grades.
- b) If the situation warrants it, the Dean of Studies issues a request for modification of the results attributed to one or more students within the course to the Results Modification Committee.

- c) If necessary, the Results Modification Committee meets with the pertinent course instructor or a representative of the group of students, if one or the other wishes, and renders a decision.
- d) The Registrar informs everyone concerned of the decision of the Results Modification Committee within ten business days following the completion of the Committee's work. This decision is final and without appeal.

### **6.11.3 Composition of the Results Modification Committee**

The Results Modification Committee comprises the Director of Educational Affairs, who chairs the Committee, the Registrar, who acts as Secretary of the Committee, one Program Director and one professor who is a member of the *Commission des études* (Education Committee).

## **6.12 Work completed by ÉTS students**

### **6.12.1 Physical Ownership**

ÉTS retains physical ownership of the work done by students once the work is handed in. ÉTS is not obligated to return any work that is completed within the context of a student's studies, and the decision as to whether or not to return the work to the student after the established deadline for the review and modification of results is left to the discretion of each course instructor.

### **6.12.2 Intellectual property**

The intellectual property pertaining to works and documents produced by students within the context of their studies or the projects that they participate or collaborate in is governed by the ÉTS *Politique et règles en matière de propriété intellectuelle* (Policy and rules respecting intellectual property).

### **6.12.3 Responsibility**

ÉTS is not responsible in any way for the commercial or industrial exploitation of work produced by a student by a third party without the knowledge of ÉTS.

## **CHAPTER 7: AUTHORIZATION FOR EXTERNAL STUDIES**

### **7.1 Objective**

The objective of the authorization for external studies is to allow regular students from ÉTS to undertake a portion of their program at another recognized educational institution.

### **7.2 Maximum number of credits**

A regular student in a graduate or Ph.D. program at ÉTS can register for a maximum of 6 credits at an outside institution, except in the case of a joint program or within the context of an agreement between the two institutions that authorizes a larger number of activities outside of ÉTS. Barring exceptional circumstances, the right to take courses worth a maximum of 6 credits outside of ÉTS cannot be exercised concurrently with the right to take undergraduate courses worth a maximum of 6 credits, as provided for in Section 4.2.5 of this By-Law. All exceptions must be authorized by the Dean of Studies.

### **7.3 Decision of the host institution**

As the home institution, ÉTS recognizes that the host institution has the right to accept or refuse to allow a student to register for any of the activities that it offers, at its sole discretion. Similarly, when acting as the host institution, ÉTS reserves the same right to accept or refuse to allow a student from another institution to register for any of the activities that it offers.

### **7.4 Equivalence of activities**

The activities that are undertaken must be equivalent to the corresponding activities that are part of the program that the student is enrolled in, or in the case of activities that do not correspond to any activities that are part of the program, they must be compatible with the educational objectives of the program.

### **7.5 Approval and authorization**

In order to receive an authorization for external studies, a regular student must first obtain approval from the Program Director for the program in question, and from the Registrar, in compliance with the procedure that is in effect at ÉTS. In the case of a Ph.D. program or a masters' program with dissertation, the registration must be confirmed by the student's Research Director.

### **7.6 Deadline for accepting requests for external studies**

When acting as the host institution, ÉTS accepts requests for external studies until the end of the period for changes in registration with no indication appearing on the student's transcript

## **7.7 Payment of fees**

The student is responsible for paying all tuition fees and all other related fees to the home institution in compliance with the deadlines and conditions in effect at the home institution.

## **7.8 Results**

The student's results are sent to the ÉTS Registrar by the host institution. If they do not appear in the written form that is used at ÉTS, the Registrar will convert them using a predetermined scale, or indicate the mark "V" or "E", as the case may be.

## **7.9 Transcript**

The transcript for the ÉTS student will indicate the activities that were undertaken at the host institution, along with the results obtained and the name of the institution. The results and the corresponding number of credits will be used in calculating the Grade Point Average, with the exception of results marked as "V".

## **7.10 Right to review**

Any ÉTS student who is refused approval and authorization for external studies as provided for in this chapter can ask that the decision be reviewed by submitting a request, in writing, to the Dean of Studies. The request must indicate the reasons that justify a change in the decision, in the opinion of the student. The decision rendered by the Dean of Studies is final and without appeal.

## **CHAPTER 8 : PLAGIARISM AND FRAUD**

### **8.1 Principles**

#### **8.1.1 Scope**

Any student or group of students who carry out, attempt to carry out or participate in an act of plagiarism or fraud as described in Section 8.2 may be subjected to the sanctions described in Section 8.4.1, among others.

#### **8.1.2 Notice**

Any student who is accused of plagiarism or fraud must be notified of the accusation.

#### **8.1.3 Responsibility for imposing sanctions**

The Discipline Committee is responsible for imposing all sanctions related to plagiarism and fraud. However, the expulsion of a student must be pronounced by the Board of Directors.

#### **8.1.4 Right to be heard**

All students have the right to be heard by the pertinent parties.

#### **8.1.5 Closed doors**

All deliberations related to matters of plagiarism and fraud are held behind closed doors.

#### **8.1.6 Awaiting a decision**

A student who has been accused of plagiarism or fraud has the right to continue to study until such time as the Discipline Committee or the Board of Directors have rendered a decision in connection with the accusation.

#### **8.1.7 Examination of the case**

All cases of plagiarism or fraud must be examined carefully.

#### **8.1.8 Applicability of decisions**

Decisions rendered by the Discipline Committee or the Board of Directors are final and without appeal.

#### **8.1.9 Limitation**



No party may impose any sanction on a student or group of students outside of the mechanisms provided for by this By-Law.

## **8.2 Sanctionable acts**

The following acts are considered to be plagiarism or fraud within the meaning of this By-Law:

- Copying or attempting to copy from another person during an exam, a practical work session or any type of test;
- Seeking to fraudulently ascertain in advance or obtain the questions for an exam or any type of test;
- Submitting a written work or presentation on the same subject to more than one professor without having obtained prior authorization from the professor(s) involved;
- Submitting the same text within an original written work to more than one professor without having obtained prior authorization from the professor(s) involved;
- Using any text or any acoustic, graphic or visual material, Web page, computer programming code or software element, data from or results of an experiment or any other information from any source, in whole or in part, as if it was original work or without citing the source(s) in accordance with generally accepted practices.
- Submitting or making available to another student any work or part of a work as described in the previous paragraph for that student to use the work, in whole or in part, as if it was original work created by that student;
- Falsifying or seeking to falsify educational documents (academic records, registration forms, transcript transmission slips, etc.);
- Being involved in the substitution of one individual for another during an exam or using the skills of a third party;
- Possessing or using any document or material that is not authorized or that does not respect the spirit of the documentation that is authorized during an exam.

In the case of work that is carried out as part of a team, all students who are members of an official work team are jointly responsible for all material produced on behalf of the team. Therefore, if one member of the team produces and submits any work on behalf of the team, and if that work is proven to be plagiarized, all of the members of the team are subject to the applicable sanctions.

## **8.3 Applications**

### **8.3.1 Responsibility**

Every individual, employee and student has a duty to report all acts of plagiarism and fraud to ÉTS.

### **8.3.2 Reporting**

Toward this end, any employee or student who observes an act of plagiarism or fraud must inform the Director of the department with which the pertinent activity is associated, or the Director of the *Service des enseignements généraux* (General Education Department), as soon as possible after observing the act of plagiarism or fraud by submitting a written report, accompanied by supporting documents, if applicable.

In the case of final exams and make-up exams administered by the Educational Services Office, the report of the observation of the act of plagiarism or fraud must be submitted to the Director of the Educational Services Office.

### **8.3.3 Report from the Director of the department**

As soon as possible after receiving a report from an employee or student, the Director of the pertinent department must send a copy of the report, along with the Director's comments, to the Secretary General or a representative, and to the appropriate student or group of students.

### **8.3.4 Registrar's report**

If the Registrar observes an act of fraud, the Registrar must submit a written report, accompanied by supporting documents, if applicable, to the Secretary General or a representative, as soon as possible after observing the act of fraud. A copy is also sent to the appropriate student.

### **8.3.5 Results**

If the act takes place within the context of a credited course or activity for which the student must be evaluated, no grade is sent to Registrar for the credited course or activity in question until such time as the Discipline Committee renders its decision.

### **8.3.6 Convening the Discipline Committee and notifying the student**

The Secretary General or a representative will convene the Discipline Committee as soon as possible after receiving a report, and will notify the student of the date, time and location of the meeting, as well as the student's right to be heard by the Discipline Committee, if the student wishes, before a decision is rendered. The notice must be sent at least seven (7) days before the date of the meeting.

### **8.3.7 Request for review of results**

In the case of a request for review of the results of a credited activity, if it is determined that the request for review raises a question of fraud or plagiarism, the examination of the request must be suspended, and the file must be sent to the Program Director for the program in question, who will follow the procedure described in Section 8.3.3. After examining the file, if the Discipline Committee determines that there is no evidence of plagiarism or fraud, the file is returned to the Review Committee or the individual responsible for the file, and the examination of the request for review of the results continues from the point where it was suspended.

#### **8.3.8 Access to the file**

The members of the Discipline Committee only have access to a file related to an act of plagiarism or fraud when they meet for the first time in order to examine the case.

#### **8.3.9 No grounds**

If, after examining the file, the Discipline Committee determines that there are no grounds for recommending sanctions, the Secretary General or a representative will inform all parties involved in the case of the Discipline Committee's decision, and the file will be closed.

### **8.4 Sanctions**

#### **8.4.1 List of possible sanctions**

Any act of plagiarism or fraud (including any attempt or participation) as described in Section 8.2 is punishable by the imposition of the following sanctions:

- Failure of the course;
- Suspension from the program or loss of partial student status for one or more sessions, up to a maximum of twenty-four (24) months;
- Temporary or permanent expulsion from ÉTS, the length of which will be determined by the Board of Directors at the time of the expulsion.

In exceptional cases, the Discipline Committee may determine that the results of a test or a work should be annulled or assigned a failure, if it deems that the circumstances warrant it.

#### **8.4.2 Recommending sanctions**

In determining which sanctions to recommend, the Discipline Committee must take into consideration the nature of the act and the number of acts previously committed by the student, as applicable, among other factors.

#### **8.4.3 Conveying the decision**

As soon as possible after the Discipline Committee or the Board of Directors renders a decision, the Secretary General or a representative shall inform the Registrar, the Program Director for the program in question and the individual who observed the act of plagiarism or fraud of the decision, along with the reasons for the decision.

#### **8.4.4 Expulsion**

If the Discipline Committee determines that a recommendation of expulsion is appropriate, it must convey this decision to the Board of Directors as soon as possible. The Board of Directors is responsible for pronouncing the expulsion. The Secretary General or a representative will also inform the student of the Discipline Committee's decision by registered mail or by messenger, indicating that the student has the right to be heard by the Board of Directors.

#### **8.4.5 Results indicated on the transcript**

If a student who is subject to this By-Law drops the course or activity in association with which the fraud or plagiarism was committed after the date on which the fraud or plagiarism was committed, the Registrar will assign an "E" (failure) to the corresponding course or activity on the student's transcript.

### **8.5 Discipline Committee**

The Discipline Committee is a committee of the *Commission des études* (Education Committee).

#### **8.5.1 Composition**

The Discipline Committee comprises the following individuals:

- a) Ex officio members
  - The Director of Educational Affairs or a representative, who chairs the Committee;
  - The Secretary General or a representative, who acts as Secretary of the Committee, and who is not entitled to vote;
  - The Dean of Studies.
- b) Appointed members
  - Two (2) professors or senior instructors appointed by the Education Committee.
  - Two (2) regular students appointed by the *Commission des études* (Education Committee) or their substitutes who are members of the Student Executive, which is part of the ÉTS Students' Association.

#### **8.5.2 Term of membership**

Each appointed member of the Discipline Committee serves for a period of two (2) years, renewable only once. The members of the Discipline Committee retain their positions until such time as the sanctions for any specific case have been confirmed, regardless of whether they lose their status as a course instructor, regular student or executive, unless they are replaced or renew their term.

### **8.5.3 Quorum and vote**

A quorum for a meeting of the Discipline Committee requires the presence of four (4) voting members. Decisions are made by majority vote, and no abstentions are permitted. In the case of a tie, the Chairperson's vote prevails.

### **8.5.4 Limitation**

If the Discipline Committee must meet on more than one occasion in connection with the same case, only those members who attended the first meeting are eligible to attend the subsequent meetings in connection with that case.

### **8.5.5 Personal involvement**

If a member of the Discipline Committee is personally involved in a case that is brought before the Committee for examination, that individual cannot attend the meetings of the Committee in connection with that case.

## **CHAPTER 9 : SHORT GRADUATE PROGRAM**

### **9.1 General structure**

A short graduate program generally comprises 15 course credits, but may comprise between 9 and 18 course credits. It usually forms a component of a development framework, and is generally undertaken on a part-time basis

### **9.2 Length of studies**

The maximum length of studies for a short program is seven sessions, beginning with the first registration for the program. No extension is possible.

### **9.3 Admission requirements**

The admission requirements for a short graduate program are specified in the description of each program that appears in the Calendar, and are subject to change pursuant to modifications adopted by the *Commission des études* (Education Committee) during the course of the year, which are posted on the ÉTS website.

### **9.4 Absence**

Beginning with the second session of registration for the program, students in a short program may submit a request for authorized absence if required, or take advantage of the availability of unauthorized absence if they wish to interrupt their studies temporarily.

### **9.5 Attestation of studies for a short graduate program**

In order to obtain an attestation for a short graduate program, the student must meet all of the requirements of the program, as defined in the Calendar, with a Grade Point Average of at least 2.8 out of 4.3.

## **CHAPTER 10 : SPECIALIZED GRADUATE DIPLOMA (DESS)**

### **10.1 General structure**

A specialized graduate diploma (DESS) program generally comprises 30 credits, but may comprise between 24 and 30 credits, consisting of either courses alone or courses and a synthesis activity.

### **10.2 Length of studies**

The maximum length of studies for a DESS is 3 sessions (1 year) for full-time students, or 7 sessions (2 years plus 1 session) for part-time students, beginning with the first registration for the program. Any student who wishes to continue in the program after this time period has elapsed must submit a request for an extension, in accordance with Section 4.5.

### **10.3 Admission requirements**

The admission requirements for a specialized graduate diploma (DESS) program are specified in the description of each program that appears in the Calendar, and are subject to change pursuant to modifications adopted by the *Commission des études* (Education Committee) during the course of the year, which are posted on the ÉTS website.

### **10.4 Absence**

Beginning with the second session of registration for the program, students in a DESS program may submit a request for authorized absence if required, or take advantage of the availability of unauthorized absence if they wish to interrupt their studies temporarily.

### **10.5 Supervision of the synthesis activity**

Supervision of the synthesis activity is the responsibility of a full-time professor who satisfies the rules respecting the delegation of authority. ÉTS authorizes other individuals to act as Co-Directors, namely professors from other universities or experts from industry, insofar as they satisfy the criteria respecting the delegation of authority that are in effect at ÉTS, as described in Chapter 2 of this By-Law. In addition, they must be approved by the Dean of Studies.

### **10.6 Role of the Synthesis Activity Director**

The Synthesis Activity Director is responsible for the following activities:

- Supervising the student's work (assisting the student in defining the subject of the synthesis activity, the scientific/technological approach, the rules of conduct, the confidentiality of data, etc.);

- Ensuring that the student complies with the applicable rules respecting the writing and presentation of documents;
- Verifying the linguistic quality of the report before authorizing its submission;
- Evaluating the student throughout the work;
- Authorizing the official submission of the synthesis activity report;
- Ensuring that the necessary corrections are made following the evaluation, if required.

### **10.7 Changing the Synthesis Activity Director**

Changing a Director is only considered under exceptional circumstances, and only with a valid reason. The rules stipulated in this By-Law apply in the case of any change of Director.

The change only becomes official once the form intended for this purpose has been duly completed and signed by the student, the former and replacement Director, the former and replacement Co-Director, if applicable, and the Dean of Studies.

### **10.8 Subject of the synthesis activity**

Barring exceptional circumstances, the subject of the student's synthesis activity remains the same as long as the student is registered for the same study program with the same Director.

### **10.9 Modifying the subject of the synthesis activity**

Modifying the subject of a synthesis activity is only considered under exceptional circumstances, and only with a valid reason. The rules stipulated in this By-Law apply in the case of any modification.

The modification of the subject of a synthesis activity only becomes official once a new *Identification du sujet de recherche* (Identification of research subject) form has been duly completed and signed by the student, the Director and the Co-Director, if applicable.

### **10.10 Writing the synthesis activity report**

#### **10.10.1 Author**

The synthesis activity report results from the work of a single student.

#### **10.10.2 Language of the document**

The report must be written in French, in accordance with the applicable rules respecting the writing and presentation of documents at ÉTS.



The Synthesis Activity Director is responsible for verifying the linguistic quality of the report before authorizing its submission.

### **10.10.3 Language other than French**

Under exceptional circumstances, and upon the submission of a substantiated request from the student that has been approved by the Synthesis Activity Director, the Dean of Studies may authorize the student to present the document in a language other than French. In such a case, the document must include a summary in French.

## **10.11 Procedure for a synthesis activity (6 credits)**

### **10.11.1 Registration**

Students are entitled to register for a 6-credit synthesis activity once they have completed at least 18 course credits within the program.

The student must submit the form identifying the Director, the Co-Director, if applicable, and the subject of the synthesis activity. If the student fails to comply with this requirement, the Dean of Studies may suspend the student from the program. If the Synthesis Activity Director has not been identified at the end of one session of suspension, the student will be expelled from the program.

These choices become official once they are recorded in the student's file by the Dean of Studies office.

### **10.11.2 Submitting the report**

The student has two sessions to complete the synthesis activity and submit the report in accordance with the procedures published by the Dean of Studies office.

### **10.11.3 Evaluating the report**

The report is evaluated by the professor who was responsible for supervision of the synthesis activity and by the Co-Director, if applicable. One of the following results will be assigned to the report: Excellent, Very Good, Good, Pass, Fail.

In the case of a synthesis activity, a failure does not result in expulsion from the program.

Students who believe that they have been harmed by the evaluation of their report have access to recourse through the procedure for the modification of results, in accordance with Section 6.10.

## **10.12 Procedure for a synthesis activity (9 or 15 credits)**

### **10.12.1 Registration**

Students are entitled to register for a 9- or 15-credit synthesis activity once they have completed at least 6 course credits within the program.

### **10.12.2 Choice of Director and registration of the subject of the synthesis activity**

Students who wish to undertake a 9- or 15-credit synthesis activity must submit the form identifying the Director, the Co-Director, if applicable, and the subject of the synthesis activity BEFORE registering for the final 6 credits of their program. If the student fails to comply with this requirement, the Dean of Studies may suspend the student from the program. If the Synthesis Activity Director has not been identified at the end of one session of suspension, the student will be expelled from the program.

These choices become official once they are recorded in the student's file by the Dean of Studies office.

### **10.12.3 Progress and work schedule**

The student and the Synthesis Activity Director work together to determine the student's approach and work schedule within the context of the synthesis activity.

### **10.12.4 Official submission of the report**

#### **10.12.4.1 Conditions for submission**

In order to be entitled to submit a report, a regular student in a specialized graduate diploma (DESS) program must meet the following conditions:

- Have completed all of the required educational activities;
- Have obtained a Grade Point Average of 2.8 or higher;
- Have obtained authorization from the Synthesis Activity Director to submit the document.

The Synthesis Activity Director may refuse to authorize the submission of the report if the linguistic quality is not satisfactory.

#### **10.12.4.2 Authorization for submission**

The Synthesis Activity Director is the individual who is empowered to authorize the official submission of the student's synthesis activity report, with the exception of any cases indicated

in this By-Law. Along with the authorization for submission, the Synthesis Activity Director includes recommendations with respect to the names of the other members of the panel of examiners, taking into account the rules governing the composition of the panel of examiners, as stipulated in this By-Law. The Synthesis Activity Director must verify the availability of the recommended members.

Once the submission has been authorized, the student can submit the document in accordance with the procedures published by the Dean of Studies office.

Under normal circumstances, authorization for submission represents a verification of the scientific/technological value of the work done by the student, the quality of the writing, and compliance with the standards respecting presentation.

#### **10.12.4.3 Authorization for submission in the case of conflict or exceptional circumstances**

Under exceptional circumstances, such as in the case of a conflict between the Synthesis Activity Director and the student, the Dean of Studies may ask another professor from the same field to read the report with a view to authorizing the submission. If the submission of the report is authorized in this manner, the authorizing professor automatically replaces the Director as a member of the panel of examiners for the report.

#### **10.13 Confidentiality of the document**

If the author of a synthesis activity report and the Director are of the opinion that the document should be kept confidential, either in whole or in part, for valid reasons, they must inform the Dean of Studies office of this condition at the time when the document is submitted.

If a report must be kept confidential, either in whole or in part, the Dean of Studies office, working in cooperation with the *Décanat à la recherche et au transfert technologique* (DRTT – Dean of studies and technology transfer office) and all other appropriate departments, is responsible for implementing the necessary measures to maintain the confidentiality of the document.

#### **10.14 Evaluating the synthesis activity report (9 or 15 credits)**

##### **10.14.1 Principle**

The report resulting from a 9- or 15-credit synthesis activity is evaluated in a single step, with no intermediate assessment or decision and no oral presentation. This evaluation is carried out by a panel of examiners.

In the case of a synthesis activity, a failure does not result in expulsion from the program.

#### **10.14.2 Panel of examiners (9- or 15-credit synthesis activity)**

The panel of examiners must include the Synthesis Activity Director and one other full-time professor at ÉTS.

In the case of co-directed work, the Synthesis Activity Co-Director can also be a member of the panel of examiners, in addition to the other members.

The Dean of Studies appoints the members of the panel of examiners, based on the recommendations of the Synthesis Activity Director.

#### **10.14.3 Documents used for the evaluation**

The Dean of Studies office is the only party that is authorized to distribute the documents required for the evaluation to the members of the panel of examiners.

#### **10.14.4 Individual recommendations from members**

Each member of the panel of examiners must indicate one of the following recommendations on the evaluation form that they are given:

- **Final acceptance of the work (pass)** with one of the following results: Excellent, Very Good, Good, Pass. If this recommendation is unanimous, the Dean of Studies office will certify that the student has successfully completed the synthesis activity, and will convey the result of the overall grade directly to the Registrar for the purpose of certification.
- **Rejection of the work (failure)**. If this recommendation is unanimous, the Dean of Studies office will inform the Registrar that student has received an “E” (failure) for the synthesis activity.

If the members of the panel of examiners are unanimous in their overall recommendations, or if they are able to arrive at a consensus after having been contacted by the Synthesis Activity Director, their notice of decision is final and without appeal.

#### **10.14.5 Disagreement with respect to the recommendation**

If the members of the panel of examiners are in disagreement with respect to their overall recommendations, their notice of decision is not final. In such a case, the Synthesis Activity Director, the Program Director and the full-time professor who was a member of the initial panel of examiners will issue a notice of decision based on a majority opinion.

This notice of decision is final and without appeal.

### **10.15 Distribution and use of the work**

Any students who intend to distribute or use any documents that they have authored or co-authored, for commercial purposes or otherwise, must consult the *Décanat à la recherche et au transfert technologique* (DRTT – Dean of studies and technology transfer office) with respect to the Policy and rules respecting intellectual property that are in effect at ÉTS.

Any student who wishes to publish a report, either in whole or in part, before the report has been evaluated, must obtain express written authorization in advance from the Synthesis Activity Director.

### **10.16 ÉTS disclaimer with respect to responsibility**

ÉTS is not responsible in any way for the commercial, industrial or other use by a third party of work produced by a student without the knowledge of ÉTS.

### **10.17 Complaint from a student**

In the case of a serious disagreement, and if all other avenues have been exhausted in terms of meetings and discussions with the appropriate individuals, students who believe that they have been harmed in connection with the supervision of their work can submit a complaint to the Dean of Studies. Such a complaint must be sent by mail or by e-mail to the Dean of Studies, with copies sent to the Synthesis Activity Director and the Program Director for the program in question. After investigating the situation, the Dean of Studies will issue a notice of decision.

### **10.18 Earning a diploma**

In order to obtain a specialized graduate diploma, the student must meet all of the requirements of the program, as defined in the Calendar, with a Grade Point Average of at least 2.8 out of 4.3.

## **CHAPTER 11: MASTERS WITHOUT DISSERTATION**

### **11.1 General structure**

The masters' program WITHOUT dissertation comprises 45 credits, and is available with one or more synthesis activities with a total value of at least six (6) credits.

### **11.2 Length of studies**

The maximum length of studies for a masters' program WITHOUT dissertation is six sessions (2 years) for full-time students, or 12 sessions (4 years) for part-time students, beginning with the first registration for the program. Any student who wishes to continue in the program after this time period has elapsed must submit a request for an extension, in accordance with Section 4.5.

### **11.3 Admission**

The admission requirements for a masters' program without dissertation are specified in the description of each program that appears in the Calendar, and are subject to change pursuant to modifications adopted by the *Commission des études* (Education Committee) during the course of the year, which are posted on the ÉTS website.

### **11.4 Absence**

Beginning with the second session of registration for the program, students in a masters' program WITHOUT dissertation may submit a request for authorized absence if required, or take advantage of the availability of unauthorized absence if they wish to interrupt their studies temporarily.

### **11.5 Supervision of the synthesis activity**

The supervision of the synthesis activity is the responsibility of a full-time professor who satisfies the rules respecting the delegation of authority. ÉTS authorizes other individuals to act as Co-Directors, namely professors from other universities or experts from industry, insofar as they satisfy the criteria respecting the delegation of authority that are in effect at ÉTS, as described in Chapter 2 of this By-Law. In addition, they must be approved by the Dean of Studies.

### **11.6 Role of the Synthesis Activity Director**

The Synthesis Activity Director is responsible for the following activities:

- Supervising the student's work (assisting the student in defining the subject of the synthesis activity, the scientific/technological approach, the rules of conduct, the confidentiality of data, etc.);

- Ensuring that the student complies with the applicable rules respecting the writing and presentation of documents;
- Verifying the linguistic quality of the report before authorizing its submission;
- Evaluating the student throughout the work;
- Authorizing the official submission of the synthesis activity report;
- Ensuring that the necessary corrections are made following the evaluation.

### **11.7 Changing the Synthesis Activity Director**

Changing a Director is only considered under exceptional circumstances, and only with a valid reason. The rules stipulated in this By-Law apply in the case of any change of Director.

The change only becomes official once the form intended for this purpose has been duly completed and signed by the student, the former and replacement Director, the former and replacement Co-Director, if applicable, and the Dean of Studies.

### **11.8 Subject of the synthesis activity**

Barring exceptional circumstances, the subject of the student's synthesis activity remains the same as long as the student is registered for the same study program with the same Director.

### **11.9 Modifying the subject of the synthesis activity**

Modifying the subject of a synthesis activity is only considered under exceptional circumstances, and only with a valid reason. The rules stipulated in this By-Law apply in the case of any modification.

The modification of the subject of a synthesis activity only becomes official once a new *Identification du sujet de recherche* (Identification of research subject) form has been duly completed and signed by the student, the Director and the Co-Director, if applicable.

### **11.10 Limitations related to studies: Tutorship**

#### **11.10.1 Principle**

A regular student in a masters' program whose performance during a session is determined to be unsatisfactory may be subjected to certain limitations in terms of continuing in the program.

#### **11.10.2 Required average**

After earning a minimum of 9 credits validated by an evaluation in a masters' program, any regular student who has a Grade Point Average of at least 2.5 but less than 3.0 may be subjected to certain limitations in terms of continuing in the program, in accordance with the following conditions:

- a) If the Grade Point Average is between 2.5 and 3.0 out of 4.3, the student will be so notified by the Registrar. The student must then meet with the Program Director and the Synthesis Activity Director, if this individual has been identified, within ten business days after receiving the notice.
- b) As a first step, the Program Director will impose limitations with respect to the activities that the student can register for during the next session.
- c) Following this first step, if the Grade Point Average remains between 2.5 and 3.0, the student will not be permitted to register for any new activities, and in order to continue in the program, the student must re-register for the activities that have already been undertaken in order to improve the results. This approach does not have the effect of extending the maximum period of time during which the student must complete the study program.
- d) If a Grade Point Average of 3.0 is not attained after two sessions of tutorship, the student is expelled from the program. Any student who attains a Grade Point Average of at least 2.8 is entitled to transfer to a specialized graduate diploma (DESS) program or a short graduate program within the same field of study.

### **11.11. Writing the synthesis activity report**

#### **11.11.1 Author**

The synthesis activity report results from the work of a single student.

#### **11.11.2 Language of the document**

The report must be written in French, in accordance with the applicable rules respecting the writing and presentation of documents at ÉTS.

The Synthesis Activity Director is responsible for verifying the linguistic quality of the report before authorizing its submission.

#### **11.11.3 Language other than French**

Under exceptional circumstances, and upon the submission of a substantiated request from the student that has been approved by the Synthesis Activity Director, the Dean of Studies may authorize the student to present the document in a language other than French. In such a case, the document must include a summary in French.



## **11.12 Procedure for a synthesis activity (6 credits)**

### **11.12.1 Registration**

Students in a masters' program are entitled to register for a 6-credit synthesis activity once they have completed at least 27 course credits within the masters' program, unless they receive authorization from the Program Director who is responsible for the program.

The student must submit the form identifying the Director, the Co-Director, if applicable, and the subject of the synthesis activity. If any of this information is omitted, the Dean of Studies may suspend the student from the program. If the Synthesis Activity Director has not been identified at the end of one session of suspension, the student will be expelled from the program.

These choices become official once they are recorded in the student's file by the Dean of Studies office.

### **11.12.2 Submitting the report**

The student has two sessions to complete the synthesis activity and submit the report, in accordance with the procedures published by the Dean of Studies office.

### **11.12.3 Evaluating the report**

The report is evaluated by the professor who was responsible for supervision of the synthesis activity and by the Co-Director, if applicable. One of the following results will be assigned to the report: Excellent, Very Good, Good, Pass, Fail.

In the case of a synthesis activity, a failure does not result in expulsion from the program.

Students who believe that they have been harmed by the evaluation of their report have access to recourse through the procedure for the modification of results, in accordance with Section 6.10.

## **11.13 Procedure for a synthesis activity (9 or 15 credits)**

### **11.13.1 Registration**

Students are entitled to register for a 9- or 15-credit synthesis activity once they have completed at least fifteen (15) course credits within the program.

### **11.13.2 Choice of Director and registration of the subject of the synthesis activity**

Students who are registered for a masters' program WITHOUT dissertation and who wish to undertake a 9- or 15-credit synthesis activity must submit the form identifying the Director, the Co-Director, if applicable, and the subject of the synthesis activity BEFORE registering for the final six (6) credits of their program. If any of this information is omitted, the Dean of Studies may suspend the student from the program. If the Synthesis Activity Director has not been identified at the end of one session of suspension, the student will be expelled from the program.

These choices become official once they are recorded in the student's file by the Dean of Studies office.

### **11.13.3 Progress and work schedule**

The student and the Synthesis Activity Director work together to determine the student's approach and work schedule within the context of the synthesis activity.

### **11.13.4 Official submission of the synthesis activity report (9 or 15 credits)**

#### **11.13.4.1 Conditions for submission**

In order to be entitled to submit a report, a regular student must meet the following conditions:

- Have completed all of the required educational activities;
- Have obtained a Grade Point Average of 3.0 or higher;
- Have obtained authorization from the Synthesis Activity Director to submit the document.

The Synthesis Activity Director may refuse to authorize the submission of the report if the linguistic quality is not satisfactory.

#### **11.13.4.2 Authorization for submission**

The Synthesis Activity Director is the individual who is empowered to authorize the official submission of the student's report, with the exception of any cases indicated in this By-Law. Along with the authorization for submission, the Synthesis Activity Director includes recommendations with respect to the names of the other members of the panel of examiners, taking into account the rules governing the composition of the panel of examiners, as stipulated in this By-Law. The Synthesis Activity Director must verify the availability of the recommended members.

Once the submission has been authorized, the student can submit the document in accordance with the procedures published by the Dean of Studies office.

Authorization for submission represents a verification of the scientific/technological value of the work done by the student, the quality of the writing, and compliance with the standards respecting presentation.

#### **11.13.4.3 Authorization for submission in the case of conflict or exceptional circumstances**

Under exceptional circumstances, such as in the case of a conflict between the Synthesis Activity Director and the student, the Dean of Studies may ask another professor from the same field to read the report with a view to authorizing the submission. If the submission of the report is authorized in this manner, the authorizing professor automatically replaces the Director as a member of the panel of examiners for the report.

#### **11.14 Confidentiality of the document**

If the author of a synthesis activity report and the Director are of the opinion that the document should be kept confidential, either in whole or in part, for valid reasons, they must inform the Dean of Studies office of this condition at the time when the document is submitted.

If a report must be kept confidential, either in whole or in part, the Dean of Studies office, working in cooperation with the *Décanat à la recherche et au transfert technologique* (DRTT – Dean of studies and technology transfer office) and all other appropriate departments, is responsible for implementing the necessary measures to maintain the confidentiality of the document.

#### **11.15 Evaluating the synthesis activity report (9 or 15 credits)**

##### **11.15.1 Principle**

The report resulting from a 9- or 15-credit synthesis activity is evaluated in a single step, with no intermediate assessment or decision and no oral presentation. This evaluation is carried out by a panel of examiners.

In the case of a synthesis activity, a failure does not result in expulsion from the program.

##### **11.15.2 Panel of examiners (9- or 15-credit synthesis activity)**

The panel of examiners must include the Synthesis Activity Director and one other full-time professor at ÉTS.

In the case of co-directed work, the Synthesis Activity Co-Director can also be a member of the panel of examiners, in addition to the other members.

The Dean of Studies appoints the members of the panel of examiners, based on the recommendations of the Synthesis Activity Director.

#### **11.15.3 Documents used for the evaluation**

The Dean of Studies office is the only party that is authorized to distribute the documents required for the evaluation to the members of the panel of examiners.

#### **11.15.4 Individual recommendations from members**

Each member of the panel of examiners must indicate one of the following recommendations on the evaluation form that they are given:

- **Final acceptance of the work (pass)** with one of the following results: Excellent, Very Good, Good, Pass. If this recommendation is unanimous, the Dean of Studies office will certify that the student has successfully completed the synthesis activity, and will convey the result of the overall grade;
- **Rejection of the work (failure).** If this recommendation is unanimous, the Dean of Studies office will inform the Registrar that student has received an “E” (failure) for the synthesis activity.

If the members of the panel of examiners are unanimous in their overall recommendations, or if they are able to arrive at a consensus after having been contacted by the Synthesis Activity Director, their notice of decision is final and without appeal.

#### **11.15.5 Disagreement with respect to the recommendation**

If the members of the panel of examiners are in disagreement with respect to their overall recommendations, their notice of decision is not final. In such a case, the Synthesis Activity Director, the Program Director and the full-time professor who was a member of the initial panel of examiners will issue a notice of decision based on a majority opinion.

This notice of decision is final and without appeal.

#### **11.16 Distribution and use of the work**

Any students who intend to distribute or use any documents that they have authored or co-authored, for commercial purposes or otherwise, must consult the *Décanat à la recherche et au transfert technologique* (DRTT – Dean of studies and technology transfer office) with respect to the Policy and rules respecting intellectual property that are in effect at ÉTS.

Any student who wishes to publish a synthesis activity report, either in whole or in part, before the report has been evaluated, must obtain express written authorization in advance from the Synthesis Activity Director.

#### **11.17 ÉTS disclaimer with respect to responsibility**

ÉTS is not responsible in any way for the commercial, industrial or other use by a third party of work produced by a student without the knowledge of ÉTS.

#### **11.18 Complaint from a student**

In the case of a serious disagreement, and if all other avenues have been exhausted in terms of meetings and discussions with the appropriate individuals, students who believe that they have been harmed in connection with the supervision of their work can submit a complaint to the Dean of Studies. Such a complaint must be sent by mail or by e-mail to the Dean of Studies, with copies sent to the Synthesis Activity Director and the Program Director for the program in question. After investigating the situation, the Dean of Studies will issue a notice of decision.

#### **11.19 Earning a diploma**

In order to obtain a diploma for a masters' program without dissertation, the student must meet all of the requirements of the program, as defined in the Calendar, with a Grade Point Average of at least 3.0 out of 4.3.

## **CHAPTER 12: MASTERS WITH DISSERTATION**

### **12.1 General structure**

The masters' program WITH dissertation comprises 45 credits, including the completion of a dissertation that can count for between 21 and 30 credits. This program represents an introduction to research.

### **12.2 Length of studies**

The maximum length of studies for a masters' program WITH dissertation is six sessions (2 years) for full-time students, or 12 sessions (4 years) for part-time students, beginning with the first registration for the program. Any student who wishes to continue in the program after this time period has elapsed must submit a request for an extension, in accordance with Section 4.5.

### **12.3 Study status**

- a) A student in a masters' program with dissertation must commit to registering as a full-time student for every session after being admitted. In exceptional cases, students who wish to register for part-time studies may be admitted if they can provide adequate proof that their working conditions are conducive to completing the program while continuing their employment, which would preferably be in the form of support from their employer. An application for admission as a part-time student may be refused.
- b) A full-time student in a masters' program with dissertation who wishes to change status to that of a part-time student must provide the same proof with respect to the working conditions as mentioned in the preceding paragraph. A request for a change of status may be refused.

### **12.4 Admission**

The admission requirements for a masters' program with dissertation are specified in the description of each program that appears in the Calendar, and are subject to change pursuant to modifications adopted by the *Commission des études* (Education Committee) during the course of the year, which are posted on the ÉTS website.

### **12.5 Absence**

Students in a masters' program WITH dissertation may submit a request for authorized absence, if required. However, they are not entitled to an unauthorized absence. In such a case, the student's file will be closed automatically.

## **12.6 Study plan**

Students in a masters' program with dissertation must have their study plan approved by their Research Director before the 2<sup>nd</sup> registration for the program. Beginning with the 2<sup>nd</sup> registration, the choice of activities must be made in accordance with the study plan.

## **12.7 Supervision of the research activity**

The supervision of the research activity is the responsibility of a full-time professor who satisfies the rules respecting the delegation of authority. ÉTS authorizes other individuals to act as Co-Directors, namely professors from other universities or experts from industry, insofar as they satisfy the criteria respecting the delegation of authority that are in effect at ÉTS, as described in Chapter 2 of this By-Law. In addition, they must be approved by the Dean of Studies.

## **12.8 Role of the Research Director**

The Research Director is responsible for the following activities:

- Approving the student's study plan;
- Supervising the student's work (assisting the student in defining the subject of the dissertation, the scientific/technological approach, the rules of conduct, the confidentiality of data, etc.);
- Ensuring that the student complies with the applicable rules respecting the writing and presentation of documents;
- Evaluating the student throughout the work;
- Verifying the linguistic quality of the work before authorizing its submission;
- Authorizing the official submission of the dissertation;
- Ensuring that the necessary corrections are made following the evaluation.

## **12.9 Choice of Director and registration of the research subject**

Students who are registered for a masters' program with dissertation must submit the form identifying the Director, the Co-Director, if applicable, and the research subject before the 2<sup>nd</sup> registration for the program. After this deadline, any student who has not identified a Research Director will be transferred to the masters' program without dissertation within the same field of study.

These choices become official once they are recorded in the student's file by the Dean of Studies office.

### **12.10 Changing the Research Director**

Changing a Director is only considered under exceptional circumstances, and only with a valid reason. The rules stipulated in this By-Law apply in the case of any change of Director.

The change of a Research Director becomes official once the form intended for this purpose has been duly completed and signed by the student, the former and replacement Director, the former and replacement Co-Director, if applicable, and the Dean of Studies.

### **12.11 Subject of the dissertation**

Barring exceptional circumstances, the subject of the student's dissertation remains the same as long as the student is registered for the same study program with the same Director.

### **12.12 Modifying the research subject**

Modifying the research subject is only considered under exceptional circumstances, and only with a valid reason. The rules stipulated in this By-Law apply in the case of any modification.

The modification of a research subject only becomes official once a new *Identification du sujet de recherche* (Identification of research subject) form has been duly completed and signed by the student, the Director, the Co-Director, if applicable, and the Dean of Studies.

### **12.13 Limitations related to studies: Tutorship**

#### **12.13.1 Principle**

A regular student in a masters' program whose performance during a session is determined to be unsatisfactory may be subjected to certain limitations in terms of continuing in the program.

#### **12.13.2 Required average**

After earning a minimum of 9 credits validated by an evaluation in a masters' program, any regular student who has a Grade Point Average of at least 2.5 but less than 3.0 out of 4.3 may be subjected to certain limitations in terms of continuing in the program, in accordance with the following conditions.

- a) If the Grade Point Average is between 2.5 and 3.0 out of 4.3, the student will be so notified by the Registrar. The student must then meet with the Program Director and the Research Director, if this individual has been identified, within ten business days after receiving the notice.



- b) As a first step, the Program Director will impose limitations with respect to the activities that the student can register for during the next session.
- c) Following this first step, if the Grade Point Average remains between 2.5 and 3.0, the student will not be permitted to register for any new activities, and in order to continue in the program, the student must re-register for the activities that have already been undertaken in order to improve the results. This approach does not have the effect of extending the maximum period of time during which the student must complete the study program.
- d) If a Grade Point Average of 3.0 is not attained after two sessions of tutorship, the student is expelled from the program. Any student who attains a Grade Point Average of at least 2.8 is entitled to transfer to a specialized graduate diploma (DESS) program or a short graduate program within the same field of study.

## **12.14 Procedure for carrying out the research**

### **12.14.1 Progress and work schedule**

The student and the Research Director work together to determine the student's approach and work schedule within the context of the research activity.

### **12.14.2 Ongoing evaluation**

If either individual so desires, the Research Director and the student can establish an ongoing evaluation process in order to follow the progress of the research more closely. In order to facilitate this task, they can obtain an evaluation sheet that has been designed for this purpose from the Dean of Studies office.

### **12.14.3 Regular reports**

At any time, the Research Director may require the student to produce reports on the research activity on a regular basis. The Research Director determines the frequency of these reports.

### **12.14.4 Unsatisfactory performance**

If the ongoing evaluation of the research reveals that the student's performance is not satisfactory, or any other problem, the Program Director must meet with the student and the Research Director as soon as possible for the purpose of determining the actions to be taken in order to correct the situation. If the situation does not improve, the student may be expelled.

## **12.14.5 Writing the dissertation**

### **12.14.5.1 Author**

A dissertation results from the work of a single student.

### **12.14.5.2 Language of the document**

The dissertation must be written in French, in accordance with the applicable rules respecting the writing and presentation of documents at ÉTS.

The Research Director is responsible for verifying the linguistic quality of the dissertation before authorizing its submission.

### **12.14.5.3 Language other than French**

Under exceptional circumstances, and upon the submission of a substantiated request from the student that has been approved by the Research Director, the Dean of Studies may authorize the student to present the dissertation in a language other than French. In such a case, the dissertation must include a summary in French.

## **12.15 Official submission of the dissertation**

### **12.15.1 Conditions for submission**

In order to be entitled to submit a dissertation, a regular student must meet the following conditions:

- Have completed all of the required educational activities;
- Have obtained a Grade Point Average of 3.0 or higher;
- Have obtained authorization from the Research Director to submit the dissertation.

The Research Director may refuse to authorize the submission of the dissertation if the linguistic quality is not satisfactory.

### **12.15.2 Authorization for submission**

The Research Director is the individual who is empowered to authorize the official submission of the student's dissertation, with the exception of any cases indicated in this By-Law. Along with the authorization for submission, the Research Director includes recommendations with respect to the names of the other members of the panel of examiners, taking into account the rules governing the composition of the panel of examiners, as stipulated in this By-Law. The

Research Director must verify the availability of the recommended members. Once the submission has been authorized, the student can submit the document in accordance with the procedures published by the Dean of Studies office.

Authorization for submission represents a verification of the scientific/technological value of the work done by the student, the quality of the writing, and compliance with the standards respecting presentation.

### **12.15.3 Authorization for submission in the case of conflict or exceptional circumstances**

Under exceptional circumstances, such as in the case of a conflict between the Research Director and the student, the Dean of Studies may ask another professor from the same field to read the dissertation with a view to authorizing the submission. If the submission of the dissertation is authorized in this manner, the authorizing professor automatically replaces the Research Director as a member of the panel of examiners for the dissertation.

### **12.16 Confidentiality of the document**

If the author of a dissertation and the Research Director are of the opinion that the document should be kept confidential, either in whole or in part, for valid reasons, they must inform the Dean of Studies office of this condition at the time when the dissertation is submitted.

If a dissertation must be kept confidential, either in whole or in part, the Dean of Studies office, working in cooperation with the *Décanat à la recherche et au transfert technologique* (DRTT – Dean of studies and technology transfer office) and all other appropriate departments, is responsible for implementing the necessary measures to maintain the confidentiality of the dissertation.

### **12.17 Evaluating the dissertation**

#### **12.17.1 Principle**

The evaluation of a masters' dissertation is a two-step process that is carried out by a panel of examiners. The first step involves evaluating the student's written work, and the second step involves evaluating the student's ability to present and defend the dissertation. The overall evaluation issued by the panel of examiners reflects the student's performance in these two steps.

#### **12.17.2 Panel of examiners for a dissertation**

The panel of examiners must include three members, namely the Research Director and either 2 full-time professors from ÉTS or 1 full-time professor from ÉTS and 1 external member from ÉTS. If there is a Co-Director, this individual can join the panel of examiners as a fourth member.

One of the members of the panel of examiners acts as Chairperson. This individual must be a full-time professor from ÉTS, but cannot be the Director or Co-Director of the dissertation.

The Dean of Studies appoints the members of the panel of examiners, based on the recommendations of the Research Director.

### **12.17.3 Documents used for the evaluation**

The Dean of Studies office is the only party that is authorized to distribute the documents required for the evaluation to the members of the panel of examiners.

### **12.17.4 Evaluation form**

Each member of the panel of examiners must return the completed evaluation form, including a written report of that member's assessment, to the Dean of Studies office.

### **12.17.5 Deadline for submitting the evaluation**

Each member of the panel of examiners must return the completed evaluation form within 20 business days following reception of the dissertation. If one of the members of the panel of examiners has not returned the evaluation form within two weeks after this deadline, the Dean may appoint a replacement.

### **12.17.6 Individual recommendations from members**

Each member of the panel of examiners must indicate one of the following recommendations on the evaluation form that they are given:

- a) Acceptance for the purpose of examination of the dissertation** (without correction or with minor corrections) along with one of the following results: Excellent, Very Good, Good, Pass. If the recommendation to accept the dissertation is unanimous, the dissertation is accepted (on the condition that the minor corrections are carried out after the examination of the dissertation, if necessary), and the Dean of Studies will convene the student and the members of the panel of examiners in accordance with the applicable procedures.
- b) Dissertation returned to the student** (major corrections): If the recommendation to return the dissertation to the student is unanimous, the Chairperson of the panel of examiners and the Research Director will prepare a synthesis of the recommendations submitted by the panel of examiners within ten business days. The Dean of Studies office will then send the notice from the panel of examiners to the student, with the requirement that the student present a revised version of the dissertation within a maximum time period of six months for a second and final evaluation.

- c) **Rejection of the dissertation:** If the recommendation to reject the dissertation is unanimous, the Chairperson of the panel of examiners and the Program Director will prepare a report that indicates the reasons given by the panel of examiners for rejecting the dissertation within ten business days. If the Program Director is also the Research Director, the Dean of Studies will appoint a competent replacement. Once the Chairperson's report is received, the Dean of Studies office will convey the substantiated decision of the panel of examiners to the Registrar, who will inform the student of the result, which entails expulsion from the program.

If the members of the panel of examiners are unanimous in their overall recommendations, or if they are able to arrive at a consensus after having been contacted by the Chairperson of the panel of examiners, their notice of decision is final and without appeal, and takes one of the forms indicated in a, b or c.

#### **12.17.7 Disagreement with respect to the recommendation**

If the members of the panel of examiners are in disagreement with respect to their overall recommendations, their notice of decision is not final. In such a case, the Dean of Studies will form a second panel of examiners, based on the recommendations of the Program Director, comprising three members, namely 2 full-time professors from ÉTS and one professor from another institution who were not members of the initial panel of examiners. The Dean of Studies will appoint the Chairperson of the panel of examiners. The second panel of examiners follows the same evaluation procedure as the first panel of examiners. The decision issued by the second panel of examiners, which is based on a majority vote, is final and without appeal, and takes one of the forms indicated in the preceding paragraphs.

#### **12.17.8 Evaluation after major corrections**

The second version of the dissertation is sent to the same members of the panel of examiners, who have twenty business days to issue their evaluation. Their recommendation must be either acceptance for the purpose of examination of the dissertation or rejection of the dissertation. All of the same rules apply with respect to unanimity.

A dissertation that has undergone major corrections cannot receive the result "Excellent" in the final decision rendered by the panel of examiners after examination of the dissertation.

### **12.18 Examination of the dissertation**

#### **12.18.1 Mandatory examination of the dissertation**

The examination of the dissertation is mandatory, and is held before a panel of examiners comprising the same individuals who evaluated the dissertation.

### **12.18.2 Absence of a member and replacement**

In rare cases, a member of the panel of examiners may be excused from attending the examination of the dissertation, under the condition that the Dean of Studies has appointed a competent replacement, who acts as proxy for the absent member. In such a case, the absent member must indicate in advance, and in writing, the questions that should be asked of the student on behalf of the absent member during the examination of the dissertation by sending them to the Chairperson of the panel of examiners or to the replacement member, as the case may be.

### **12.18.3 Public examination and deadline**

The examination of the dissertation is public, unless a request for confidentiality was made when the dissertation was submitted. The examination is convened by the Dean on a date that is set by the Research Director after consulting the Chairperson of the panel of examiners, and is held as soon as possible after acceptance of the dissertation for the purpose of examination. However, it may be postponed if the examination of the dissertation has not been authorized by all of the members of the panel of examiners at least two business days before the date that has been set.

### **12.18.4 Unanimity of the decision**

In order for the dissertation to be accepted, the decision of the panel of examiners following the examination of the dissertation must be unanimous. If the decision is not unanimous, and upon request from the Dean of Studies, the panel of examiners for the examination of the dissertation may reconsider the case or revise their decision.

However, if the decision is still not unanimous, the Dean of Studies will form a new panel of examiners, based on the recommendations of the Program Director, comprising five individuals, including one who acts as Chairperson. The decision issued by this panel of examiners following the examination of the dissertation, which is based on a majority vote, is final and without appeal. In the case of a tie, the Chairperson's vote prevails.

### **12.18.5 Decision of the panel of examiners (notice of decision following the examination of the dissertation)**

The panel of examiners can render one of the decisions indicated below following the examination of the dissertation:

#### **a) Acceptance of the dissertation**

The dissertation is accepted without correction or on the condition that minor corrections are carried out. The panel of examiners determines that the overall grade to be assigned to the student is "Excellent" (unless the examination of the dissertation was

held after the dissertation was returned to the student for major corrections), “Very Good”, “Good”, or “Pass”.

If minor corrections are requested, the Dean of Studies office will return the evaluation copies to the student so that the corrections required by the panel of examiners can be carried out, under the supervision of the Research Director, within 20 business days. Once the corrections have been completed, the Research Director has 20 business days to verify the compliance of the corrections. The student then proceeds with the final submission of the dissertation in accordance with the applicable procedures.

#### **b) Failure following the examination of the dissertation**

The panel of examiners determines that the overall grade to be assigned to the student is “Failure”.

After receiving the notice from the Program Director, the Dean of Studies conveys the decision to the Registrar, who will officially inform the student of the result, which entails expulsion from the program.

#### **12.18.6 Non-compliance of the corrections**

If the corrections that are carried out during or after the dissertation evaluation process do not correspond to the corrections required by the panel of examiners, the Dean of Studies will contact the individuals involved in order to establish an agreement.

#### **12.18.7 Deadline for final submission**

Students who do not submit the final version of their dissertation by the end of the session following the session during which the examination of the dissertation was held will be considered to have abandoned the program, and their files will be closed.

#### **12.19 Binding, distribution and conservation**

ÉTS is responsible for the binding and distribution of copies of dissertations, and for conserving at least one copy of all dissertations on a permanent basis, in accordance with the institution’s rules respecting the conservation of documents.

#### **12.20 Distribution and use of the work**

Any students who intend to distribute or use any documents that they have authored or co-authored, for commercial purposes or otherwise, must consult the *Décanat à la recherche et au transfert technologique* (DRTT – Dean of studies and technology transfer office) with respect to the Policy and rules respecting intellectual property that are in effect at ÉTS.

Any student who wishes to publish a dissertation, either in whole or in part, before it has been evaluated by ÉTS, must obtain express written authorization in advance from the Research Director.

#### **12.21 ÉTS disclaimer with respect to responsibility**

ÉTS is not responsible in any way for the commercial, industrial or other use by a third party of work produced by a student without the knowledge of ÉTS.

#### **12.22 Complaint from a student**

In the case of a serious disagreement, and if all other avenues have been exhausted in terms of meetings and discussions with the appropriate individuals, students who believe that they have been harmed in connection with the supervision of their work can submit a complaint to the Dean of Studies. Such a complaint must be sent by mail or by e-mail to the Dean of Studies, with copies sent to the Research Director and the Program Director for the program in question. After investigating the situation, the Dean of Studies will issue a notice of decision.

#### **12.23 Earning a diploma**

In order to obtain a diploma for a masters' program with dissertation, the student must meet all of the requirements of the program, as defined in the Calendar, with a Grade Point Average of at least 3.0 out of 4.3.



## **CHAPTER 13: PH.D.**

### **13.1 General structure**

The Ph.D. program comprises 90 credits. ÉTS offers Ph.D. programs with two distinct profiles:

- **Applied Research**, which leads to the writing of a thesis that counts for 75 credits;
- **Industrial Innovation**, which leads to the writing of a thesis that counts for 60 credits following the completion of a research activity in an industrial setting.

### **13.2 Length of studies**

The maximum length of studies for a Ph.D. program is twelve sessions (4 years) for full-time students, or twenty-one sessions (7 years) for part-time students, beginning with the first registration for the program. Any student who wishes to continue in the program after this time period has elapsed must submit a request for an extension, in accordance with Section 4.5.

### **13.3 Study status**

- a) An applicant for a Ph.D. program must commit to registering as a full-time student for every session after being admitted. In exceptional cases, students who wish to register for part-time studies may be admitted if they can provide adequate proof that their working conditions are conducive to completing the program while continuing their employment, which would preferably be in the form of support from their employer. An application for admission as a part-time student may be refused.
- b) A full-time Ph.D. student who wishes to change status to that of a part-time student must provide the same proof with respect to the working conditions as mentioned in the preceding paragraph. The Research Director may refuse a request for a change of status.

### **13.4 Admission**

The admission requirements for a Ph.D. program at ÉTS are specified in the description of each program that appears in the Calendar, and are subject to change pursuant to modifications adopted by the *Commission des études* (Education Committee) during the course of the year, which are posted on the ÉTS website.

### **13.5 Admission to a Ph.D. program without having completed a masters' program**

A student in a masters' program who has completed nine (9) course credits, including one course on planning a research project or the elements of methodology, along with 9 research credits, and who has obtained a Grade Point Average of at least 3.7 out of 4.3, is entitled to submit an application for Ph.D. program without having completed the masters' program. The

request must be accompanied by a letter of recommendation from the Synthesis Activity Director or Dissertation Director, attesting to the student's research skills and including a summary of the student's research activities. If recommended by the Synthesis Activity Director or Dissertation Director and the Program Director for the Ph.D. program, the Registrar's Office will transfer some or all of the credits that the student completed within the context of the masters' program to the Ph.D. program.

If a student undertakes a Ph.D. program, and at a later date decides to terminate it, or does not satisfy the required conditions for successfully completing the Ph.D. program, that student can be reintegrated into a masters' program. In such a case, the Program Committee for the masters' program will examine the student's file in order to determine whether any conditions should be imposed on the student in order to obtain the diploma for the masters' program, based on recommendations from the Research Director and the Director of the masters' program.

### **13.6 Study plan**

Students in a Ph.D. program must have their study plan approved by their Research Director upon admission into the program, and the choice of activities must be made in accordance with the study plan.

### **13.7 Absence**

Students in a Ph.D. program may submit a request for authorized absence, if required. However, they are not entitled to an unauthorized absence. In such a case, the student's file will be closed automatically.

### **13.8 Supervision of the thesis**

The supervision of the thesis is the responsibility of a full-time professor who satisfies the rules respecting the delegation of authority. ÉTS authorizes other individuals to act as Co-Directors, namely professors from other universities or experts from industry, insofar as they satisfy the criteria respecting the delegation of authority that are in effect at ÉTS, as described in Chapter 2 of this By-Law. In addition, they must be approved by the Dean of Studies.

The thesis for an Industrial Innovation program must be co-directed by an industrial expert from the company that is linked to the research project who satisfies the criteria respecting the delegation of authority that are in effect at ÉTS.

### **13.9 Choice of Director**

The Research Director, and the Co-Director in the case of a thesis for an Industrial Innovation program, must be officially identified upon admission into the program.

These choices become official once they are recorded in the student's file by the Dean of Studies office.

### **13.10 Role of the Research Director**

The Research Director is responsible for the following activities:

- Supervising the student's work (assisting the student in defining the research subject, the scientific/technological approach, the rules of conduct, the confidentiality of data, etc.);
- Evaluating the student throughout the work;
- Ensuring that the student complies with the applicable rules respecting the writing and presentation of documents;
- Verifying the linguistic quality of the work before authorizing its submission;
- Authorizing the official submission of the thesis;
- Ensuring that the necessary corrections are made following the evaluation.

### **13.11 Changing the Research Director**

Changing a Director is only considered under exceptional circumstances, and only with a valid reason. The rules stipulated in this By-Law apply in the case of any change of Director.

The change of a Research Director becomes official once the form intended for this purpose has been duly completed and signed by the student, the former and replacement Director, the former and replacement Co-Director, if applicable, and the Dean of Studies.

### **13.12 Research subject**

Barring exceptional circumstances, the research subject remains the same as long as the student is registered for the same study program with the same Research Director.

### **13.13 Modifying the research subject**

Modifying the research subject is only considered under exceptional circumstances, and only with a valid reason. The rules stipulated in this By-Law apply in the case of any modification.

The modification of a research subject only becomes official once the form designed for this purpose has been duly completed and signed by the student, the Director, the Co-Director, if applicable, and the Dean of Studies.

## **13.14 Procedure for carrying out the research**

### **13.14.1 Progress and work schedule**

The student and the Research Director work together to determine the student's approach and work schedule within the context of the research.

### **13.14.2 Ongoing evaluation**

If either individual so desires, the Research Director and student can establish an ongoing evaluation process in order to follow the progress of the research more closely. In order to facilitate this task, they can obtain an evaluation sheet that has been designed for this purpose from the Dean of Studies office.

### **13.14.3 Regular reports**

At any time, the Research Director may require the student to produce reports on the research activity on a regular basis. The Research Director determines the frequency of these reports.

### **13.14.4 Unsatisfactory performance**

If the ongoing evaluation of the research reveals that the student's performance is not satisfactory, or any other problem, the Program Director must meet with the student and the Research Director as soon as possible for the purpose of determining the actions to be taken in order to correct the situation. If the situation does not improve, the student may be expelled, in accordance with Section 6.6.2.

## **13.15 Doctoral exam**

### **13.15.1 Description**

The purpose of the doctoral exam is to evaluate the student's acquired knowledge and ability to carry out research leading to the writing of a thesis, along with the potential of the research project in terms of originality. The objective of this activity is to verify that the student possesses thorough knowledge of the field of specialization and adequate knowledge of related fields.

### **13.15.2 Timing of the doctoral exam**

The doctoral exam is a mandatory activity that comprises three steps, which are described in *Procedure for the doctoral exam*.

- a) For full-time students, the first step, Research Problematics, can be completed during the first session by submitting a written request to the Program Director, on the condition that the structure of the research subject has already been properly

determined in cooperation with the Research Director. However, it is recommended, and mandatory, that this step be completed during the second session of doctoral studies, at the latest.

- b) Part-time students must register for the first step during the fourth session, at the latest, and must have completed all three steps during their sixth session following their first registration, at the latest.

Once the first step is completed successfully, the student must register for the second step, the written exam, during the next session. Once the second step is completed successfully, the student must register for the third step, the oral exam, during the next session.

Under exceptional circumstances, the Dean of Studies may extend the entire process by a maximum of one session, based on a recommendation from the Program Director.

### **13.15.3 Successful completion of the exam and the right to retake**

The doctoral exam is evaluated with the result Pass or Fail. In order to receive the result Pass on the transcript, the student must have successfully completed all three steps of the doctoral exam.

During the entire doctoral exam process, the student has the right to retake only one of the three steps, and is only entitled to one retake. The step that was not completed successfully must be undertaken again during the next session. A failure of the step that is retaken, or a second failure of a subsequent step, results in the student's expulsion from the program.

A student who has previously failed a course is not entitled to retake any of the steps. In such a case, failure of any of the steps of the doctoral exam results in the student's expulsion from the program, because a second failure within the context of a graduate or doctoral studies program is grounds for expulsion, in accordance with Section 6.2.3 of this By-Law.

### **13.15.4 Composition of the panel of examiners**

With the exception of the first step (*Research Problematics*), the doctoral exam is evaluated by a panel of examiners that comprises the Research Director, one or two ÉTS professors who hold a Ph.D. and work in a related field, one ÉTS professor from outside of the department who holds a Ph.D. and preferably works in a related field, and who acts as the Chairperson of the panel of examiners. The Co-Director may also be added to the panel of examiners, if applicable.

In addition, an external member, preferably with an industry background, who may or may not have an interest in the project, may be added to the panel of examiners. This individual must hold at least a master's degree. Finally, an independent external member may be added to the panel of examiners, in accordance with the criteria stipulated in Section 13.18.2.

The Dean of Studies determines the maximum number of members, and is responsible for approving an appropriate panel of examiners. The Dean of Studies office will advise the members of the panel of examiners and the student of the composition of the panel of examiners.

### **13.15.5 Responsibilities**

#### **13.15.5.1 The Research Director**

The Research Director is responsible for the doctoral exam process, and acts as resource person and liaison between the members of the panel of examiners and the Dean of Studies office.

During the session in which the student undertakes the *Research Problematics* activity (Step 1 of the doctoral exam), the Research Director recommends the composition of the panel of examiners for the second and third steps.

The Research Director then works with the other members of the panel of examiners to coordinate the content of the written exam (Step 2) and the oral exam (Step 3), along with the choice of reference documents. Once the student has successfully completed Step 2 (written exam), the Research Director sets the date for the oral exam, in collaboration with the student, and informs the Dean of Studies office.

Working in cooperation with the members of the panel of examiners, the Research Director is responsible for approving the list of scientific journals to which the student intends to submit one or more articles, as applicable.

#### **13.15.5.2 The Program Director**

On one occasion during each session, all students who are registered for the first step of the doctoral exam, *Research Problematics*, are invited to present their projects before their peers. The Program Director for the Ph.D. program is responsible for setting the date for and organizing this day of presentation.

#### **13.15.5.3 The student**

Students assume total responsibility for their own participation in the doctoral exam. They are encouraged to consult their Research Director and Program Director for any questions concerning the doctoral exam (composition of the panel of examiners, selection of exam subject areas, the exam process, etc.).

#### **13.15.5.4 The Chairperson of the panel of examiners**

The Chairperson of the panel of examiners is responsible for the proper functioning of the process, and for ensuring that all regulatory provisions are respected.

Once the third step of the doctoral exam has been completed, the Chairperson of the panel of examiners announces the decision that was issued by the panel of examiners, and fills out the form designed for this purpose, including comments and recommendations. The panel of examiners may suggest that the student take certain courses and explore other avenues of research, or redirect the student's work.

### **13.16 Writing and presentation of the thesis**

#### **13.16.1 Author**

A thesis results from the work of a single student.

#### **13.16.2 Language of the document**

The thesis must be written in French, in accordance with the applicable rules respecting the writing and presentation of documents at ÉTS. In the case of a thesis by publication, it is understood that an English section may be included.

The Research Director is responsible for verifying the linguistic quality of the thesis before authorizing its submission.

#### **13.16.3 Language other than French**

Upon the submission of a substantiated request from the student that has been approved by the Research Director, the Dean of Studies may authorize the student to present the thesis in a language other than French. In such a case, the thesis must include a summary in French.

#### **13.16.4 Choice of the type of thesis**

The student can choose from among two types of theses, with the approval of the Research Director, namely a classic thesis or a thesis by publication.

A thesis by publication must include a minimum of three articles written within the context of the student's Ph.D. program, featuring a common theme and logical continuity. None of these three articles can be a literature review exclusively. These articles must have been submitted to peer-reviewed scientific journals with an acknowledgement of receipt, and the student must be the main author, with the Thesis Director as co-signatory. In addition to these three articles, the thesis must include other sections that contribute to the overall understanding of the document, making a link between the various parts and ensuring that the information is complete. This type of thesis can include articles written in French and in English.

## **13.17 Official submission of the thesis**

### **13.17.1 Conditions for submission**

In order to be entitled to submit a thesis, a regular student must meet the following conditions:

- Have completed all of the required educational activities;
- Have obtained a Grade Point Average of 3.0 or higher;
- Have obtained authorization from the Research Director to submit the thesis;
- Have submitted at least one peer-reviewed article to a scientific journal as the main author, or have submitted a preliminary patent application pertaining to the research subject.

The Research Director may refuse to authorize the submission of the thesis if the linguistic quality is not satisfactory.

### **13.17.2 Authorization for submission**

The Research Director is the individual who is empowered to authorize the official submission of the student's thesis, with the exception of any cases indicated in this By-Law. Along with the authorization for submission, the Research Director includes recommendations to the Dean of Studies with respect to the names of the other members of the panel of examiners, taking into account the rules governing the composition of the panel of examiners, as stipulated in this By-Law. The Research Director must verify the availability of the recommended members.

Authorization for submission represents a verification of the scientific/technological value of the work done by the student, the quality of the writing, and compliance with the standards respecting presentation.

Once the submission has been authorized, the student can submit the document in accordance with the procedures published by the Dean of Studies office. If the provisions stipulated in this chapter are not respected, the Dean of Studies may refuse the submission of the thesis.

### **13.17.3 Authorization for submission in the case of conflict or exceptional circumstances**

Under exceptional circumstances, such as in the case of a conflict between the Research Director and the student, the Dean of Studies may ask another professor from the same field to read the thesis with a view to authorizing the submission. If the submission of the thesis is authorized in this manner, the authorizing professor automatically replaces the Research Director as a member of the panel of examiners for the thesis.



#### **13.17.4 Confidentiality of the document**

If the author of a thesis and the Research Director are of the opinion that the document should be kept confidential, either in whole or in part, for valid reasons, they must inform the Dean of Studies office of this condition at the time when the thesis is submitted. If a thesis must be kept confidential, either in whole or in part, the Dean of Studies office, working in cooperation with the *Décanat à la recherche et au transfert technologique* (DRTT – Dean of studies and technology transfer office) and all other appropriate departments, is responsible for implementing the necessary measures to maintain the confidentiality of the thesis.

### **13.18 Evaluating the doctoral thesis**

#### **13.18.1 Principle**

The evaluation of a doctoral thesis is a two-step process that is carried out by a panel of examiners. The first step involves evaluating the student's written work, and the second step involves evaluating the student's ability to present and defend the thesis during the examination of the thesis. The overall evaluation reflects the student's performance in these two steps

#### **13.18.2 Composition of the panel of examiners**

To the extent possible, the panel of examiners for the thesis comprises the same individuals as for the doctoral exam. The panel must include an additional independent external member, if there was no such member for the doctoral exam. This individual must come from outside of ÉTS, must possess a Ph.D., and must not have had any links to the Research Director, the Co-Director, the student, or the student's research project for a period of five years. If such an individual was an independent external member of the panel of examiners for the doctoral exam, the Dean of Studies must ensure that independence has been maintained.

The Dean of Studies appoints the members of the panel of examiners, based on the recommendations of the Research Director.

#### **13.18.3 Documents used for the evaluation**

The Dean of Studies office is the only party that is authorized to distribute the documents required for the evaluation to the members of the panel of examiners.

#### **13.18.4 Evaluation form and deadline**

Each member of the panel of examiners must return the completed evaluation form, including a written assessment, within 40 business days following reception of the thesis. If one of the members of the panel of examiners has not returned the evaluation form within two weeks after this deadline, the Dean may suggest a replacement.

### **13.18.5 Individual recommendations from members**

Each member of the panel of examiners must indicate one of the following recommendations on the evaluation form that they are given:

- a) Acceptance for the purpose of examination of the thesis** (without correction or with minor corrections) along with one of the following results: Excellent, Very Good, Good, Pass. If the recommendation to accept the thesis is unanimous, the thesis is accepted (on the condition that the minor corrections are carried out after the examination of the thesis, if necessary), and the Dean of Studies will convene the student and the members of the panel of examiners in accordance with the applicable procedures.
- b) Thesis returned to the student** (major corrections): If the recommendation to return the thesis to the student is unanimous, the Chairperson of the panel of examiners and the Research Director will prepare a synthesis of the recommendations submitted by the panel of examiners within fifteen business days. The Dean of Studies office will then send the notice from the panel of examiners to the student, with the requirement that the student present a revised version of the thesis within a maximum time period of twelve months for a second and final evaluation.
- c) Rejection of the thesis:** If the recommendation to reject the thesis is unanimous, the Chairperson of the panel of examiners and the Program Director will prepare a report that indicates the reasons given by the panel of examiners for rejecting the thesis within fifteen business days. If the Program Director is also the Research Director, the Dean of Studies will appoint a competent replacement. Once the Chairperson's report is received, the Dean of Studies office will convey the substantiated decision of the panel of examiners to the Registrar, who will inform the student of the result, which entails expulsion from the program.

If the members of the panel of examiners are unanimous in their overall recommendations, or if they are able to arrive at a consensus after having been contacted by the Chairperson of the panel of examiners, their notice of decision is final and without appeal, and takes one of the forms indicated in a, b or c above.

### **13.18.6 Disagreement with respect to the recommendation**

If the members of the panel of examiners are in disagreement with respect to their overall recommendations, their notice of decision is not final. In such a case, the Dean of Studies will form a second panel of examiners, based on the recommendations of the Program Director, comprising three members, namely 2 full-time professors from ÉTS and one professor from another institution who were not members of the initial panel of examiners. The Dean of Studies will appoint the Chairperson of the panel of examiners. The second panel of examiners follows the same evaluation procedure as the first panel of examiners. The decision issued by

the second panel of examiners, which is based on a majority vote, is final and without appeal, and takes one of the forms indicated in a, b or c.

### **13.18.7 Evaluation after major corrections**

The second version of the thesis is sent to the same members of the panel of examiners, who have twenty business days to issue their evaluation. Their recommendation must be either acceptance for the purpose of examination of the thesis or rejection of the thesis. All of the same rules apply with respect to unanimity.

A thesis that has undergone major corrections cannot receive the result “Excellent” in the final decision rendered by the panel of examiners after examination of the thesis.

### **13.19 Examination of the thesis**

#### **13.19.1 Mandatory examination of the thesis**

The examination of the thesis is mandatory, and is held before a panel of examiners comprising the same individuals who evaluated the thesis.

#### **13.19.2 Absence of a member and replacement**

In rare cases, a member of the panel of examiners may be excused from attending the examination of the thesis, under the condition that the Dean of Studies has appointed a competent replacement, who acts as proxy for the absent member. In such a case, the absent member must indicate in advance, and in writing, the questions that should be asked of the student on behalf of the absent member during the examination of the thesis by sending them to the Chairperson of the panel of examiners or to the replacement member, as the case may be.

#### **13.19.3 Public examination and deadline**

The examination of the thesis is public, unless a request for confidentiality was made when the thesis was submitted. The examination is convened by the Dean on a date that is set by the Research Director after consulting the Chairperson of the panel of examiners, and is held as soon as possible after acceptance of the thesis for the purpose of examination. However, it may be postponed if the examination of the thesis has not been authorized by all of the members of the panel of examiners at least two business days before the date that has been set.

The Chairperson of the panel of examiners is responsible for ensuring the compliance of the process on behalf of the Dean of Studies. However, the Dean of Studies may choose to attend the examination of the thesis and the deliberations and to assume this responsibility.

#### **13.19.4 Unanimity of the decision**

In order for the thesis to be accepted, the decision of the panel of examiners following the examination of the thesis must be unanimous. If the decision is not unanimous, and upon request from the Dean of Studies, the panel of examiners for the examination of the thesis may reconsider the case or revise their decision.

However, if the decision is still not unanimous, the Dean of Studies will form a new panel of examiners, based on the recommendations of the Program Director, comprising five individuals, including one who acts as Chairperson. The decision issued by this panel of examiners following the examination of the thesis, which is based on a majority vote, is final and without appeal. In the case of a tie, the Chairperson's vote prevails.

#### **13.19.5 Decision of the panel of examiners (notice of decision following the examination of the thesis)**

The panel of examiners can render one of the decisions indicated below following the examination of the thesis:

##### **a) Acceptance of the thesis**

The thesis is accepted without correction or on the condition that minor corrections are carried out. The panel of examiners determines that the overall grade to be assigned to the student is "Excellent" (unless the examination of the thesis was held after the thesis was returned to the student for major corrections), "Very Good", "Good", or "Pass".

If minor corrections are requested, the Dean of Studies office will return the evaluation copies to the student so that the corrections required by the panel of examiners can be carried out, under the supervision of the Research Director, within 40 business days. Once the corrections have been completed, the Research Director has 20 business days to verify the compliance of the corrections. The student then proceeds with the final submission of the thesis in accordance with the applicable procedures.

##### **b) Failure following the examination of the thesis**

The panel of examiners determines that the overall grade to be assigned to the student is "Failure".

After receiving the notice from the Program Director, the Dean of Studies conveys the decision to the Registrar, who will officially inform the student of the result, which entails expulsion from the program.

### **13.20 Non-compliance of the corrections**

If the Research Director deems that the corrections that are carried out during or after the thesis evaluation process are not satisfactory, the Dean of Studies will contact the individuals involved in order to establish an agreement.

### **13.21 Deadline for final submission**

Students have one full session to submit the final version of their thesis, failing which they will be considered to have abandoned the program, and their files will be closed.

### **13.22 Binding, distribution and conservation**

ÉTS is responsible for the binding and distribution of copies of theses, and for conserving at least one copy of all theses on a permanent basis, in accordance with the institution's rules respecting the conservation of documents.

### **13.23 Distribution and use of the work**

Any students who intend to distribute or use any documents that they have authored or co-authored, for commercial purposes or otherwise, must consult the *Décanat à la recherche et au transfert technologique* (DRTT – Dean of studies and technology transfer office) with respect to the Policy and rules respecting intellectual property that are in effect at ÉTS.

Any student who wishes to publish a thesis, either in whole or in part, before it has been evaluated by ÉTS, must obtain express written authorization in advance from the Research Director.

### **13.24 ÉTS disclaimer with respect to responsibility**

ÉTS is not responsible in any way for the commercial, industrial or other use by a third party of work produced by a student without the knowledge of ÉTS.

### **13.25 Complaint from a student**

In the case of a serious disagreement, and if all other avenues have been exhausted in terms of meetings and discussions with the appropriate individuals, students who believe that they have been harmed in connection with the supervision of their work can submit a complaint to the Dean of Studies. Such a complaint must be sent by mail or by e-mail to the Dean of Studies, with copies sent to the Research Director and the Program Director for the program in question. After investigating the situation, the Dean of Studies will issue a notice of decision.

### **13.26 Earning a diploma**

In order to obtain a Ph.D., the student must meet all of the requirements of the program, as defined in the Calendar, with a Grade Point Average of at least 3.0 out of 4.3.

## **CHAPTER 14 ISSUING OF DIPLOMAS**

### **14.1 General provisions**

The issuing of diplomas is carried out by the *Assemblée des gouverneurs de l'Université du Québec* (Assembly of Université du Québec Governors) based on recommendations from the ÉTS Education Committee and in accordance with the certifications that are produced.

In the case of programs offered by extension, joint programs, shared programs and sponsored programs, the respective agreements specify which institutions are authorized to recommend the issuing of a diploma.

### **14.2 Conditions for earning a diploma**

In order to earn a diploma, a student must meet the following conditions:

- a) Have respected the General By-Laws of the Université du Québec and the ÉTS By-Laws;
- b) Have met all of the requirements of the program leading to the corresponding diploma;
- c) Have paid all outstanding fees.

### **14.3 Standards related to the issuing of diplomas**

#### **14.3.1 Signing of diplomas**

All diplomas bear the signature of the President of the Université du Québec, and are countersigned by the Director General of ÉTS or any other individual designated for this purpose by the Assembly of Governors. Mechanical signatures are acceptable.

#### **14.3.2 Signatories**

For the purposes of the preceding sections, the aforementioned signatures are those of the individuals who hold the respective positions at the time when the diploma is issued, replaced or substituted.

#### **14.3.3 Diploma header**

All diplomas bear the following header:

UNIVERSITÉ DU QUÉBEC  
ÉCOLE DE TECHNOLOGIE SUPÉRIEURE