

**UNIVERSIDAD
DE LAS
AMÉRICAS**

Ciudad de México



Students Regulations

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CHAPTER I GENERAL DEFINITIONS

Article 1. Students of the *Universidad de las Américas, A.C.* are those individuals enrolled in any of the institution's degree programs or study options.

Article 2. The University students are classified as follows:

- a) Undergraduate students – Those enrolled in courses leading to a *Licenciatura* or a bachelor's degree.
- b) Graduate students – Those enrolled in courses leading to a *Especialidad*, a *Maestría*, or a Master of arts degree, and *Doctorado* or Doctorate degree
- c) Continuing education students – those enrolled to acquire, update and advance their knowledge, without aspiring to obtain any diploma or academic degree.
- d) Transient students – Those who wish to take credit courses to be transferred to another university outside Mexico. Transient students may not earn any degree, nor enroll in courses whereby they would earn more than 80 credits at the undergraduate level, or more than 30 at the graduate level.

CHAPTER II ADMISSION AND FIRST TIME REGISTRATION

Article 3. Admission is the process whereby it is determined whether or not a person meets the requirements to enroll as a student in any of the programs offered by the institution. This process consists of two stages:

- Selection of applicants, which includes receiving and processing, admission applications, giving general knowledge, English and Psychometrics exams, and advising applicants of the results.
- First time registration, which includes receiving documents in proof of previous studies and, if applicable, assigning a student number and opening a dossier both in paper and in magnetic devise in which the academic progress will be followed up systematically and confidentially.

Article 4. Undergraduate student candidates shall be selected by means of the *Examen Nacional de Ingreso a La Educación Superior (EXANI-II)*¹, administered by the *Centro Nacional de Evaluación de La Educación Superior (CENEVAL)*² during the specified periods. Likewise, students must demonstrate their English language proficiency. A student's proficiency in the English language shall be determined by means of the Global Full Diagnostic Test for English Students (GFDTES).

¹ National Exam for Admittance to Higher Education

² National Center for the Assessment of Higher Education



Article 5. Graduate student candidates shall be selected by means of the *Examen Nacional de Ingreso al Posgrado (EXANI III)*³ administered by the CENEVAL⁴ during the specified periods. Likewise by means of a student interview with the corresponding Academic Coordinator, who shall evaluate their academic background and professional experience. Likewise students, must demonstrate English language proficiency.

Article 6. Continuing education student candidates shall be selected by means of a student interview with the corresponding Diplomado consultant and/or the Director of Continuing Education, who shall evaluate their academic background and professional experience.

Article 7. Based on the results of their admission exams, placement exams or interview, each applicant shall come under one of the following decisions, all of which shall be final.

- Admission to the selected degree program
- Conditional admission to the selected degree program
- Admission denied

Article 8. Once admitted to the University, every applicant must meet the following requirements in order to complete the admission process for the ensuing school term:

- a) Request to register pursuant to the procedures established by the Office of the Registrar.
- b) Submit the letter of acceptance to the selected degree program.
- c) Submit the following:

UNDERGRADUATE	GRADUATE	CONTINUING EDUCATION
<u>Licenciatura/ Bachelor's Degree</u> <ul style="list-style-type: none"> • Six black and white 2 x 3 cm photographs • Birth certificate (original and copy) • Certificate of <i>secundaria</i> 	<u>Especialidad/ Maestría/ Master's Degree</u> <ul style="list-style-type: none"> • Six black and white 2 x 3 cm photographs • Birth certificate (original and copy) • Certificate of <i>Licenciatura</i> 	<ul style="list-style-type: none"> • Six black and white 2 x 3 cm photographs • Copy of birth certificate • Copy of supporting documents of previous
(secondary) or equivalent studies (copy) <ul style="list-style-type: none"> • Certificate of <i>bachillerato</i> (high school) studies or equivalent (original and copy) • CURP (copy) 	(undergraduate) or equivalent studies (original and copy) <ul style="list-style-type: none"> • Diploma and professional license (two copies) • CURP (copy) 	studies <ul style="list-style-type: none"> • Résumé • Letter of motivation

³ National Exam for Admittance to Graduate Programs

⁴ National Center for the Assessment of Higher Education



	<p><u>Doctorado/ Doctorate Degree</u></p> <ul style="list-style-type: none"> • Six black and white 2 x 3 cm photographs • Birth certificate (original and copy) • Official Master's degree transcript • Copy of Master's degree diploma and professional license • CURP (copy) 	
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Article 9. Applicants who have completed studies in educational institutions incorporated to the state governments must submit the relevant documents duly legalized.

Article 10. National and foreign candidates with studies abroad, presenting at the time of registration the corresponding documentation in a language different from Spanish, must have it translated to this language, and legalized by a competent authority of the country where it was issued, as well as by the Mexican consulate or the accredited representative of the Ministry of Foreign Affairs in the corresponding country. For those countries which are members of the Haya agreement, validation on documents is acceptable with a certification stamp.

In addition, non-Mexican students will submit two photocopies of their immigration documents issued by the Mexican Government showing proof of their legal stay in the country.

Article 11. Transient applicants must submit three 2 x 3 cm photographs, a copy of their passport or birth certificate, and the official transcript from their former school.

Article 12. Students from other institutions of higher education will be admitted if they comply with the admission requirements. Their former studies will be subject to content review and equivalence. The grades obtained will be considered according to the scale accepted by UDLA.

Article 13. Candidates for *Licenciatura* or *Maestría* or *Doctorado* programs must personally obtain the equivalence document from the Ministry of Public Education of México (SEP). Candidates for the Bachelor's or Master's or Doctorate program must present a photocopy of their official transcript to the corresponding Academic Coordination and ask for a revalidation of studies.

The University itself reserves the right to honor totally or partially the equivalence verdict issued by the Ministry of Public Education of México (SEP). Likewise, in order to have those courses accredited, student must pay the equivalence to one credit per course revalidated within a delay not exceeding 90 natural days starting from the first enrollment date.



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Equivalence formalities must be carried out during the candidate's first term at the institution. If this is not the case, the student will lose his/her rights to present them and shall have to take 100% of the credits at the University. Only up to 45% of coursework will be accepted for equivalence in the corresponding program.

Article 14. Applicants, who complete the admission process for the ensuing school term, shall acquire student status with all the rights and obligations established in the present regulations and other University provisions.

Article 15. Upon first enrollment, students shall be assigned a student number for identification and registration purposes, and shall be given a student ID card.

Article 16. Everything related to enrollment and other registrar formalities may only be attended by the concerned party, or by a duly accredited proxy.

Article 17. It shall be understood that those students who have not completed the due formalities during the specified period, renounce their enrollment privileges.

Article 18. In the event that a document should be proven to be totally or partially false, the respective registration shall be annulled, and all actions derived therefrom shall be invalidated, the University being empowered to pursue whatever action is deemed pertinent.

CHAPTER III ORIENTATION

Article 19. Once enrolled in the present term, new students will attend an orientation session where they will be informed of the Institutional Mission, the academic and administrative areas they may contact to solve their doubts or inform of their worries, and to know the Institution's regulations.

Article 20. University's regulations may be freely consulted at the University's web page.

CHAPTER IV REENROLLMENT AND PERMANENCE

Article 21. Reenrollment is the process whereby students who wish to renew their relationship with the University are accepted by the latter, based on their academic performance, discipline and integration into the community.

Article 22. Reenrollment, if applicable, shall take place at the request of the student, on the dates stipulated in the academic calendar, provided the student has no outstanding academic, financial or administrative obligation with the institution and adheres to the following provisions. Students must:



- a) Take courses as prescribed in their curriculum, without falling behind in their course work.
- b) Enroll in an English course at the level they were assigned to, if unable to demonstrate proficiency.
- c) Respect the sequence of prerequisites established in their curriculum.
- d) Be mindful of their academic standing.

Article 23. Upon registration students are included in the authorized course or courses. If after the registration period they wish to add or drop one or more courses, they may do so during the periods specified for this purpose in the academic calendar.

Article 24. Authorization may be obtained to drop one or more courses outside the above-mentioned periods, for health reasons, in which case the student shall be required to submit a medical certificate.

Article 25. The University shall cancel any course with less than eight students; the parties concerned must go to the Office of the Registrar and request to drop the course or switch to another.

Article 26. In order to maintain student permanence and control academic performance, the University establishes the following stages of academic standing:

a) **Undergraduate students**

- Regular academic standing pertains to students who have successfully completed and credited all courses taken or has failed up to four different courses;
- Conditional standing is that of students who have failed four or five different courses or the same course twice; or is taken again one or more courses where he/she obtain a S/D mark.
- Definite dismissal is reserved for students who have failed six different courses or the same course three times; or have accumulated six S/D marks or fail one course upon exceptional readmission.

b) **Graduate Students**

- Regular standing is that of students who have not failed a single course or has failed up to one course.
- Conditional standing is that of students who have failed two different courses or the same course twice; or obtain two S/D marks.
- Definite dismissal is reserved for students who have failed three different courses or have failed the same course three times; or have accumulated three S/D marks.

Article 27. Students who have been temporarily dismissed shall be suspended from the University for one year, after which time, they may apply for readmission.

Article 28. Students may take up to 50% more than the established length of time to complete their degree program. This time frame is calculated from the date of a student's first enrollment at the University.



Students who are unable to complete their studies before the specified deadline may not register in the curriculum they originally began. They can only be fitted into the prevailing curriculum, following a course equivalence assessment.

Article 29. Students, who interrupt their studies for one year or more, either voluntarily or due to temporary dismissal, may be readmitted provided they:

- a) Apply for readmission in writing to the corresponding Academic Coordinator.
- b) Hold a minimum overall grade-point average of 7.0 (undergraduate) 8.0 (graduate) at the institution.
- c) Have successfully completed more than 50% of the total number of credits taken at the University prior to their temporary dismissal.
- d) Have no outstanding obligation of any kind with the institution.

Their readmission shall be analyzed by the Technical Council of his/her academic area, which shall decide upon the academic aspects of the case and submit a decision to the President for his or her unappealable endorsement.

Article 30. Once their readmission is approved, said students can only be fitted into the prevailing curriculum, following a course equivalence assessment.

CHAPTER V EVALUATION AND GRADES

Article 31. The evaluation of student's academic progress at the University is done pursuant to the method established in their syllabi, and shall be the responsibility of each professor, supervised by the corresponding Director or Academic Coordinator.

Article 32. Every Academic Area will be supported by full-time professors providing tutorial sessions during the prevailing school term, in specific schedules, to those students who request it.

Article 33 The final grade in each of the courses taught at the University is issued using the following decimal numerical scale:

SCALE	UNDERGRADUATE	GRADUATE
10.0		
9.0		
8.0		Minimum passing grade
7.0	Minimum passing grade	
6.0		
5.0		



Article 33 bis. The students must attend at least to 85% of the classes scheduled in each course they take. Otherwise they won't have the right to receive a final grade and will have to take them again. It only be accepted justifications for students absences in exceptional circumstances. It is considered exceptional circumstances: health problems or accidents, for which they must submit proof, within a maximum of 72 hours after the absences.

Article 34. It is the responsibility of the professor to record final student grades in the corresponding instrument and hand them in to the Office of the Registrar within the time frame established in the academic calendar.

Article 35. In the event of a mistake, any correction of a final grade shall be made pursuant to the following procedure:

- a) The student must address the Academic Coordinator in writing within five calendar days following the date grades are posted, requesting that the grade be revised.
- b) The Academic Coordinator must discuss the merits of the correction with the professor who signed the record.
- c) The professor must notify the Academic Coordinator in writing, either acknowledging the mistake or ratifying the grade.
- d) The Academic Coordinator must forward the professor's notification to the Office of the Registrar within five calendar days of having received the student's request.

Article 36. Students who fail courses shall be entitled to request a extraordinary exam to improve their standing.

Article 37. Students may take no more than two extraordinary exams per term, and in no case may both exams be for the same course.

CHAPTER VI RIGHTS AND OBLIGATIONS

Article 38. Students enrolled at the *Universidad de las Américas, A.C.*, shall have the following rights, which entitle them to:

- a) Receive their study plan, as well as whatever academic information they may require to properly engaging in their studies
- b) Receive the syllabus from their professor, during the opening class of each course, as well as the guidelines for attendance and delivery.
- c) Receive the classes of those courses they are enrolled in and for which they have paid the corresponding tuition.
- d) Request any tutoring they may require, pursuant to the procedures and options established by the University.
- e) Be evaluated and examined in the courses they are registered, in the terms established in the corresponding program and, if applicable, request the review and correction of their works and exams.



- f) Receive the distinctions for academic performance or participation in activities of the University they may merit, according to the established regulations.
- g) Receive the academic titles and grades they deserve in the study programs approved by this University and/or the Mexican Ministry of Public Education.
- h) Be adequately taken care of when using services provided by the institution, and be treated with decency and respect by staff members.
- i) Make use of the facilities and participate in events, in the terms and manner established by the corresponding regulations, provided they have no outstanding debts of their tuition and fees.
- j) Freely express their ideas and opinions, in a private capacity and on their own authority, with no further limitation than the respect due to the rights of third parties, as well as to the Institution, its mission and its staff.
- k) Communicate in writing to the authorities of the University their complaints and concerns, as far as this right is exerted in a peaceful and respectful way.
- l) Have the data contained in their school records and papers handled with discretion and confidentiality.
- m) Be represented in the student organs democratically elected by the students, according to its statutes.
- n) Be institutionally represented on the University Jurisdiction Commission, so as to resort to the latter in defense of their University rights, whenever they should deem pertinent.
- o) Evaluate University faculty and staff performance, whenever required to do so by the institution.
- p) Maintain their quality of students as long as they comply with the academic, school, conduct, and administrative regulations and they have no outstanding debt of their economic obligations.
- q) Report to the respective authorities any incident that may be a transgression against these and other rights, as well as any conduct that may be detrimental to their legitimate interests.

Article 39. University student obligations include:

- a) To comply with the first registration, registration and payment requirements established in the corresponding regulations.
- b) To comply timely with the corresponding fees and tuition payments. Otherwise, they will not be allowed to attend classes nor will they have the right to present exams or to receive grades in the courses taken.
- c) Pay in one exhibition the registration fee for each period in which he/she enrolled in the University. Unusually for *Licenciatura* programs with four year curriculum, the registration fee for Summer periods be extended until two courses that require regularization, for three or more courses will pay the fee.
- d) Regularly attending their theory, laboratory, workshop, tutorials, general culture courses and cultural activities at the established time and place, abiding by the attendance records determined by the University for this purpose.
- e) Attending at least 85% of the classes scheduled in each course they take. Otherwise they won't have the right to receive a final grade and will have to take them again.
- f) The student under any circumstances can receive a second or more times a note S/D (NO RIGHT) on the same course. In the case that this happens automatically a grade of 5.0 will be



given and considered as a failed course.

g) When a student repeat a course for having obtained a failing grade or note S/D, must pay, in addition to the credits of the course, an extraordinary fee, which is a credit to those who retake it for the first time. When repeat the course for the second time, in addition to the credits of the course, the extraordinary fee will be to pay three additional credits.

h) For the Undergraduate level, not failing three times the same course or 6 different courses of their program, otherwise they will be definitely dismissed from the University.

i) For the Graduate level, not failing three times the same course or 3 different courses of their program, otherwise they will be definitely dismissed from the University.

j) Maintaining a regular academic condition, that is not having more than one course pending accreditation from previous terms to the one they are taking. Students that do not meet this condition won't be allowed to progress in their academic program, unless they regularize the courses pending from previous terms. At the end of every school term, the Academic Coordinations will analyze the case of these students and will inform them of the available options to accredit the pending courses.

k) To acquire proficiency and fluency in the English language through the curricular courses of that language that the University delivers in its academic programs.

l) Apply satisfactorily the Global Full Diagnostic Test in order to obtain the qualification that shall be entered in the register.

m) To comply with their academic works and practices, with the support activities required from them, and with the evaluation methods established in the courses they take.

n) To seek information about the grades obtained and ask for the corresponding transcript in the period established in the corresponding academic calendar.

o) Apply satisfactory at the end of the Academic Program the General Exit Exam (EGEL) and the International TOEFL to continue with the graduation process.

p) Maintain the indispensable conditions of coexistence to meet the Institutional Mission. It is the duty of all students participate in academic, institutional and community activities.

q) Making proper use of the facilities and physical resources provided by the University according to the corresponding regulations, or otherwise be liable to the sanctions stipulated in them.

r) Conducting themselves with due respect for the institution, their professors, superiors and classmates. Otherwise they will be liable to the corresponding regulatory sanctions.

s) To take care of and protect their personal objects since the University is not liable for their loss.

t) To refrain from incurring in any action that may lead to academic fraud.

u) Not to undertake any illegal action that might be detrimental of good habits, moral, physical or material integrity of any member of the University's community.

v) Having their student ID card, provided by the institution, duly restamped.

w) When on the University premises or in the vicinity thereof, refraining from consuming, using, selling, offering for free or providing alcoholic beverages, or substances which consumption is considered illegal. Otherwise they will be liable to the regulatory corresponding sanction.

x) To provide the information that the University requires from them with truthfulness, accuracy and honesty and to keep it permanently updated. Otherwise, the University might impose them a sanction.

y) To respect the safety and access systems established by the Institution for the benefit of the University's community. Otherwise they will be liable to the corresponding regulatory



sanction.

z) Students or any member of the community should refrain from carrying weapons in all its forms (sharp, firearms or knives), otherwise, anyone who is caught will immediately be expelled from the institution.

aa) To respect the non-smoking areas established in the University.

ab) The students must refrain from introducing food and beverages and must keep shut their cell phones during class delivery, and may only use Laptops and Tablets when the Professor expressly authorized.

CHAPTER VII STUDENT AWARDS

Article 40. The University stimulates academic excellence, rewarding outstanding academic achievement with the following student distinctions:

a) Honor List. Students, who have attained during the academic term the highest grade point average of each program delivered by the University, are mentioned in the Honor List.

b) Academic Excellence. Awarded during the Annual Graduation Ceremony to those students who obtained the highest grade point average of each program.

c) Honorable Mention. This award is granted to students who:

- Have not failed or non-credited any course in their degree program.
- Hold the minimum overall grade point average established by their corresponding academic area.
- The replica had no faults was based on references or authors and previous, concrete and published experiences and demonstrated mastery of the subject.
- Have been recommended by the Oral Exam Judging Committee and confirmed by the Divisional Technical Council.

d) *Summa Cum Laude* Medal and Diploma. This award is granted during the Annual Graduation Ceremony to students who hold the highest overall grade point average and have been ratified by the University Council.

CHAPTER VIII STUDENT DEVELOPMENT SERVICES

Article 41. As an integral part of the educational experience the University promotes the intellectual, social, moral, cultural and physical growth of the student.

Article 41 bis. To the end the *Universidad de las Américas*, has a Student Development area with the following functions:

- To promote events of interest for the students
- To foster sport and cultural activities inside and outside the University



- To provide vocational orientation as well as counseling regarding social service, granting of scholarships, according to the criteria established in the regulations in force.
- To promote students exchange with foreign universities with whom there is an agreement
- To keep communication with alumni
- To provide psychological counseling

CHAPTER IX STUDENT REPRESENTATION

Article 42. The students of the University will be able to participate in a body that represents them, defends their rights, directs its interests and provides ideas and solutions to the diverse University problems.

Likewise, they will be able to organize themselves in other associations with cultural, artistic, sportive or scientific ends as long as they are compatible with the nature and mission of the University.

Article 43. All the student's associations to which the previous article refers to, as well as their representatives and their internal regulations, will have to be registered and accepted by the Presidency, as a requirement to be officially acknowledged by the University.

CHAPTER X RESPONSIBILITIES AND SANCTIONS

Article 44. Any misdeed or conduct violating any provision set down in the present regulations or in the University Regulations, shall be grounds for sanction on the part of the authorities, pursuant to the procedures and levels of jurisdiction conveyed herein.

Article 45. Academic fraud is defined as any action of students, consummated or not, involving deceiving, a total or partial execution of a test, research, homework, submitting false documentation or any academic activity. These actions will be punished with the cancellation of such activities and the expulsion of the University of the students involved. When academic fraud is discovered after the granting of a degree, it will be void, notifying the authorities or educational institutions.

Article 46. Students are responsible for academic fraud if they:

- a) Copy another student's answers on an exam, research paper or practicum.
- b) Refer, during an exam, to material that has not been authorized by the examining professor.
- c) Collaborate with another student on an exam, academic paper or practicum, without the professor's authorization.
- d) Substitute another student or allow another to substitute them in submitting an assignment or doing an exam.



- e) Acquire, transfer or use the total or partial contents of an exam and the answers thereof.
- f) Openly or covertly offer a bribe in order to procure or acquire the total or partial contents of an exam, or do an assignment or practicum in place of the student responsible.
- g) Copy the literal contents of reference material or textbooks, and include them in their research papers.
- h) Engage in any similar activity involving deception or unacceptable conduct in order to receive an undeserved grade.
- i) Presents or provide apocryphal documentations as academic background.

Article 47. Students incurring in academic fraud shall be sanctioned as follows:

- a) Upon detecting such a misdeed for the first time:
 - In term tests or papers, these shall be graded 0.0. If, when computed with other partials and the final, the result is below the minimum passing grade, the student must take the course again.
 - In final exams or assignments, the student's grade in the course shall be 5.0, with disregard for all partial grades.
- b) When a student incurs a second time, whether it be on a term test or paper, or on a final exam or assignment, the student's grade in that course shall be 5.0, and the student shall be suspended for one term.
- c) When a student incurs a third time, the student shall be definitely dismissed from the University and may not be readmitted.
- d) When a student delivered as academic background apocryphal documentation, studies will be invalidated.

Article 48. Fraud on research papers and final oral exams shall be sanctioned with the annulment thereof, expelling the students involved from the University. When academic fraud is discovered after an academic degree has been granted, the latter shall be invalidated, notifying the pertinent educational authorities or institutions.

Article 49. Students are responsible for administrative fraud if they:

- a) Refuse or neglect to pay a debt contracted with the University.
- b) Give the University an unpayable check or credit instrument.
- c) Provide false information regarding their source of income, in order to contract a debt with the University or obtain a scholarship.

Article 50. Sanctions applied to students incurring in administrative fraud may lead to definite dismissal and the ensuing lawsuit, depending on the seriousness of the case and the unappealable criterion of the President.

Article 50 bis. Any misdeed or conduct violating any provision set down in the present regulations or in the University Regulations, shall be grounds for sanction for the students of the University. These sanctions, according to their relevance, may include indistinctly the following as



the case may be:

- Verbal warning.
- Written warning with copy for the student's file.
- One to three days suspension, without justification of absences.
- Expulsion.

CHAPTER XI

UNIVERSITY JURISDICTION COMMISSION

Article 51. The University Jurisdiction Commission is the means of conciliation and/or arbitration for final and unappealable decisions on issues and controversies that may arise within the institution, pertaining exclusively to academic matters and/or the student body.

Article 52. It is within the sphere of competence of the University Jurisdiction Commission to:

- a) Review, conciliate or directly and definitely decide upon all the strictly academic controversies brought before it by any member of the academic community and/or student body, which are not expressly entrusted herein to some other member of the University.
- b) Entertain academic and/or student consultations brought before it by any member of the community, upon which it shall respond in an advisory capacity, entailing no obligation whatsoever.
- c) Determine whether it is competent to review or dismiss issues, controversies or consultations brought before it.
- d) Establish the main thrust of a controversy in academic matters involving business of another nature. In such cases the Commission shall decide what is in order.

Article 53. The University Jurisdiction Commission is composed as follows:

- As Chairman, the President of the University.
- As Secretary, the Director(s) and/or Academic Coordinator(s) of the area that the issue or consultation is related to. When the latter are involved in the controversy, the Secretary of the Commission shall be directly appointed by the President.
- As non-executive members, the most highly evaluated faculty member(s) in the corresponding department(s).
- The President of the organ representing the student body.
- The representative(s) of the degree program involved.

TRANSITORY

First: These Regulations will be in force as of August 2015.

Second: Those cases not contemplated herein shall be analyzed and resolved by the University Council.

