

UCI
Universidad para la Cooperación Internacional
(University for International Cooperation)

Student Rules and Regulations

Approved by the Academic Council, at its meeting on October 11th, 2012

Prepared on: August 26, 2012

Preliminary framework for the Student Rules and Regulations

UCI as an international group

This description is informative and is not part of the Institution's Rules and Regulations, but it is required to understand the intentionality of the aforementioned document in the different countries where applicable.

The University for International Cooperation, hereinafter the UCI, is a consortium of higher education institutions, comprising:

- a. The headquarters, under the name Asociación Universidad para la Cooperación Internacional, based in San Jose, Costa Rica, registered under the Law of the Republic of Costa Rica and accredited by the Consejo Nacional de Enseñanza Superior Universitaria Privada (CONESUP) by Article 2 of session 238-94 which took place on April 21 of 1994.
- b. A company based in Panama City since 2008 operating under the laws of that country, called Universidad para la Cooperación Internacional S.A.
- c. A second company called Universidad para la Cooperación Internacional de Quintana Roo, S.C. registered under the laws of the United States of Mexico, since February 10, 2012, by public instrument number 9020 volume XLI book 5, associated with the headquarters through a strategic collaboration agreement dated May 18, 2012.

The UCI emerged and evolved in response to the need for professionals with interdisciplinary and multidisciplinary training, which had the knowledge, tools and values needed to lead the processes of change required under the concepts of sustainability and globalization. The UCI has a national and international prestige, both for its academic path, as well as for providing technical assistance to the Latin American countries. This has been reflected in the cooperation agreements between governments, state institutions, universities, organizations and private corporations, NGOs and individuals.

Mission

Training of leading professionals, capable of inducing and leading the required changes in the economic, environmental, cultural and socio-political development of Latin America and the Caribbean.

Vision

The UCI will be a leading higher education organization in Latin America in the fields of research, human resource training and development and integration of the countries of the region.

The UCI's strategic mandate proposes to provide educational solutions based on objective analysis of the contextual reality, specific needs and the consequent impact, designed and executed with accountability and efficiency.

To fulfill this promise, the UCI has proposed to be:

- Virtual: the educational solutions offered will take advantage of the added value that comes with information and communication technologies in all modes of instruction in the academic offerings of our study programs.
- Symbiotic: promotes that the University has assertive internal and external interactions.
- Proactive: promotes realistic and consistent solutions based on our strategic values.

- Inclusive: encourages participation in problem analysis and joint search for solutions.
- Solidarity: responding to the needs and issues affecting our counterparties.
- Adaptive: flexible and dynamic solutions favoring horizontal cooperation.
- Evolutionary: promotes continuous improvement of its programs on the basis of a maturity model applicable to the University as a whole.

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Student Rules and Regulations

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Chapter I: General Provisions

Article 1: Scope

The Student Rules and Regulations govern the relationship between the students and the University for International Cooperation (hereinafter the UCI) based on the statutes of the headquarters, its vision, mission and educational project, and is of mandatory knowledge and compliance.

Article 2: Regarding national laws

These rules and regulations are generally applicable to the institutions comprising the international group, but are consistent with the laws of the home country of each institution.

Article 3: Types of teaching and learning

The educational services provided by the UCI: producing academic degrees, at a bachelor, master and PH.D level degrees, as well as services of continued education and training such as graduates, majors and courses for use, among others, use various teaching-learning methods:

- a. Virtual: asynchronous interaction between teachers, students and the learning community through Internet-based learning management systems.
- b. Face-to-face: synchronous interaction between teachers and students, in a classroom or common space.
- c. Semi-face-to-face or mixed type: combination of virtual and physical modalities.
- d. Tutoring: direct and individualized interaction between student and teacher.

Article 4: General Definitions

Admission: The process by which the UCI accepts or rejects the inclusion of a candidate of the Academic Program by compliance of the established requirements.

Subject: Each of the courses that compose an academic program, each of which take place in an academic term. The term "course" is used as a synonym.

Academic load: number of credits and the list of subjects in which a student is enrolled for each academic year.

Unique key population registration (CURP): instrument used to record individually all the inhabitants of Mexico, foreign and national, as well as Mexicans who live in other countries

Credit: is the unit of measurement of academic work that requires the student to achieve higher level skills. It can be based on different parameters such as load of hours/classes, independent study, field trips, lab work and other workshop or learning methods. Its calculation is determined on an individual basis by the laws of each country where the study program exists.

Diploma: A document proving that a person has met the requirements for a degree recognized by the competent authorities or the UCI. This document records the issuing institution, the graduate's name and the academic degree and title.

Degree: is the element within the diploma that designates the academic value of the knowledge and skills acquired by the individual, within a range established by the higher education institutions to indicate the depth and breadth of knowledge and skills that can be guaranteed by the diploma.

Registration: is the process by which the candidate formalizes his or her application for the first period of an academic program at the UCI, after fulfilling the requirements.

Fault examining jury: group composed of the Dean, a teacher of the subject being taken by the student and at least one member of the UCI staff, related to the type of fault that is being evaluated.

Registration or enrollment: the sequential and periodic process by which the students acquire or renew their regular status as students as a result of their advance in the Study Plan and by complying with the academic and administrative requirements.

Study Plan: The set of subjects and requirements that make the learning process and must be approved by the student in order to acquire the degree they seek. .

Academic Term: The time scheduled to attend a course or school year depending on the specifications of each program. Expressed in weeks.

Portfolio of academic evidence: collection of evidence (various documents, articles, notes, journals, papers, essays, etc.) comprising a selected set of performances produced as a result of training or tutoring and are a sample of a student's work, that should be kept by the student to be used as a verification mechanism of the study plan. .

Title: It is one of the items contained in the diploma and designates the object of knowledge or of human endeavor in which the individual has acquired certain skills. The title, in its most simple scope, designates the area in which the graduate has been educated and trained.

Chapter II: Categories of students

Article 5: Categories of students

UCI classifies its students in the following categories:

- a. Regular students: students who meet the admission requirements and registration procedures required by the formal educational provision UCI, which are described later in this regulations and in particular in each academic program.
- b. Graduates¹ or interns²: students who have taken and credited 100% of their current Study Plan, and have finished their social service, in the case of the student's coursing a Licentiate's degree, according to the current laws and approval of programs in each country where students enroll; but they have yet to present the graduation mode, get their degree and professional license.
- c. Non-regular students: students who participate in associate's degrees, seminars or workshops and establish a relationship with the UCI bounded by the duration of these activities. Non-regular students are not subject to this Regulation in all that is applicable to their condition and the

¹According to the definition of the National Council of Rectors of Costa Rica.

² Term used in Mexico only. The nomination as an intern is made through the Letter of Internship specified in Article 67 of this Regulations.

current regulation on continuous education and training. Participation in these activities do not enable any professional degree.

- d. Graduates: students who have completed the Study Plan and have obtained a diploma that certifies them a professional degree. They acquire their professional status once they meet all the applicable requirements in their country to obtain the appropriate license or certificate of practice.

Chapter II: Registration, admission, enrollment

Registration Requirements

Article 6: General Registration Requirements

To enter a Study Plan in order to obtain a degree in the UCI, the applicant resident in a country with a UCI venue, must meet the following requirements:

- a. Complete the registration form.
- b. Pay the registration fee (tuition).
- c. Attach the documentation required by the Law and by the UCI:
 - Original and legible and complete photocopy of the diploma attesting the most recent degree immediately preceding the study level he or she wants to apply to.
 - To pursue a master's degree or higher degree, the minimum degree required is a Bachelor or Licentiate's degree³. The minimum degree required for studying a Bachelor's or Licentiate's degree is the completion of secondary or high school education⁴.
 - Copy of official identity card valid for at least six months after its delivery to the UCI.
 - The condition of validity of identification applies also when starting procedures for Graduation. The following document types are accepted: identity card, DNI (national identity cards), National Military Card, Voter's Registration Card, passport, resident or refugee identity card.
 - Two (2) printed photographs or one (1) digital. Photographs should be sharp, with good contrast, the background should be white and it should be no older than 6 months. Photo size should be at least 3.5 x 4.5 cm but not more than 5 x 5 cm. Profile pictures are not accepted.
 - A summarized résumé, containing at least: contact information, details of all studies, work experience, language skills and a summary of skills and competences.
 - In case that the chosen study plan requires advanced knowledge of any additional language besides Spanish, the student must show certificates to validate his or her proficiency in that language, through a generally accepted test and which will be well defined for each particular case by the requirements of the selected study program.

Article 7: Registration requirements for those interested in a certification in a host country different from theirs'.

For those students living in a country where there is no UCI venue, or who wish to obtain their degree in a different UCI country, the same application requirements described in Article 6 of these Regulations apply, with the following variation:

³ For a better understanding, the Bachelor's Degree in Costa Rica is the equivalent to the level of Licentiate's Degree in Mexico.

⁴ For purposes of general understanding, the Bachelor of Secondary Education is one degree that entitles entry to University. In Mexico, it is equivalent to the bachelor's degree or "*preparatoria*".

- a. The only valid identity document is a passport and its copy, which has to be sent to UCI. These documents must be authenticated by the Consulate of the country of the headquarters where the degree will be credited, the country of residence of the applicant or a third country if there is no embassy or visas, or otherwise come with an Apostille in case the country of issue is part of the International Convention.
- b. The copy of the Diploma to be sent to UCI must have the same apostille process described in the above subsection.

Article 8: Requirement of translation of diplomas written in other languages

If the Diploma is written in a language other than Spanish, an original certified translation into Spanish must be submitted, in addition to the apostille or consular visa.

Article 9: Additional documentation for Mexicans or Mexico residents

Mexican students or residents in Mexico who wish to obtain a degree in Mexico must submit the following documents:

- a. Birth certificate.
- b. CURP⁵ (Single Key Population Registry).
- c. Foreigners living in Mexico must submit documentation verifying their legal immigration status in the country.

Article 10: Obligation to present the original documents

The applicant may send to the UCI digital copies of all documentation at the time of registration, but has a maximum of 120 days to send the original documents to the Department of Registration of UCI's headquarters, as appropriate, otherwise the admission will be revoked without the right to refund the payments made in the program in which the student is registered.

Article 11: Obligatory first payments and formalization of notes

Confirmation of acceptance by the Department of Registration creates an obligation for payment to be formalized through a first payment for tuition and the signing of a document of unconditional action type payment for those alternative financed payments.

Further payment obligations respecting tuition must be completed within the dates established by the system and the form of payment established during the first enrollment, including payment of interest on late payments. In case of delays in the established payment dates, after three days late, the student will be disconnected from the virtual campus and may not attend the activities or turn in the work requested during downtime, losing the respective points of the course in which he or she is enrolled.

Article 12: Documentation for the student after being admitted

Upon confirmation of acceptance, regular students will receive proof of admission, a digital copy of the Student Rules and Regulations, a schedule with the fees and rates and the promissory note, the Agreement of Teaching Learning Services, as well as the Code of Ethics and Academic Behavior of the UCI. The student must sign and return the proof of admission, the Student Rules and Regulations, the Agreement of Teaching Learning Services, as well as the Code of Ethics and Academic Behavior of the UCI, before the beginning of the first course of the Study Plan in which he or she is enrolled.

⁵ Instrument used to record individually all the inhabitants of Mexico, foreign and domestic, as well as Mexicans who live in other countries

Article 13: Term of registration

Enrolment in a subject pertaining to the current study program is effective for one school year or course, depending on the selected program and renewed by agreement of the parties, on the basis of the Academic Offer of the specific program, effective at the moment and in accordance with the requirements of the study plan. The student processes this with the Department of Registration of the UCI headquarters, accordingly. There are no charges for this process.

Article 14: Categories of registration

Students have the option, during the period of their training, to the following types of registration:

- a. Regular registration: registration to be made within the dates identified in the academic calendar of the respective headquarters and school.
- b. Extraordinary registration: registration to be made for special reasons judged by the School Coordinator or Dean, and which takes place after the due date indicated for regular registration and within the first 10 working days of the respective academic period. After this period, the Dean may only authorize the extraordinary registration, in exceptional circumstances.
- c. Conditional registration: registration to be made for special reasons judged by the School Coordinator or Dean, is done by asking the student for unique academic or disciplinary requirements. The conditions must be known by the student and be contained in a document signed between the School Coordinator or Dean and the student. The breach of the aforementioned agreement for conditional registration may cause exclusion or expulsion, depending on the academic or disciplinary reason.

Article 15: Obligation to fulfill academic requirements

To be eligible for enrollment of the school year and any subject, as well as to stay in the study program, programs or courses enrolled, the student must comply with the academic requirements set for that study program and with the payments of the tuition fees and other related services. If the student fails to comply with these requirements, he or she will receive a warning that must be addressed within three business days before receiving the sanctions described in the article.

Chapter III: Of the students

General rights and obligations

Article 16: Equality of rights

All regular students of the UCI shall have equal rights and obligations.

Article 17: The Rights

UCI students' rights:

- a. To receive academic training under the respective plans and programs.
- b. To be legally enrolled in the school term at their respective level, according to the current study plan and complete documentation requirements for their registration procedures.
- c. To receive secular education, with respect for their beliefs and ideologies.
- d. To receive in written form the study plan, standards and assessment mechanisms prior to the beginning of classes and be informed of their results.

- e. To be treated respectfully and in a courteous manner by the institution's staff members.
- f. To make use of the facilities, equipment and materials of the institution, respecting the relevant internal regulations.
- g. To get information and answers to the requests, inquiries or complaints made to the different units of the institution in a reasonable time.
- h. To be heard and adequately informed of any disciplinary process in which he or she is involved, always in accordance to due process.
- i. The student is entitled to request certification of any aspect shown on his or her file, provided that he or she is up to date with the financial obligations towards the UCI and pays for the respective tariffs referring to the procedure.

Article 18: Obligations

UCI students' obligations:

- a. To understand, accept and abide by these Rules and Regulations and the Teaching-Learning Agreement.
- b. To understand, accept and respond to the Code of Ethics and Professional Conduct at all times and circumstances during their tenure as a regular student of the UCI.
- c. To make payments for tuition and other services in time, according to the provisions of the financing plans.
- d. To take responsibility for their professional training and support the professional training of other members of the student community.
- e. To attend in a rigorous manner the timelines and academic activities defined in the syllabi and diligently manage contingencies or exceptions with administrative and academic authorities concerned in the matter.
- f. To successfully complete the induction process of learning in the virtual environments and learning system in use.
- g. To behave respectfully with the members of the university's community and act consistently with the mission of the institution.
- h. To take care and make good use of the facilities, furniture, materials, equipment, books and other property of the institution, keeping it in good shape and clean. In case of damage or willful destruction the student must give an economic reward to the UCI.
- i. To participate in the end-of-course teacher evaluation, which aims to improve the everyday teaching and learning process.
- j. Read out each of the indications physically delivered or placed in the virtual campus of the university. If the student does not understand these indications, he or she must ask, in accordance with the regulations provided in this article.
- k. Strive in each of the educational program courses enrolled and make use of their abilities to achieve with their own means and the rightful use of other resources, the best possible grade.

Administrative and Academic Regime

Attendance to the academic activities

Article 19: Attendance systems and conditions

Attendance to lessons in face-to-face and semi-face-to-face courses is specifically regulated by each subject. The professors of each subject announce in a written manner or in the virtual platform, the specific rules that apply to each circumstance.

In the case of online courses, despite the requirements of online presence and individual work required to obtain teaching materials, assessment rubrics and methodological guidelines, there is no time set for virtual presence; those conditions will be established by the development of the different academic activities provided for each particular course.

Article 20: Failing due to absences to face-to-face and semi-face-to-face courses

If for any reason a student is absent without justification for up to two sessions per week in the in the face-to-face and semi-face-to-face course, he or she will automatically fail the course with a grade of 50. For purposes of registration, the professor will register the grade as Unjustified Withdrawal.

Article 21: Justifying absences system

The justifications for failure, or failure to participate in the virtual campus, must be submitted within 3 working days after the period of absence, to the respective professor who will determine whether to accept the presented excuse. Faced with this decision, the student may appeal to the Program Coordinator or Dean, and if rejected again, to the highest authority in the respective headquarters.

Student academic attention and counseling system

Article 22: Assistance mechanism

Regardless of the mode of delivery of the study program described in articles 3 of this Rules and Regulations, the professor's support to the students will be given through the Learning Management Platform in use by the UCI, being part of the Academic Evidence Portfolio and the general records of the student and the learning process.

Article 23: About the academic assistance

Each academic program has a support and assistance structure called Academic Assistance, which additionally access the student interaction with the teacher, in order to make inquiries or general administrative academic requirements or in relation to other administrative units of the UCI. Access to this resource is used in addition to the tools available in the Learning Management Platform, various means of communication and interaction, described in the websites of each program.

Article 24: About the student's record

In parallel and in coordination with the Portfolio of Evidence, the UCI has the obligation to keep a physical record of each student in which all the facts that contribute to the formation of the academic history shall be recorded. There will be records of all the courses taken, approved, incomplete and failed, with the corresponding grades, professor, term and year in which they were issued, contributions and special contributions to research and outreach to the community; extramural activities, discipline records, penalties received, if any, summary of the attendance and state of their financial obligations, payments and payment dates, debts and fines, if any, must also meet the entry requirements.

Article 25: Confidentiality of student records

The records are confidential, and can only be accessed by the individual or by the university authorities, in order to decide on appeals, scholarships, graduation and other procedures of similar nature.

Voluntary suspension of studies

Article 26: About the temporary voluntary suspension mechanism

A student may discontinue his or her studies at any time by submitting a written notice to the Academic Program Coordinator. In such case, the program will remain suspended for up to four months. If after this period the student has not applied for reentry, the student will be considered withdrawn and must restart the application process and pay a new enrollment for reentry in case he or she wants to return in the future.

Article 27: Voluntary suspension payments

If the application for temporary voluntary suspension occurs in the first two weeks of the start of the course and the student is up-to-date with his or her financial obligations to the UCI, the student will be entered in the Justified Withdrawal record and the student will have to pay no additional cost if he or she returns to the course within four months. If the student withdraws from the course two weeks after its start, the student will lose the payment and will have to pay again when reentering. If the student reenters the course after more than four months, he or she will have to pay the current re-entry fee. When reentering, the student will have to embrace the current study plan, having to take the courses that the Program Director or the Dean consider necessary to update the student's study program. The price of the Academic Program that the student has with the University will be maintained as long as there is no suspension of the program and/or delays in the payments. In the case of a suspension of the study program for more than four months, the prices that apply are those of the time of readmission, thus, the student must make up the difference with the prices established when he or she first entered into the Program.

Reentering (readmission)

Article 28: About the continuity of the educational process at the time of re-entry

Reentry after a temporary suspension process will be to the same subject from which the suspension took place, provided that it starts close to the date of reentry. Otherwise, according to the convenience, the Program Coordinator may authorize one of two courses of action: reentry into another separate subject, as long as the withdrawn subject removed is not a requirement of the other subject or can be taken in a tutoring mode.

Article 29: Person that performs the reentry

The reentry process is performed before the Academic Operations Coordinator who will coordinate with the Department of Registration and Finance Department the reentry possibilities according to subject openings, after determining that the student is up-to-date with his or her financial obligations.

Article 30: Reentry to modified academic programs

If when reentering an academic program, the program has been modified, the Program Coordinator will do an internal study of equivalence or validation and determine the new path of development of the study program and calculate the economic differences that apply.

Degree Changes

Article 31: About degree changes

The student may request a change of degree to the Program Coordinator of the degree that he or she wishes to follow, for the respective analysis of the records in order to check if the admission requirements are met, as well as to analyze the thematic correspondence of approved subjects in the current degree, generating an equivalence or internal validation where appropriate.

Recognition of studies completed in other Universities

Article 32: About course equivalence

After a detailed analysis of each course curriculum that is presented, the UCI will match individual subjects recognized and approved in other programs offered by higher education institutions duly authorized in the country where they operate, with equivalent subjects taught in the academic program where the student enrolls.

The following equivalency mechanisms are considered exclusive for the Mexican venue and applicable to Mexican Higher Education Centers:

- a. The Equivalence: the recognition that applies to those students from other study centers belonging to the National Education System in study programs with authorized Higher Study Official Validation Recognition (RVOES);
- b. The Revalidation: the recognition that applies to those students from other study centers outside the National Education System of Mexico.

Article 33: Equivalence procedure

The equivalence is credited by a reasoned decision made by the Dean of the corresponding Study Program and communicated by the Registrar, after the comparative analysis of the curricular structure of both subjects. In the case of Mexico, the corresponding Secretary of Education issues the resolution.

The equivalence process will consist of the following general steps:

- a. The student must submit a formal request for recognition of studies to the Program Coordinator, with an attached Certificate of Approval of the subjects and the Contents of the subject or subjects of interest, in their original form and dully sealed and signed by the original University. In the case of Mexico, the corresponding Secretary of Education shall do this procedure.
- b. The coordinator of the study program presents a comparative study of the subjects presented and of credits associated with the current program of the degree and issues an equivalence for those cases in which there is a correspondence and logical consistency of at least 60% of the objectives and contents of the subjects.
- c. The documentation and resolution, duly signed by the Dean of the respective Faculty is forwarded to the Department of Registration, which records the subject as approved with the relevant indicative according to the type of equivalence and will formally notify the student of the outcome of the process.
- d. In the case of Mexico, the student presents the resolution of the Secretary of Education, in original form two photocopies to the deanship, which will officially endorse and continue the process of described in the paragraph above.
- e. The subjects that had been recognized in an academic degree may in no case be re-certified in higher degrees or other or graduate or postgraduate specializations of the same study program.
- f. The cost of each course equivalence is the same as the current cost of a regular course.

Article 34: Consideration of pre-requisites

If the resolution of equivalence, renewal or validation, a subject is considered credited to a subject of the UCI that has a pre-requisite, the student may take this credited subject before taking its pre-requisite, without considering this as a violation of the pre-requisite.

Recognition of studies taken abroad

Article 35: Requirements for recognition

Applicants, who have completed any studies in a country other than the UCI headquarters where they wish to enter, must comply with the accreditation process for revalidation or official recognition of these studies applicable to the country where the respective UCI venue is functioning.

Disciplinary rules (offenses, penalties and process)

Article 36: Disciplinary rules

Their purpose is to promote good faith, honesty and compliance with existing regulations, as well as proper interaction and communication between all members of the administrative and academic educational community.

Article 37: About the student's obligations

Those who break their obligations or violate the statutory prohibitions will incur in a disciplinary offense. Anyone who commits a disciplinary offense will be processed in accordance with this Student Rules and Regulations. Exempted from these Regulations are the failure to comply with academic and financial obligations with the UCI and the consequences resulting therefrom, which are not considered as misconduct or disciplinary sanctions.

Article 38: About the disciplinary offenses

Disciplinary offenses are classified into three types:

- a. Minor
- b. Serious, and
- c. Very Serious or of Particular Seriousness.

The accumulation of at least three minor offenses, without regard to the disciplinary actions, will be considered as a serious fault. The accumulation of two serious offenses will be considered a Very Serious or of Particular Seriousness.

Article 39: About minor faults

Minor faults are those who violate the duties imposed by the regulations and that do not affect the members of the Academic Community in a substantial way and those that are not expressly defined as serious or very serious.

Article 40: About serious faults

The following are Serious Faults:

- a. Student behavior that undermines the reputation, dignity or prestige of the UCI.
- b. Repeated and manifest hostility or aggression in word or deed against students, faculty or administrative personnel and others in the UCI.
- c. Theft, damage or violation of the assets of the UCI or the people that make up the university community.

Article 41: About very serious faults

The following are Very Serious Faults:

- a. Any form of plagiarism.
- b. The counterfeiting, forgery or fraudulent submission of documents, and signatures that lead to cheating on academic eligibility, administrative and financial requirements set by the UCI.
- c. The acquisition or unauthorized disclosure of the contents of academic assessments.
- d. Any form of electronic or computer crime, or illegal digital process for the purpose of appropriation, alteration, deletion and misuse of academic content, personal and confidential information from members of the academic community, the destruction or damage of computers used for educational purposes within the UCI.
- e. Theft, fraud or attempted fraud on academic or individual assessments, either by copying, altering, removing, plagiarizing or passing information to others regardless of the medium or channel used for illegal transmission of academic content.
- f. Promoting or illegally sharing pornography, pedophilia, bullying, drugs and narcotics trafficking or other adverse behavior through the infrastructure, systems and virtual content used for educational purposes in the UCI.
- g. Any impersonation or identity theft or allowing his or her own identity theft from a third party in any academic activity or evaluation.

Disciplinary sanctions

Article 42: Sanctions.

In the opinion of the competent authority and according to the seriousness of the offense, without prejudice to the laws of each country where the UCI operates, those students who violate academic or disciplinary orders shall be subject to one or more of the following penalties reportable on the student's record, excepting subsection "a":

- a. Leaving the classroom or academic activities.
- b. Verbal warning.
- c. Written warning in student's record.
- d. Conditional registration.
- e. Cancellation of scholarships, awards or other benefits granted.
- f. Suspension of the student for up to five years.
- g. Definite expulsion and the corresponding disciplinary sanction. Academic fraud is punishable with the failing of the subject with a grade of zero (0).

Article 43: About the application of the sanction and the competent authority

The competent authority will apply the penalties according to the seriousness of the offense:

- a. The sanctions described in paragraph b of Article 42 shall be applied by the professor and the Degree Coordinator.
- b. The sanctions described in subsection c, d and e are the sole responsibility of the Dean of the Faculty or the Degree Coordinator in the scope defined by the Dean.
- c. The sanctions described in subparagraphs f and g require the creation of a collegiate body called by the Dean of the Faculty, the Dean himself, the Academic Vice President and the General Secretary.
- d. In case any member is unable to form the Body, the Rector will designate the authority to replace that member. This decision shall be notified to the parties and cannot be appealed.

Article 44: Opening and development of the disciplinary process

The preliminary consideration of the offense as serious or very serious by the Dean and the Degree Coordinator, involve the opening of a disciplinary process within the next ten days after having knowledge of the supposed offense.

Article 45: Disciplinary process, the Due Process

The disciplinary process shall guarantee the following steps and considerations:

- a. Notification to the concerned student about the the nature and purpose of the procedure, stating the facts underlying the opening of the procedure, the alleged offenses attributed to him or her, and the indication of the regulations that were supposedly violated. The student must be advised that he or she may provide the evidence sought to be enforced and the pleas he or she deems appropriate.
- b. For these purposes, the student shall be given seven working days, counted from the day following the notification by writing from the respective Dean.
- c. Set up a maximum of two hearings and videoconferences to evacuate evidence, to ensure the student's right to be heard, to present arguments and produce the proof that he or she considers appropriate, no later than three business days after receiving the statement from the student.
- d. When the previous period expires, if there where any evidence or pleas made by the student within five working days, the corresponding resolution will be given.
- e. If the student does not use his or her right to defend within the period stipulated, the competent authority shall decide according to the evidence kept in the file.

Article 46: From intellectual property

The issues related to the scope, management or intellectual property claims over academic papers, theories, inventions or related was normal according to the applicable legislation, ensuring in all circumstances the respect for law and mutual benefit of the actors involved.

Article 47: About the use of citations

All quotations or textual references of a document that are not an original intellectual product of the student must be properly cited and referenced using the rules adopted as a standard of general application of the corporate group.

Chapter IV: Learning assessment

Article 48: Competency Assessment

The conceptual basis for the learning assessment in the UCI is based on the framework for competency assessment defined for each academic program that each student must demonstrate individually upon completion of a course or educational program in accordance with defined performance standards for each course.

The incorporation of knowledge, skills and abilities required is achieved through the promotion of individual and collective activities that consolidate the learning community, which exploits its status as an adult and professional person including his or her self-direction, experience, social role, expectations for the application of new knowledge to the environment, his or her leadership skills, creativity and critical thinking in the areas of conceptual or empirical strength.

Types and conditions of the deliverables and assessment activities

Article 51: About the assessment activities

All courses enabling academic credits consider at least conducting a final examination and / or equivalent assessment activities as a mechanism for approval of the course, which varies between the different academic programs. These assessments can be done in person or virtually, depending on the mode of delivery and convenience, as defined by the academic authority.

The creation, building, recycling or updating of skills is made through conceptual or psychomotor individual or group exercises, which can be qualified qualitatively and quantitatively.

The mandatory execution and conditions of these exercises are set in the syllabus or reach particular course.

Article 52: Rating scales of assessment instruments

The rating scale of the evaluation process of the UCI is established between the percentage values 0 and 100%. The minimum percentages of approval are:

- a. 70% for the subjects of any academic programs that correspond to the degrees of Licentiate's, Bachelor's or Master's Degree, with an exception of the graduation modalities.
- b. 80% for the subjects of any academic programs that correspond to the Ph.D. level.
- c. 80% for any modality of graduation.

Article 53: Rounding system

Earned grades are recorded as percentages with no decimal places. The rounding of the values with decimal places is done by applying the following rule, from the right end of the expression: "If the next decimal to the left is less than or equal to 5, the former does not change. If the next decimal is greater than 5, the above is increased by one unit. "

Article 54: Approval levels

The categories indicative of the level of approval of a subject are: approved, failed, failed entitled to extraordinary exam, unjustified withdrawal and voluntary withdrawal (justified).

- a. AP (Approved): Assigned when the student earns an approving final average, according to the scale of values of Article 52.
- b. REP (Fail): Assigned when the student earns a final average less than sixty percent (60%) in a subject, which doesn't give a right to special examination.

- c. REPE (Fail entitled to extraordinary exam): Students receiving a score greater than or equal to 60% but lower than the minimum approving grade established in the study program, has the right to present an extraordinary exam per course, paying the respective fee, as indicated in the fee schedule.
- d. RETI (Unjustified withdrawal): when the student fails to participate in academic activities in the minimal form that has been established in the course syllabus.
- e. RETJ (Justified withdrawal): when the student withdraws within the first two weeks of the course requesting the suspension of the program.

The annotation NSP (absent) is recorded when the student is enrolled in a course but did not participate in any of the face-to-face or virtual activities.

Article 54: Unjustified absence to the assessment activity

When the student has a justified cause to be unable to perform an exam on the date fixed, he or she must first submit a written request to the professor so that he or she can perform the exam in a later date. The professor has to resolve the issue no longer than one working day after receiving the written request from the student.

Article 55: Obligation of delivering assessment results

The teacher has the obligation to give the students their exam grades or other assessment tools that do not have underlying automatic evaluation mechanisms no later than 8 calendar days after they are taken, otherwise the student may file a claim before the Academic Program Coordinator.

Article 56: Loss of assessment tools by the professor

Proven loss of an exam by the professor, entitles the student to the minimum passing grade or, to retake the exam, whichever the student prefers.

Proficiency exams

Article 57: Requirements for proficiency exams

The proficiency exam is the proof that a student may present when he or she considers to know the concepts and contents of a particular subject. Proficiency exams are governed by the following considerations:

- a. Make a written request to the Dean of the study program. The approval or rejection of the application corresponds to the Dean.
- b. The exam should be structured on the basis of the objectives and content of the subjects included in the program and not on the student's knowledge claim.
- c. To register the subject in the moment of taking the proficiency exam. The fee for a proficiency exam is equal to the cost of the course.
- d. Having passed the subjects identified as pre-requisite for that subject.
- e. The subject that the student wishes to pass by taking a proficiency exam cannot have been taken previously or failed, except by a previous proficiency exam. The maximum number of attempts for the same subject is two (2) attempts.
- f. The proficiency exam may be oral or written. The written proficiency exam will be presented to a professor related to the subject, appointed by the Program Coordinator. Oral exams will be presented in front of a jury composed of at least two professor related to the subject.

- g. In any case, there should always be a report indicating the proceedings, the student's performance and be duly signed by the members of the jury.

Article 58: Exceptions for proficiency exams

The UCI will not approve Proficiency Exams to those subjects that require a clinical or practical learning and teaching process, and which require the physical presence of the student.

Article 59: Academic equivalence of a proficiency exam

The score on a proficiency exam will be recorded on the academic period in which the student is enrolled and will have all the academic effects of a regular subject.

[Appeal resource for the grading of assessment activities](#)

Article 60: Appeal mechanism

If the student does not agree with the final grade obtained he or she shall:

- File a claim in written form to the professor within three (3) business days once he or she knows the final grade, where he or she reasons the disagreement.
- The professor will have three business days to decide, from the date of receiving of the claim.
- If there is no response or the student disagrees with the professor's decision, the student should channel the appeal, in written form, before the Academic Program Coordinator, who will ultimately decide within three working days after receiving the appeal. This is the final appeal resource.

[Modification of grades](#)

Article 61: Modification of final grades

Changes to final grades in the proceedings of a subject sent to the Department of Registration, due to an error of, may be made only with the signature of the professor and the respective Academic Program Coordinator for the next three months from the date of delivery. After this time any change also need the written permission of the Rector. If it is not possible to locate the subject professor, the Chancellor, in consultation with the Academic Program Coordinator, shall be entitled to determine the necessary changes in the final grades of a course, having examined the relevant documentation.

[Chapter V: Graduations](#)

Article 62: About the graduation process

The Graduation Process is the series of steps that a student takes when finishing the study program of the degree in order to guarantee its compliance, and which ends with the Graduation Ceremony.

Article 63: Requirements for graduation

To qualify for graduation, the student must:

- a. Have passed all the courses that make up the Study Plan of the coursed degree.
- b. Successful completion of graduation modalities enabled for the Study Plan of the coursed degree.
- c. Not having pending documentation or financial obligations with the UCI.
- d. Have cancelled the graduation rights.

Article 64: Certification of graduation

A student who meets all the requirements set forth in Article 63 may receive a Certification of Graduation that demonstrates the fulfillment of requirements, after paying the respective fee. This certification may be requested to the Registrar by request of the interested party before the graduation ceremony where the respective diploma will be delivered.

Article 65: The intern letter

The nomination as an intern applies only in Mexico and is officially through an Intern Letter, which is certified by the competent authority and shall be delivered to the student at the express request of him or her, just for one time, after the period of extraordinary exams of the last cycle of the study plan completed by the student.

Article 66: About the types of diplomas

The UCI is enabled to deliver the following types of diplomas:

- a. With official recognition of studies of the educational authorities of the country where the issuing venue is registered.
- b. Own: diplomas that meet the same characteristics of a study diploma officially recognized credits, professor, study plan, admission requirements and academic quality, but is not registered before the authorities where the program or degree is credited.
- c. Honor diplomas: Students can get an "honor graduation" if their cumulative average is in the top 3 averages of the graduation of the degree, after 90%, as determined by a Board of School of Honor Accreditation.

Chapter VI- Final provisions

Article 68: Unforeseen matters

Matters not provided for in the articles of this regulation will be studied and resolved by the Dean and the Academic Coordinator of the respective UCI venue.

Article 69: Interpretation of doubts and inaccuracies

If there where any doubts about the correct interpretation of these Rules and Regulations, these shall be decided by the Academic Council, through rigorous procedures.

Article 70: Mandatory knowledge of the rules and regulations

Ignorance of these Rules and Regulations cannot be invoked as grounds for justification for their non-observance.

[End of Rules and Regulations]