

**GENERAL ACADEMIC
POLICIES AND
REGULATIONS**



**TECNOLÓGICO
DE MONTERREY**

GENERAL ACADEMIC POLICIES AND REGULATIONS

INSTITUTO TECNOLÓGICO Y DE ESTUDIOS
SUPERIORES DE MONTERREY

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AMENDMENTS IN THIS EDITION

1. The authorized provisions related to the open-access policy have been included.
2. Article 27 now includes the duration of trimester intensive courses.
3. Article 28 indicates that the Academic Calendar is authorized by the Rector of Tecnológico de Monterrey.
4. Article 58 has been modified in relation to the requirements for obtaining a specialization diploma, master's degree, medical residency or medical degree at Tecnológico de Monterrey.

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INTRODUCTION

The content of this document constitutes the general framework for the academic legislation of Tecnológico de Monterrey, in accordance with article 79 and section 2 in article 82 of the General Statutes of Tecnológico de Monterrey.

This edition includes the duly authorized amendments to the General Academic Policies and Regulations of Tecnológico de Monterrey, published in the Official Academic Mails, as well as those approved by the undersigned - based on the proposals of the Office of the Academic and Educational Innovation Vice Rector as of April 2017 - from the promulgation date of this document in 1997 to the date of this publication, in compliance with the powers conferred upon me by subsection 12 of Article 18 of the General Statutes of Tecnológico de Monterrey.

In accordance with subsection 1 of Article 24 of the aforementioned Statutes, changes to these policies and regulations are proposed by the Academic and Educational Innovation Vice Rector, based on the recommendations made by a committee comprised of representatives from all the regional presidencies and the Vice Presidencies for High School, Undergraduate and Graduate Studies of Tecnológico de Monterrey.

David Alejandro Garza Salazar
Rector of Tecnológico de Monterrey
June 2018

GENERAL DEFINITIONS

Students are classified on the basis of their prior academic relationship with Tecnológico de Monterrey:

1. **New students.** Students who have never been Tecnológico de Monterrey students at any of the levels -high school, undergraduate and graduate- at which the priority educational services of Tecnológico de Monterrey are offered.
2. **Continuing students.** Students who rejoin Tecnológico de Monterrey, who were previously registered at the same level and the same campus at Tecnológico de Monterrey.
3. **Internal transfer students.** Students registered at a given Tecnológico de Monterrey campus who were previously registered at a different Tecnológico de Monterrey campus.
4. **External transfer students.** Students regularly registered at foreign universities who take courses at Tecnológico de Monterrey for a period of time that is less than the duration of an academic program.
5. **Visiting students.** Students who are not officially registered in an academic program, but wish to take courses in order to increase their knowledge in a specific area of study.

Award of Credit. This is the action by which the courses – passed and failed – completed by a student are recorded in the student’s transcript at:

- a. The same campus, but in a different curriculum when the courses are equivalent in content.
- b. Another Tecnológico de Monterrey campus.
- c. A foreign university with which Tecnológico de Monterrey has entered into a collaboration agreement.

Revalidation agreement. A document issued by the Mexican Ministry of Education which validates in a Mexican educational institution the courses completed and passed by a specific student at a foreign educational institution.

Equivalency agreement. A document issued by the Mexican Ministry of Education which validates in a Mexican educational institution the courses completed and passed by a specific student at another Mexican educational institution.

Advanced Placement Program. Program created by the College Board, which offers standardized courses to high school students that, in general, are recog-

nized as equivalent to college-level undergraduate courses. The participating universities award credit to the students whose grade is high enough to receive credit for courses from the curricula of such universities.

International Baccalaureate. Program created by the International Baccalaureate, which offers standardized courses to high school students, generally recognized as equivalent to college-level undergraduate courses. The participating universities award credit to the students whose grade is high enough to receive credit for courses from the curricula of such universities.

Grade. Record of the learning evaluation that reflects the student's level of performance and can be either numerical or non-numerical.

Academic load. The total number of units in which a student is enrolled during a specific academic period.

Undergraduate degree. A set of academic and professional strategies, the fundamental aim of which is for students to acquire the knowledge, aptitudes, skills and work methods, as well as to develop attitudes and values, in order to practice a profession.

College Board. The organization responsible for designing and managing the Academic Aptitude Test (AAT) used by Tecnológico de Monterrey as an admissions criterion for entry to the high school and undergraduate programs; it is also responsible for designing the Advanced Placement Program.

Collaboration agreement. Agreement between universities in which an academic collaboration commitment is established.

Academic credit. At Tecnológico de Monterrey, one class hour per week of a semester course earns one credit-hour per semester; two laboratory hours per week of a semester course earn one credit-hour per semester. In the case of academic programs in the area of healthcare, each five hours per week of a trimester clinical practice course earn one credit-hour per trimester.

Remedial classes (or remedial courses). Courses that seek to standardize the knowledge required to study an undergraduate degree at Tecnológico de Monterrey among students coming from different high schools.

Intensive courses. Courses that are offered in the summer in at least five weeks of classes and which should cover a minimum of 45 class hours.

Double degree. Academic degree awarded by Tecnológico de Monterrey associated with another academic degree from another university in accordance with the conditions specified in a collaboration agreement.

Equivalency. Act by which the Mexican Ministry of Education validates the courses completed and passed by a specific student at a Mexican educational institution.

Evaluation. Academic activity in which, as the outcome of a process, a grade is assigned to an activity included in a course.

CENEVAL exam. General Examination for Graduating from a Bachelor's Degree of the National Center for the Evaluation of Education (Centro Nacional de Evaluación para la Educación, A.C.). Its objective is to measure the academic knowledge and skills acquired by the student throughout their undergraduate program.

Integrating exam. Evaluation designed collegially by the disciplinary Academies of Tecnológico de Monterrey to measure in a comprehensive manner the knowledge and skills acquired in an undergraduate degree; it also refers to the external evaluations designed by collegiate organizations applied in some disciplines.

Proficiency exam. Exam for evaluating the knowledge that can support the award of credit for certain courses. An example of these exams includes those administered to students who graduate from the Advanced Placement Program, managed by the College Board.

Curriculum. List of courses that comprise an academic program.

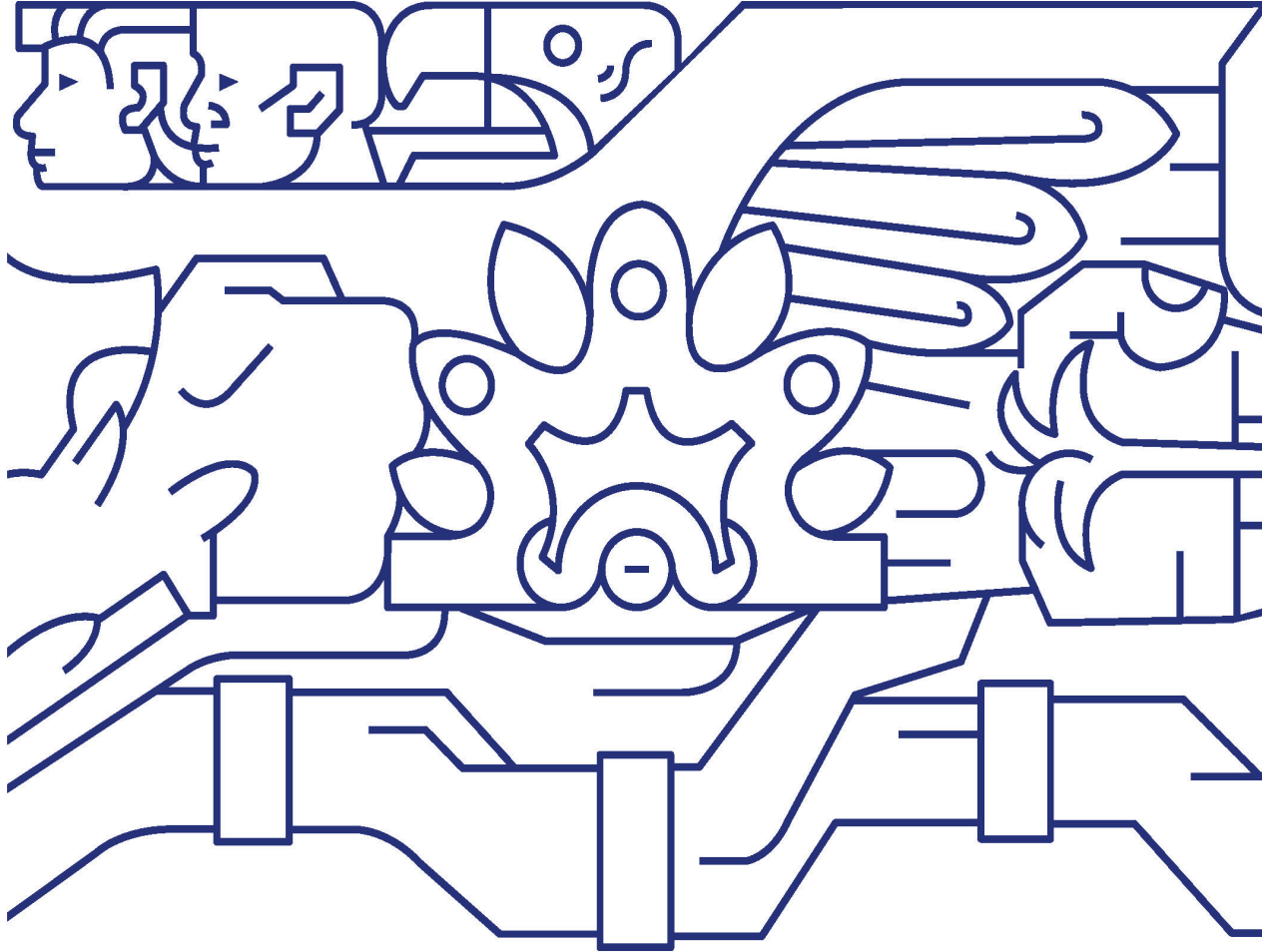
Revalidation. Action by which the Mexican Ministry of Education validates the courses completed and passed by a specific student at a foreign educational institution.

Undergraduate Degree Certificate. Diploma that Tecnológico de Monterrey issues to an individual upon completing and passing all the courses of a curriculum and fulfilling the graduation requirements of that program.

Undergraduate Degree Certificate for Academic Purposes. Diploma with the same curricular value as an undergraduate degree certificate, but which cannot be used to request the registration or issue of a professional license in Mexico.

TOEFL®. Test of English as a Foreign Language™ created by ETS, with the purpose of measuring an individual's level of proficiency in English as a second language.

Course units. Are defined as the total hours of work per week that a student is expected to devote to a class in order to meet its objectives. Units include both students' class attendance and independent work hours.



CHAPTER I

CHAPTER I

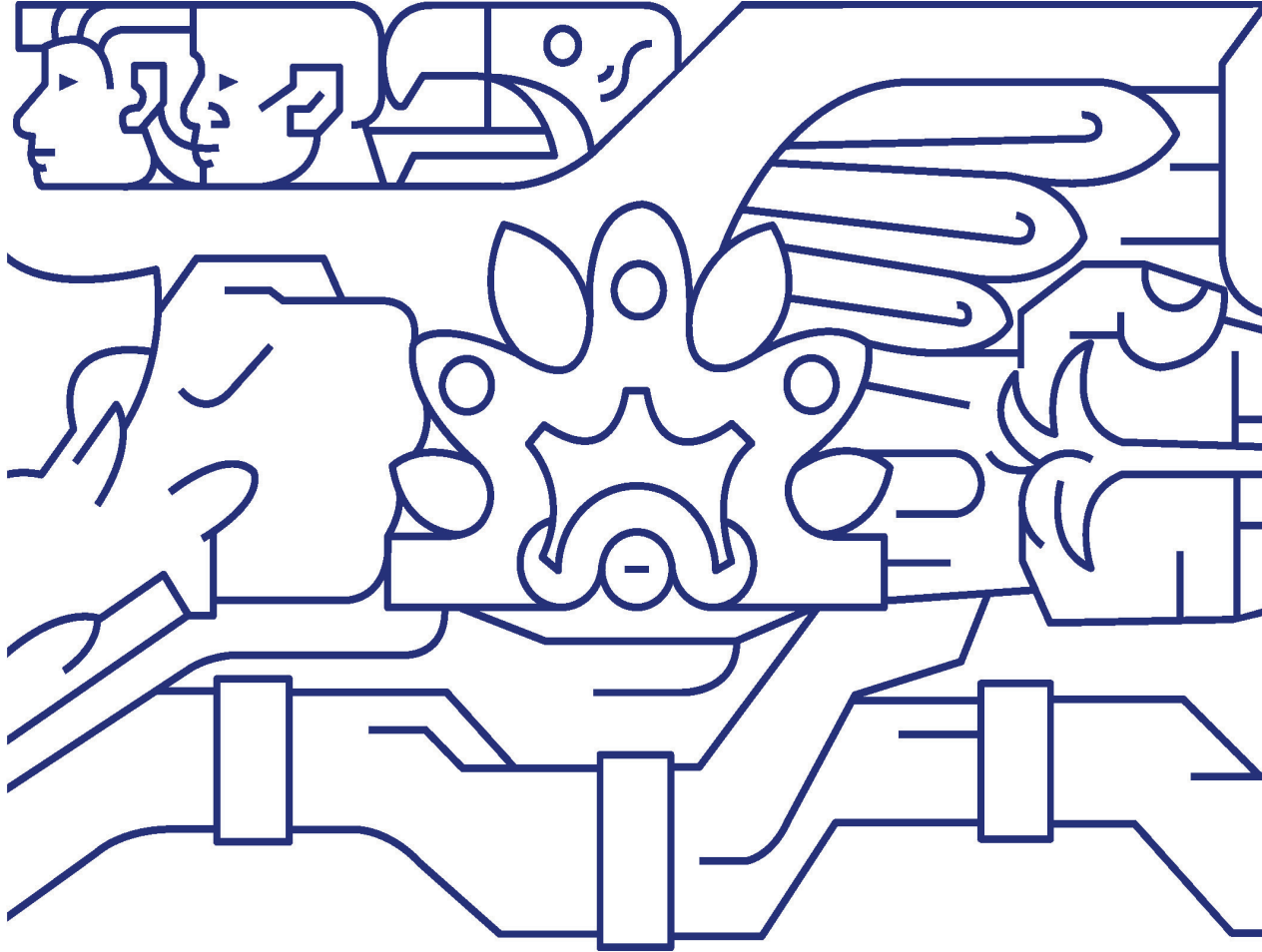
Scope of the Policies and Regulations

These policies and regulations refer to high school, undergraduate and graduate studies- in face-to-face and distance modalities- since these levels are prioritized in Tecnológico de Monterrey's educational services.

The academic policies and regulations are drawn from the Principles of Tecnológico de Monterrey and provide the bases that govern the academic services; their ultimate objective is the fulfillment of the Tecnológico de Monterrey Mission.

The policies and regulations are in some cases general recommendations; others establish the maximums or minimums of some parameters; while others are the regulations that must be adopted as such at all the Tecnológico de Monterrey campuses in order to guarantee their proper operation.

At times, the provisions contained herein refer to the academic administration procedures that must necessarily be laid down in order to ensure the effective fulfillment of the purely academic regulations.



CHAPTER II

CHAPTER II

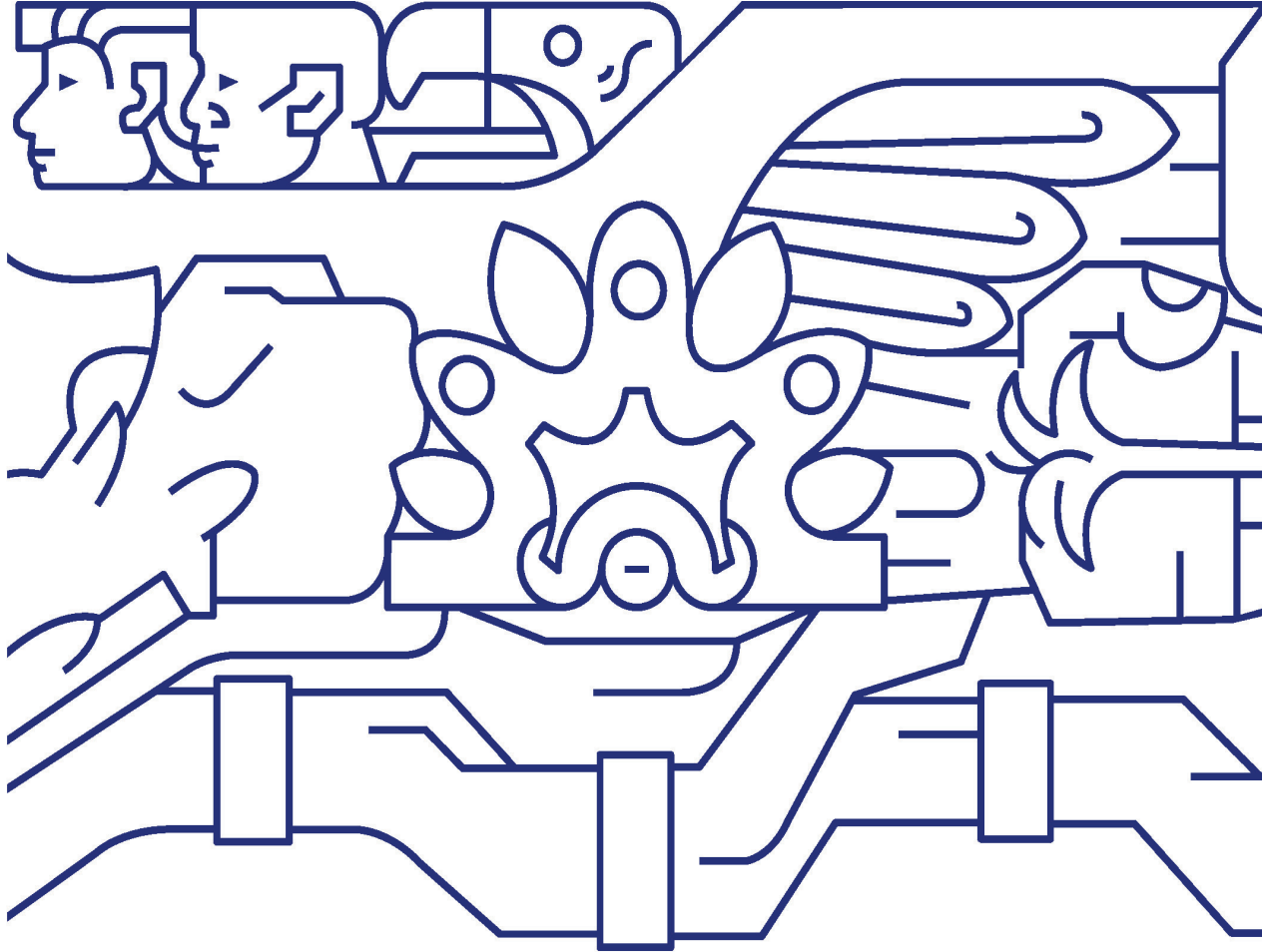
Academic Policies

As the foundation for establishing the academic policies contained herein, the basic premises that govern Tecnológico de Monterrey's educational process are:

1. The academic community of Tecnológico de Monterrey is committed to maintaining the highest standards of quality and honesty in their work at the Institute and in their work with members of other academic communities.
2. The faculty recognize the responsibility of fostering in their students the highest standards of academic honesty in their studies.
3. The institution's directors fully support the faculty who report an act of academic dishonesty, trusting that the report was made after an objective analysis according to the principles of justice and truth.
4. The selection of incoming students must be consistent with Tecnológico de Monterrey's Mission. Moreover, it must consider Tecnológico de Monterrey's responsibility to avoid the possible academic failure at Tecnológico de Monterrey of students who do not meet the admissions standards.
5. The importance of establishing regulations for the revalidation and award of credit for studies is evident in that Tecnológico de Monterrey, on granting a high school diploma, undergraduate degree certificate or graduate degree, is endorsing a student's education. In this sense, it is of particular importance to consider that the terminal courses of a higher education curriculum are the ones that consolidate the professional training endorsed by Tecnológico de Monterrey on awarding the corresponding degree.
6. The registration regulations are not deemed to restrict a student's freedom of action, but rather they ensure that his or her academic activity is structured within a framework considered by Tecnológico de Monterrey to be optimal for the proper development of the student's education.
7. The student academic load must have an upper limit so that ensures students will have the opportunity to achieve an optimal academic performance.
8. Legislation related to exams, grades and evaluations acknowledges that the teaching- learning process implies the obligation to provide constant feedback to students so that they can identify their accomplishments and errors, as well as their progress.
9. The final evaluation of a course is a fundamental part of the teaching-learning process, since it helps students to integrate the knowledge acquired throughout a course.

10. Students must attend the majority of the face-to-face or virtual sessions that comprise a course. This implies the obligation, on the part of Tecnológico de Monterrey, of ensuring that the content and activities of such sessions are significant for student learning.
11. All the learning evaluation procedures must ensure that the academic rigor demanded by the Tecnológico de Monterrey Mission is upheld.
12. Even if a good student selection process is in place at Tecnológico de Monterrey, there will be some students whose academic results do not meet expectations. For this reason, regulations exist for withdrawing from the Institute the students who show, through their unsatisfactory academic performance, that they are unable to make the most of the resources offered by Tecnológico de Monterrey. The regulations that refer to this matter, therefore, seek to select the individuals who wish to carry on as students at Tecnológico de Monterrey as continuing or internal transfer students.
13. In order to incorporate an internationalization component into its students' education, Tecnológico de Monterrey signs student exchange and international academic cooperation agreements with foreign educational institutions that, in their country, are officially recognized. Through these agreements Tecnológico de Monterrey students have the opportunity to study part of their academic program at foreign universities.
14. Tecnológico de Monterrey participates, with foreign universities, in double-degree programs at undergraduate level, and in dual- or joint-degree programs at master's level. Students who participate in double- or dual-degree programs will receive separate certificates from each institution, while students who participate in joint-degree programs will receive a single certificate issued by both institutions.
15. Tecnológico de Monterrey promotes social mobility through its scholarship and student loan programs for academically talented students with insufficient financial resources. In addition, the Institution recognizes students, regardless of their economic situation or nationality, who have demonstrated discipline and constant effort in their junior high or high school studies and achieved academic excellence.
16. Tecnológico de Monterrey faculty form the core of the institute's fundamental activity and, therefore, a high level of academic and personal quality is expected of them.
17. The quality and relevance of the research conducted by Tecnológico de Monterrey's faculty must be consistent with the Tecnológico de Monterrey Mission.
18. Extension activities must contribute to the fulfillment of the Tecnológico de Monterrey Mission; faculty assigned to academic departments and research centers participate in such activities.

19. A sabbatical period is an activity through which Tecnológico de Monterrey recognizes its faculty's years of academic experience, thus providing another opportunity for academic development.
20. The faculty development tracks, academic work, progression categories and the rules related to the faculty classification process are defined in the document: Faculty Career Guidelines, for each academic level.
21. The academic senates for each academic level set the academic credential criteria for faculty career advancement.
22. The quality and relevance of research conducted by Tecnológico de Monterrey must be consistent with the Tecnológico de Monterrey Vision.
23. Extension activities must contribute to the Tecnológico de Monterrey Vision. Faculty assigned to the academic departments and research centers participate in the aforementioned activities.
24. A sabbatical period is an activity through which Tecnológico de Monterrey recognizes its faculty's years of teaching experience, offering an opportunity for further academic development.
25. Tecnológico de Monterrey promotes Open Access and unrestricted and free online consultation of digital content resulting from academic, scientific, research and cultural activities developed by its academic community, and from the resources of which Tecnológico de Monterrey is the depository and owns the property rights or has the express authorization of the authors, without prejudice to the provisions related to patents, intellectual or industrial property protection industrial and copyright, among others, and the information that, owing to its nature or the author's decision, is confidential or reserved.
26. The digital content of Tecnológico de Monterrey encompasses the educational, academic, scientific, technological, cultural and informational digital resources, which are saved electronically, were produced, published safeguarded or made accessible with Tecnológico de Monterrey and/or public resources and their purpose is the dissemination of knowledge.
27. Digital resources that are the faculty's research outputs are publicly available on Open Access, after being reviewed by a committee made up of representatives of the Schools, the Office of the Research and Technology Transfer Vice Rector and the Office of the Academic and Educational Innovation Vice Rector.
28. The holder of the property rights of a work grants Tecnológico de Monterrey authorization to use such work through licenses that determine the usage permits for the work, through the selection of the Creative Commons (CC) License Model that the holder chooses.
29. Tecnológico de Monterrey promotes Online Open Access for digital information resources through its Library in the Institutional Repository (RITEC), which is responsible for the collection, preservation, management and electronic access of quality information and content produced at the institution as a result of its academic and scientific activity.



CHAPTER III

CHAPTER III

Policies for Academic Regulations

Section III.1. General Definitions

Article 1

Academic regulations must consider, for all necessary purposes, the following types of students, classified on the basis of their prior academic relationship with Tecnológico de Monterrey:

1. **New students.** Students who have never been Tecnológico de Monterrey students at any of the levels -high school, undergraduate and graduate- at which the priority educational services of Tecnológico de Monterrey are offered.
2. **Continuing students.** Students who rejoin Tecnológico de Monterrey, who were previously registered at the same level and the same campus at Tecnológico de Monterrey.
3. **Internal transfer students.** Students registered at a given Tecnológico de Monterrey campus who were previously registered at a different Tecnológico de Monterrey campus.
4. **External transfer students.** Students regularly registered at foreign universities who take courses at Tecnológico de Monterrey for a period of time that is less than the duration of an academic program.
5. **Visiting students.** Students who are not officially registered in an academic program, but wish to take courses in order to increase their knowledge in a specific area of study.

Section III.2. Student Admissions

Article 2

Individuals who wish to be admitted as:

1. High school or undergraduate students at Tecnológico de Monterrey must meet the requirements provided in the High School and Undergraduate Admissions Regulations.
2. Graduate students at Tecnológico de Monterrey must meet the requirements provided in the Graduate Admissions Regulations.

Article 3

In the cases of undergraduate students who participate in dual degree programs or graduate students who participate in dual or double degree programs established with foreign universities, the admission processes of each of the foreign institutions will be considered as equivalent. This consideration will also be valid for external transfer students, in accordance with the definition set forth in Article 1.

Article 4

At high school and undergraduate levels, all programs with specific requirements must be included in the General Regulations for High School and Undergraduate Admissions. The National Graduate Schools can stipulate additional requirements for their programs, which must be approved by the Office of the Academic and Educational Innovation Vice Rector.

Article 5

All the academic regulations will contain, regarding admissions, an article stipulating that students must meet the legal requirements in effect in the country. In the specific case of the specialization, master's, medical residency and doctoral programs, candidates will also be required to have completed undergraduate studies that are equivalent to those offered by Tecnológico de Monterrey, as well as high school or its equivalent. In addition, candidates must have earned a general final grade average at undergraduate level of at least 80, on a scale of 0 to 100, or the equivalent on other scales, as an admission requirement for the specialization, master's, medical residency and doctoral programs.

Article 6

Students who are admitted to one of the campuses of a regional presidency and wish to transfer to another regional presidency must comply with the internal transfer regulations provided by the presidency to which they are transferring.

Artículo 7

The admission rules defined in the academic regulations can apply, in exceptional cases, to continuing and internal transfer students.

Article 8

All academic regulations must provide the means for resolving unanticipated admission circumstances.

Section III.3. Revalidation, Equivalence and Accreditation

Article 9

For policies related to the validation of courses passed at an institute other than Tecnológico de Monterrey by a specific student, at high school, undergraduate and graduate levels, by a specific Tecnológico de Monterrey campus, the academic regulations must contain the legal terms defined in the following paragraphs as well as the term provided for the recording of courses passed and failed at Tecnológico and at the universities with which the institute has signed a collaboration agreement.

1. **Revalidation.** The means by which the courses completed and passed by a specific student at a foreign educational institution are validated in a Mexican educational institution. At present, this action requires, for Tecnológico de Monterrey, a revalidation agreement issued by the Mexican Ministry of Education.
2. **Equivalency.** the means by which the courses completed and passed by a specific student at another Mexican educational institution are validated in a Mexican educational institution. At present, this action requires, for Tecnológico de Monterrey, an equivalency agreement issued by the Mexican Ministry of Education.
3. **Award of credit.** The means by which the courses (both passed and failed) completed by a specific student are recorded in said student's transcript at:
 - a. The same campus but in a different major, when said courses are equivalent in content.
 - b. Another Tecnológico de Monterrey campus.
 - c. A foreign university with which Tecnológico de Monterrey has entered into a collaboration agreement. This agreement replaces revalidation, which is described in subsection 1 of this article.

Article 10

Revalidation and equivalency agreements of students who register at Tecnológico de Monterrey with partial studies from an academic period completed at another educational institution are issued by the Mexican Ministry of Education, based on a proposal put forward for each individual case by Tecnológico de

Monterrey. The academic senates must stipulate regulations for these proposals, in accordance with the provisions of the other articles in this section.

Article 11

All the courses recorded as passed in a student's transcript, by revalidation or equivalency, must be similar to those offered by Tecnológico de Monterrey with regard to their content and duration.

Revalidation or equivalency agreement must meet the following requirements in order to be accepted:

1. Only courses completed at institutions recognized by the Mexican Ministry of Education can be subject to equivalency.
2. Courses completed at another institution must have a grade of at least 80, on a scale of 0 to 100, or the equivalent on other scales.
3. At least 80% of the content of the course completed at the other institution and of the Tecnológico de Monterrey course for which the revalidation or equivalency agreement is being requested must be similar.
4. If remedial courses are a prerequisite for the course, the candidate might be asked to take and pass the corresponding remedial exam.
5. Revalidation or equivalency cannot be accepted for a course if credit has not been earned for its academic prerequisite.

Article 12

No more than 50% of courses at high school, undergraduate, specialization, master's, medical residency or doctoral levels can be recorded in a student's transcript as result of revalidation, equivalency or award of credit processes.

Article 13

In the programs stipulated in collaboration agreements with foreign universities, the following can be authorized as a result of a revalidation, award of credit or equivalency procedure:

- a. No more than the equivalent of 75% of the total number of courses in the student's transcript for double-degree undergraduate programs.
- b. No more than the equivalent of 67% of the total number of courses in the student's transcript for dual-degree graduate programs.

In both cases, the courses for which credit will be earned must be studied at the foreign university with which the program is offered.

Article 14

Students who wish to study a second undergraduate program at Tecnológico de Monterrey can only be awarded credit for up to 75% of the courses completed in the first undergraduate degree program.

Article 15

Students who wish to study a second master's program at Tecnológico de Monterrey, cannot be awarded credit for more than 50% of the courses completed in the first master's program. This percentage excludes thesis courses.

Article 16

The courses in the final semester of a high school or undergraduate curriculum, the last two courses of a specialization program, and the last four courses of a master's, medical residency or doctoral program at Tecnológico de Monterrey, which the student in question must study in order to complete his or her curriculum, cannot be recorded as passed by revalidation or equivalency. This policy can be flexible in the case of undergraduate double-degree and graduate dual- and joint-degree programs stipulated in cooperation agreements with foreign universities.

Article 17

In high school and undergraduate programs, courses completed at another educational institution cannot be recorded in the student's transcript through a revalidation or equivalency process if the student was enrolled simultaneously at Tecnológico de Monterrey. However, undergraduate and graduate courses can receive transfer credit or equivalencies in the circumstances set forth in this article if: Tecnológico de Monterrey has signed a collaboration agreement with the other institution; the program director, who should verify compliance with article 11, gives his or her authorization; and the student's academic load at both institutions does not exceed the limit permitted at Tecnológico de Monterrey.

Article 18

Undergraduate students can transfer credit to Tecnológico de Monterrey for studies completed at a foreign educational institution with which a cooperation agreement has been signed, as long as the stipulated requirements are met and the courses for which credit is being transferred do not exceed 50% of those corresponding to their curriculum. Courses studied abroad at the direct instruction of Tecnológico de Monterrey are not considered as courses studied at a foreign institution for the purposes of this article.

Article 19

The policy for graduation requirements must be taken into account for the formulation of revalidation and equivalency regulations for undergraduate and graduate programs. This policy stipulates that the courses equivalent to at least the last four semesters of the corresponding undergraduate program or the last half of the corresponding graduate program must be studied and passed at Tecnológico de Monterrey. The consideration that this group of courses contains the core of the undergraduate or graduate program in question forms the foundation for the aforementioned policy. Application of the policy described in this article can be flexible in the case of double-degree, dual- and joint-degree programs.

Article 20

In the case of graduate programs, courses studied at other universities may not necessarily be eligible for transfer credit or equivalency. The academic council of the program in question, through the program director, will determine the appropriate criteria for these cases, based on the universities where the applicants studied.

Article 21

Regulations for graduate studies must include guidelines for the specific case of award of credit and equivalences regarding the pre-doctoral research courses.

Article 22

At Tecnológico de Monterrey, asking new students who request revalidation or equivalency for courses to take Tecnológico de Monterrey's own current placement tests as a requisite for processing the aforementioned revalidation or equivalency is an accepted practice. The same applies to taking proficiency tests to evaluate the student's knowledge of the courses for which revalidation or equivalency has been requested.

Students who graduate from the Advanced Placement Program, created by the College Board, and students who graduate from the International Baccalaureate can be awarded credit for equivalent courses in their curriculum without having to take a proficiency exam, as long as the academic criteria defined for this purpose are met.

Article 23

Although revalidation and equivalency regulations may vary from one regional presidency to another, the revalidation and equivalency agreement obtained by a

student upon admission to a Tecnológico de Monterrey campus will be valid for any other campus, if the student transfers after having completed and passed at least the equivalent of two semesters at the initial campus.

Section III.4. Academic Periods

Article 24

High school and undergraduate courses must be taught in semester periods; graduate courses can be taught in semester and trimester periods; and undergraduate programs from the area of healthcare that include clinical activities can be taught in semester and trimester periods.

Article 25

The regional presidencies may adopt other types of academic calendars for their joint academic programs offered with other universities. For each particular case, the express authorization of the President of Tecnológico de Monterrey is required.

Article 26

A semester must consist of at least 75 class days, which means that a course with three class-hours a week will have a minimum of 45 sessions. Intensive courses for any semestral programs must be taught in at least five weeks of classes and also cover a minimum of 45 class-hours.

The courses offered by Universidad Virtual equivalent to the semestral courses do not have to meet the total class-hours specified in this article. However, such courses must comply with the total work load assigned to each course in accordance with articles 93, 106, 111 and 125, corresponding to undergraduate, specialization, master's or doctoral courses.

Article 27

The duration of a trimester is 12 weeks. Intensive courses in trimester programs are six weeks long and must have the same number of class hours as trimester courses. A trimester program student can study and earn credit for up to two courses, equivalent to 24 units, during the summer period.

Courses that are equivalent to trimester online courses do not have to meet the total class-hours specified in this article, but they must comply with the total work load assigned to each course in accordance with articles 106, 111 and 125.

Article 28

The Academic Calendar is authorized by the Rector at the recommendation of the Academic and Educational Innovation Vice Rector and must be the same for all the campuses. Medical residency programs and programs established with prestigious foreign universities can use different calendars when they are not offered in semester or trimester formats.

Section III.5. Registration**Article 29**

Student registration in the courses of their major should be carried out so as to fulfill the academic requirements for the courses and in the sequence defined in the curricula.

Article 30

A student cannot be registered simultaneously in two or more undergraduate majors or academic programs.

Article 31

If a student falls behind in his or her curriculum due to academic performance or to having failed to register for two or more academic periods, he or she will be subject to the modifications that may have been adopted in the curriculum.

Article 32

A student's academic load is measured in units, which are defined in article 79 herein. Tecnológico de Monterrey considers that 48 units comprise an adequate load and this figure forms the basis for structuring the curricula and registration regulations, with the exception of those corresponding to medical residency programs, as indicated in article 78.

Article 33

The maximum academic load permitted during an academic period should be similar in all the undergraduate majors and academic programs, as well as at the different levels, with the exception of those corresponding to medical residencies, as indicated in article 78.

Article 34

There can be exceptions to the academic regulations regarding the permitted academic load if students' academic performance has proven to be excellent or to prevent students from studying just one course in the last semester of their registration in a given curriculum.

Article 35

At high school level there may be restrictive regulations relative to the maximum academic load allowed when a student's academic performance does not meet expectations, since the maturity typical of high school students may justify limiting their academic load.

Article 36

All the registration regulations must also be applied, in substance, during intensive courses.

Section III.6. Learning Evaluation**Article 37**

The evaluation of students' academic performance in each of their courses must be effected by means of partial evaluations and a final evaluation in semestral programs. The results of the partial evaluations will lead to partial grades; the results of the partial evaluations and the final evaluation will lead to the final grade. All of these grades must be reported in compliance with the official academic administrative procedures.

These regulations may differ for the partial and final evaluations in specialization programs that are not taught in the semestral or trimestral format, and for Universidad Virtual programs. However, a final grade should be assigned for every course or set of activities that comprise these academic programs.

Article 38

The final grade of the course represents the level of learning and academic performance achieved by the student upon completion of the same. The final grade is obtained from the partial grades, grades for complementary evaluation activities and the final grade of the capstone evaluation, in accordance with the evaluation system communicated by the professor at the beginning of the course.

Article 39

The final evaluation is compulsory and no student can be exempted from the same.

Article 40

Partial and final evaluations may be effected by various means. However, there must always be physical evidence of the course evaluation in order to prove that the evaluation procedure set forth in the program of the course in question has been fulfilled.

Article 41

Grades at Tecnológico de Monterrey are expressed in whole numbers on a scale of one to one hundred, except for associated tutoring courses at high school level which are graded on a non-numerical basis.

Article 42

The minimum passing grade at Tecnológico de Monterrey is seventy.

Article 43

The only way to pass a course that forms part of a curriculum at Tecnológico de Monterrey is to complete it, comply with all the required evaluations and obtain a final passing grade. Exceptions to this procedure are the courses for which a revalidation or equivalency agreement has been obtained for studies completed at another university; courses registered by means of an award of credit process; courses that can be passed by means of proficiency exams as stipulated in the curriculum; and courses that can be subject to a special passing procedure, as provided in article 45.

Article 44

All high school, undergraduate and graduate academic regulations should include policies that help students to form the habit of punctuality and to attend classes.

Article 45

In addition to the regular evaluation procedures mentioned in the previous subsections, special procedures can be established so that students do not have to complete an academic period registered only in the last course of a high

school, undergraduate or graduate program, if they have already taken and failed this course.

Article 46

The regulations must provide for the possibility that students may not have been able to attend – for extremely important reasons – on the dates set for evaluations, so that they can be evaluated individually at another time.

Article 47

The regulations must provide the conditions under which a final grade can be left pending upon the conclusion of the period in which a course was studied.

Article 48

In the case of non-traditional teaching systems, such as personalized instruction, other forms of evaluation can be employed.

Article 49

Non-numerical grades can be used to evaluate students' academic performance in the cases specified in the academic regulations.

Article 50

The President of Tecnológico de Monterrey can establish policies, common to all the campuses, related to students' obligation to comply with the comprehensive evaluations of the level of knowledge achieved at the end of their high school, undergraduate or graduate program. Moreover, the President can establish the obligation of students to take general exams on a particular core of the courses that comprise their curriculum. These exams will be common to all Tecnológico de Monterrey campuses.

Section III.7. Issuance of Complete High School Diplomas, Undergraduate Degree Certificates and Graduate Degrees

Article 51

In order to obtain a complete high school diploma at Tecnológico de Monterrey, students are required to:

1. Have completely finished their secondary school education before passing the first course in the high-school curriculum.

2. Have fulfilled, in compliance with the regulations in effect, the prerequisites of the corresponding curriculum by means of placement exams or the corresponding remedial courses.
3. Have covered all the courses in the respective curriculum, either by passing all courses at Tecnológico de Monterrey or by obtaining revalidation or equivalency agreements, in compliance with the corresponding regulations, of some of the courses taken at other institutions, and passing the remaining courses at Tecnológico de Monterrey. Courses completed at foreign institutions with which agreements have been signed, for the purposes of this article, will be considered to have been studied at Tecnológico de Monterrey, as long as they do not exceed the equivalent of two semesters of the curriculum.
4. Have completed and passed at Tecnológico de Monterrey at least 50% of the courses that comprise the curriculum. This policy can be flexible for programs that, through an agreement, are created in conjunction with other institutions.
5. Have taken the National Higher Education Admission Exam of the National Center for the Evaluation of Higher Education to evaluate the knowledge and skills acquired during their high school education. The results of this exam will be recorded on the student's transcript.

Article 52

In the case of internal transfer high school students, the campus where a student studies the last semester of the high school program will issue the complete high school certificate. However, a campus can issue the complete high school diploma to students who, for reasons of their own and with the campus's authorization, studies the last courses of the curriculum at another campus, provided that the number of courses is less than the number of courses in the last semester of the curriculum.

Article 53

In order to obtain an undergraduate degree at Tecnológico de Monterrey, students are required to:

1. Have completely finished their high school education before passing the first course in the undergraduate curriculum.
2. Have fulfilled, in compliance with the regulations in effect, the prerequisites of the corresponding curriculum by means of placement exams or the corresponding remedial courses.
3. Have covered all the courses in the respective curriculum, either by passing all courses at Tecnológico de Monterrey or by obtaining revalidation

or equivalency agreements, in compliance with the corresponding regulations, of some of the courses taken at other institutions, and passing the remaining courses at Tecnológico de Monterrey. Courses completed at foreign universities with which agreements have been signed, for the purposes of this article, will be considered to have been studied at Tecnológico de Monterrey, as long as they do not exceed the equivalent of two semesters of the curriculum.

4. Have completed and passed at Tecnológico de Monterrey at least 50% of the courses that comprise the curriculum. This policy can be flexible for programs that, through an agreement, are created in conjunction with other universities.
5. Have completed their social service in compliance with the legal precepts in force and the regulations approved by the president of Tecnológico de Monterrey.
6. Have taken the General Undergraduate Exit Exam of the National Center for the Evaluation of Higher Education to evaluate the knowledge and skills acquired during their undergraduate program. This requirement applies only to students from the undergraduate programs for which these exams exist. The results of this exam will be recorded on the student's transcript. Students from the undergraduate programs that do not have a CENEVAL exit exam must take the capstone exams designed for this purpose. This requirement applies only to students from the majors for which these exams exist.
7. Demonstrate proficiency in the English language at the level stipulated by Tecnológico de Monterrey based on one of the tests authorized by the Institution.
8. In the case of international degree programs, students must meet the additional requirements stipulated for the same.

Article 54

In the case of internal transfer undergraduate students, the campus where a student studies at least twelve courses from the last three semesters of the program's official curriculum will issue the undergraduate degree certificate. For the cases in which the aforementioned condition is not met, the campus that issues the certificate will be the one at which the student completed the majority of the courses. In all cases, students must comply with all the graduation requirements provided by the campus that issues the certificate.

Article 55

In the case of double-degree academic programs offered with foreign universities, students can receive an undergraduate degree certificate from Tecnológico de Monterrey and another one from the participating foreign institutions, as long

as the legal and academic requirements stipulated for double degrees by the participating institutions are met. Foreign students who earn an undergraduate degree at Tecnológico de Monterrey, as part of these program, must accept that the undergraduate degree certificate the receive will only serve for academic purposes and, therefore, they cannot request the registration or issue of a professional license in Mexico.

Article 56

In research-oriented master's degree programs and doctoral programs, students must present, defend and receive approval for a thesis proposal before an academic jury before formally starting their research.

Article 57

In doctoral programs, students must pass or receive credit for evaluations or capstone exams no later than during the first year following the approval of their doctoral research undertaking.

Article 58

In order to obtain a specialization, medical residency, master's or doctoral degree at Tecnológico de Monterrey, students are required to:

1. Have completely finished their undergraduate education before passing the first course in the specialization, medical residency, master's or doctoral degree curriculum.
2. Have fulfilled, in compliance with the regulations in effect, the prerequisites of the corresponding curriculum by means of placement exams, proficiency exams or the corresponding remedial courses.
3. Have earned an undergraduate degree – and before that a high school diploma or the equivalent – that is equivalent to those offered by Tecnológico de Monterrey.
4. Have covered all the courses in the respective curriculum, either by passing all courses at Tecnológico de Monterrey or by obtaining revalidation or equivalency agreements, in compliance with the corresponding regulations, of some of the courses taken at other institutions, and passing the remaining courses at Tecnológico de Monterrey. Courses completed at foreign universities with which agreements have been signed, for the purposes of this article, will be considered to have been studied at Tecnológico de Monterrey, as long as they do not exceed a specific percentage of the curriculum stipulated for each program in particular.
5. In the curricula that so provide, have completed a research project or thesis that has been presented to and authorized by an academic jury in a professional exam. The result of this exam will be recorded in the student's

transcript by means of a certificate signed by the corresponding academic jury.

6. Have completed at Tecnológico de Monterrey at least the equivalent of the second half of the corresponding curriculum in the case of students who have revalidation or equivalency agreements for this level. This policy can be flexible for graduate programs that, through an agreement, are created in conjunction with other universities.
7. For doctoral programs, students must have published in indexed journals (or have proof of acceptance for publication of) at least one paper on a topic related to their research project.

Students must comply with the academic requirements to graduate from the graduate program in which they are enrolled within the time limit defined by the corresponding program. This time limit cannot be greater than double the duration of the program, considering a full academic load. When students exceed this time limit, a committee of faculty, designated by the Associate Academic Dean of the corresponding School, will assess, as of that moment and for each subsequent academic period, the students' performance based on their academic record, progress and potential to finish, and will determine their possible continuance in the program. Students who, according to the committee's decision, do not continue in the program, will not be deemed as having academic withdrawal status by the Institute and can apply for admission to another program.

Article 59

In the case of internal transfer students, the campus where a student studies the last two courses from the specialization curriculum, the last four courses from the master's curriculum or the last half of the doctoral curriculum will issue the corresponding degree. However, a campus can issue the specialization, master's or doctoral degree to students who, for reasons of their own and with the campus's authorization, studies the last courses of the curriculum at another campus, provided that the number of courses is less than two for specializations and less than four for master's and doctoral degrees.

Article 60

In the case of joint academic programs offered with foreign universities, students will receive a single master's or doctoral degree certificate signed by the authorities of the participating institutions. In these cases, students must accept that the degree they obtain will only serve for academic purposes and, therefore, they cannot request the registration or issue of a professional license in México.

Article 61

In the case of academic programs offered through a double-degree or dual-degree agreement with foreign universities, students can receive an undergraduate degree or a master's or doctoral academic degree from Tecnológico de Monterrey and another one from the participating foreign institutions, as long as the legal and academic requirements stipulated for double and dual degrees by the participating institutions are met. Registration of undergraduate and academic degrees obtained in this type of programs will be subject to the regulations of the Professions Department of the Mexican Ministry of Public Education.

Section III.8. Academic Honors

Article 62

Tecnológico de Monterrey bestows honors as recognition of students' outstanding academic performance. At high school and undergraduate levels, the following honors are awarded:

- “Honorable Mentions” to the top 10% of students from each generation of a program, provided that their final grade average is equal to or greater than 90; and
- “Highest Honorable Mentions” to a subgroup of these students.

At master's level, the following honor is awarded:

“Highest Honorable Mention” to the best student from each program in each generation, provided that their final grade average is greater than 95, they obtained the highest average of their generation, and they did not fail any of the courses from their curriculum.

In the case of Universidad Virtual, two types of generation are defined for each program for this purpose: the generation consisting of graduating students registered in each campus and the generation comprised of graduating students registered in Universidad Virtual.

The regional academic senates can establish additional honors at high school and undergraduate levels, which must be in accord with those established across Tecnológico de Monterrey.

Additional honors cannot be established at graduate level.

Section III.9. Sanctions for Poor Academic Achievement

Article 63

Sanctions for unsatisfactory academic performance at high school, undergraduate and graduate levels must be the same across Tecnológico de Monterrey.

Article 64

Sanctions for unsatisfactory academic performance at high school, undergraduate and graduate levels must be the same across Tecnológico de Monterrey.

Article 65

Two types of actions must be included in the academic regulations for unsatisfactory academic performance in high school and undergraduate students: actions that seek to improve these students academically and those that involve their definitive withdrawal from Tecnológico de Monterrey in cases of repeated scholarly deficiency.

Article 66

Regulations related to sanctions for unsatisfactory academic performance, at high school and undergraduate levels, must include the existence of academic support programs, in accordance with the previous article. However, for campuses with a low student population, the senates can substitute – solely in the case of high school students – compulsory enrollment in academic support programs with another type of academic sanction deemed to be equivalent. Granting a campus authorization to refrain from offering the academic support program is the prerogative of the Regional Presidency of said campus.

Article 67

Regulations for the graduate programs must only include policies regarding the dismissal of students whose academic performance is unsatisfactory.

Article 68

Academic senates that wish to modify any of these policies in the future must submit their proposal to the President of Tecnológico de Monterrey so that, if applicable, the policies can be changed for all the campuses that comprise the senate in question.

Article 69

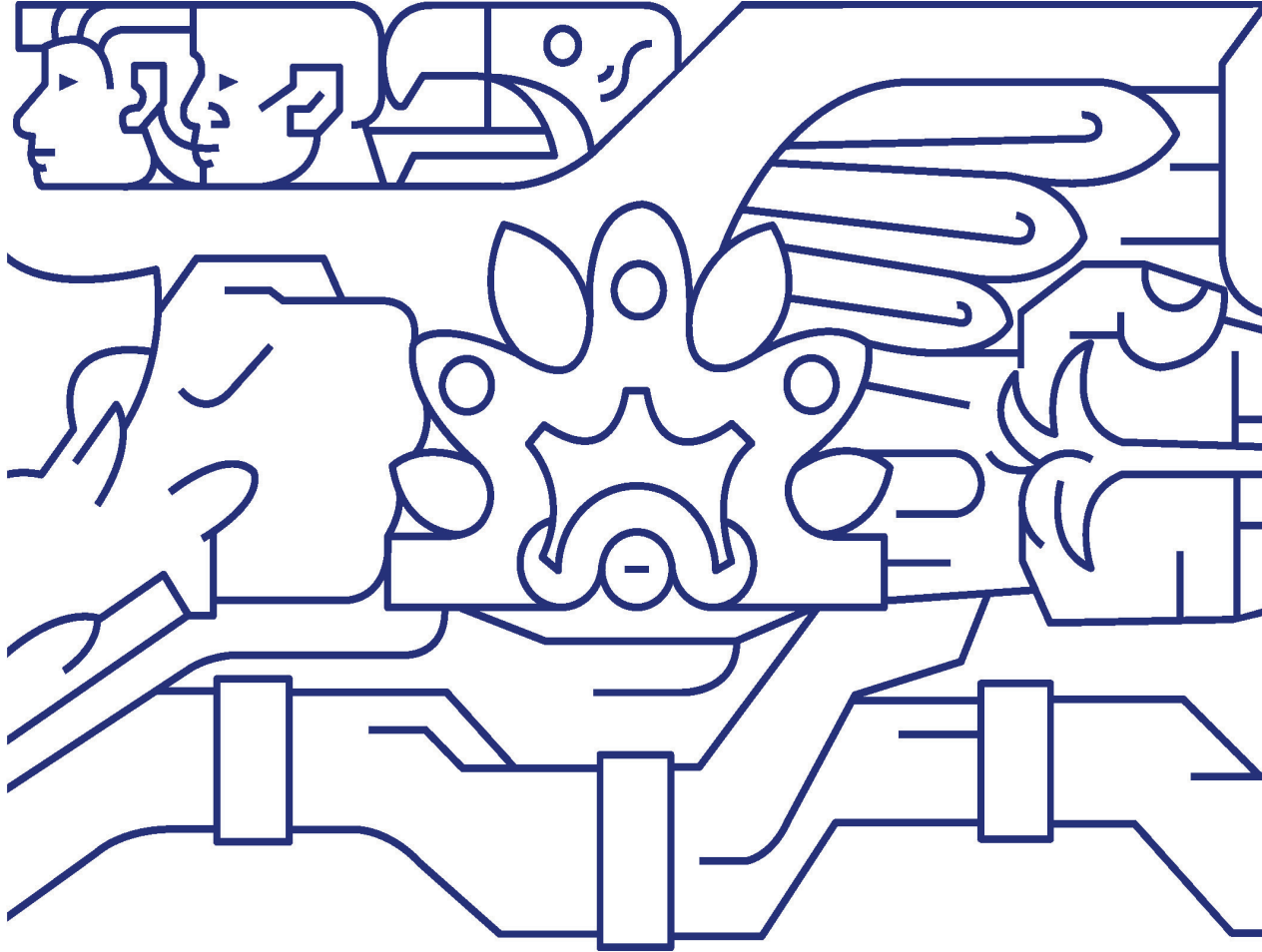
High school and undergraduate students can have any of the following academic standings: Regular, Conditional, Academic Support, Academic Dismissal or Dismissal for Academic Dishonesty. Students with Regular standing can reenroll at any Tecnológico de Monterrey campus unconditionally. The definitions of each type of academic standing must be included in the academic regulations.

Article 70

The academic regulations can provide exceptions to the regulations for unsatisfactory academic performance for students who are about to complete their curriculum.

Article 71

The academic regulations will define the sanctions for academic dishonesty, which, depending on the severity of the infringement, will imply the student's definitive or temporary dismissal from Tecnológico de Monterrey.



CHAPTER IV

CHAPTER IV

Regulations for Curriculum Design

Article 72

The regulations set forth in this chapter apply to the design of the curricula for new and existing high school, undergraduate and graduate programs, in both face-to-face and distance formats. Curriculum design and review requires a collegial effort by Tecnológico de Monterrey's regional presidencies.

Section IV.1. Regulations Applicable to all Academic Levels

Article 73

The starting point for designing a curriculum or for reviewing existing curricula must be Tecnológico de Monterrey's Mission.

Article 74

The curricula for the different academic levels must be brought into compliance, respectively, with Mexico's legal regulations for high school and higher education.

Article 75

The curricula must have a clear, identifiable advantage over similar academic programs offered at other universities in Mexico. Each of the three academic levels must have, in addition, a set of courses that are common to all the curricula of that level and constitute the characteristic hallmark of Tecnológico de Monterrey graduates.

Article 76

The curricula—particularly at undergraduate and graduate levels—should be consistent with the development of knowledge in the corresponding field.

Article 77

The curricula for high school, undergraduate and graduate programs at Tecnológico de Monterrey will be the same in all the regional presidencies.

Article 78

The design of a curriculum for any level must take into consideration that full-time Tecnológico de Monterrey students are expected to devote approximately 48 hours per week to their academic preparation. In graduate programs, students are expected to devote 36 hours per week to their academic preparation and approximately 12 additional hours to other research activities or projects related to the program. Academic programs in the area of healthcare that include clinical activities in the trimestral format are exempted from this regulation. The design of the medical residency curricula must take into consideration that students are expected to devote at least 70 hours per week to the same.

Article 79

Course units are defined as the total time per week that a student is expected to devote to a class in order to meet its objectives. Units include both students' class attendance and independent work.

In the particular case of the healthcare programs with clinical activities, the academic load is measured by the total time per week that the course requires of students. Each course is assigned a given number of units. The number of units for each course will be determined in such a way that the total units for the courses in one semester of a curriculum for these programs is similar to those in one semester of the undergraduate, master's and doctoral curricula.

The policies and procedures contained herein apply to the undergraduate and graduate courses offered at the institution in all formats (online and face-to-face programs) and at all the campuses. The application of these policies and procedures is the responsibility of the Schools and the Schools' academic departments.

The academic load of each course and the time devoted to a course by the students are defined as follows:

1. A semester must comprise at least 15 weeks, to include a minimum of 75 class days. This implies that a three class-hour per week course should include at least 45 class-hours. Intensive courses for any semester program must be taught in twenty five class days and also cover 45 class-hours.
2. A class-hour is one in which the student is present in the classroom and consists of a 50-minute session, which is a commonly accepted practice in higher education. A class-hour starts five minutes after the official time of the class. Faculty must ensure that the class-hour complies with the established number of minutes for the session.

3. A laboratory-hour consists of a 50-minute session.
4. In a 15-week course of three class-hours per week, the 45 class sessions can be fulfilled with:
 - a. Three 50-minute class sessions per week;
 - b. Two 75-minute class sessions per week; or
 - c. One 150-minute class session per week.
5. During each class week, students are expected to devote at least 300 minutes of independent work at the undergraduate level, and 540 minutes at the graduate level for each 150 minutes of class sessions.
6. The academic load must be specified in each course with the following nomenclature:
 - C: Class-hours per week. Class-hours take place in 50-minute sessions each.
 - L: Laboratory-hours per week. Laboratory-hours take place in 50-minute sessions each.
 - U: Units. Units represent the time a student devotes weekly to the course to comply with the objectives of the same. They include class-hours and students' independent work.
7. To convert Tecnológico de Monterrey academic units into credit hours per semester as used at foreign institutions, the following definition of academic credit is employed:
 - a. At the undergraduate level, one academic credit implies one 50-minute class-hour plus 100 minutes of independent work per week throughout at least 15 weeks.
 - b. At the graduate level, one academic credit implies one 50-minute class-hour plus 180 minutes of independent work per week throughout at least 15 weeks.
8. This results in the following equivalencies:
 - a. One weekly class-hour for a semester course corresponds to one semester credit hour; two laboratory hours of a semester course correspond to one semester credit hour.
 - b. For research, thesis and dissertation or equivalent courses in the semester graduate programs, the semester credit hours are calculated by dividing the total number of course units by four.
 - c. For trimester program courses, the equivalent semester credit hours are calculated by dividing the total number of course units by four and multiplying them by 0.75, given the difference in the duration of the semester and trimester academic periods.
 - d. For courses in medical residencies and academic programs from the area of healthcare, each weekly class-hour corresponds to one semester credit hour; each two hours of laboratory work in a semester course correspond to one semester credit hour; and each five hours of semester clinical practice correspond to one semester credit hour.

Article 80

Three types of academic requirements are accepted: those implying prior knowledge, those that involve simultaneity in two courses, and those referring to a student's progress within a curriculum.

Article 81

Courses that are academic prerequisites for other courses must be situated preferably in adjacent semesters within a curriculum.

Article 82

Course design must provide the most appropriate evaluation system for the course in question.

Article 83

Curriculum design must take into consideration the available resources, particularly in courses of a mass, innovative or experimental nature.

Article 84

When curricula are designed, the resources needed to offer them must be defined, particularly those referring to faculty, laboratories, library, technology infrastructure and research centers.

Article 85

The curricula must include, as part of an introductory course, activities that seek to provide orientation for students regarding the services offered by the campus for their personal and professional development.

Article 86

High school, undergraduate and graduate curricula must be revised at least every five years.

Section IV.2. Specific Regulations for High School Curriculum Design**Article 87**

Courses must be designed so that each class hour of a course corresponds to independent student work. This means that each course must be assigned a

number of units equal to double the number of class hours per week.

Article 88

High school courses should be taught only in sessions of one, two, three, four or five class hours per week.

Article 89

At least 30% of the courses in the high school curricula must be devoted to developing in students the characteristics defined in the Mission. Approving the objective of these courses is the prerogative of the President of Tecnológico de Monterrey.

Section IV.3. Specific Regulations for Undergraduate Curriculum Design

Article 90

The fundamental objective of the undergraduate degrees is the acquisition of knowledge, aptitudes, skills and work methods, and the development of attitudes and values for practicing a profession.

Article 91

Undergraduate curriculum design must take into consideration the careers in which Tecnológico de Monterrey alumni are working, in addition to the provisions of article 75 herein.

Article 92

The sum of the weekly class hours of all the courses in the curriculum of an undergraduate program multiplied by two, plus the sum of laboratory hours, should reach a minimum of 300 semestral hours.

Article 93

Courses must be designed in such a way that every three class-hours correspond to eight units. Two laboratory- or workshop-hours correspond to one class-hour per semester.

Article 94

At least 10 eight-unit courses or the equivalent in the undergraduate curricula must be devoted specifically to developing in students the characteristics stated in the Mission. Approving the objective of these courses is the prerogative of the President of Tecnológico de Monterrey. These courses can form part of the general education courses defined in article 95.

Article 95

Undergraduate curricula must include 10 eight-unit courses or the equivalent for general education in the following three areas: mathematics/natural sciences; social/behavioral sciences; and humanities/ fine arts. The aforementioned three areas must be represented by at least one course in the set of ten general education courses.

Article 96

The undergraduate curricula must include at least one course that implies the association of students and faculty with regional companies or organizations.

Article 97

Undergraduate curricula must include from four to six variable courses (32 to 48 units). The content of these courses, due to their variable nature, must not be indispensable to the relevant major, but rather these courses must broaden the students' professional vision or allow them to participate in international programs, practical schools or development support programs. In addition, these variable courses will allow students to participate in a professional concentration programs, modalities or other programs of similar nature.

Article 98

Professional concentrations are 48-unit programs that aim to provide students with knowledge and skills in a discipline that complements their major or in areas related to their major in order to deepen their knowledge. The undergraduate curricula in which studying a professional concentration is mandatory must include two additional variable courses. Such curricula will define the concentrations from which students must select one. A certificate is issued by the Registrar's office at each campus for all the professional concentrations.

Article 99

Undergraduate Modalities refer to 48-unit programs that aim to associate

students and faculty with research centers, companies or organizations in areas related to the major in question. The courses and workshops that comprise a modality earn credit for variable courses and, in some cases, courses in the curriculum when the courses' learning objectives are met during the association process. Modalities can include workshops and courses additional to the students' curriculum. A certificate is issued by the Registrar's office at each campus for all the modalities.

Article 100

The undergraduate curricula must take into consideration the Tecnológico de Monterrey high school curricula in order to avoid including courses with content that Tecnológico de Monterrey high school graduates have already studied and mastered. Moreover, the placement exams and remedial courses required for students to enter Tecnológico de Monterrey from other high schools must be designed appropriately, based on the specific course content of Tecnológico de Monterrey's high schools in the corresponding disciplines.

Article 101

Undergraduate curriculum design must be governed by the following model in order to make efficient use of the available resources:

1. A basic semestral core must be shared by several undergraduate programs.
2. The areas of the undergraduate programs that must include a basic core: Business Administration, Agriculture, Informatics, Humanities, and Engineering and Healthcare.
3. In general, the duration of undergraduate programs must be nine semesters.

Article 102

Tecnológico de Monterrey's international undergraduate programs must comply with the following conditions:

1. At least 50% of the courses must be offered in a language other than Spanish.
2. Students must study at least two semesters abroad with a full academic load, at universities or institutions with which Tecnológico de Monterrey has signed collaboration agreements.
3. The sum of the weekly class hours of all the courses in the curriculum multiplied by two, plus the sum of the laboratory hours must equal at least 350 hours.

Article 103

The undergraduate curricula with different names should differ in at least 10 eight-unit courses out of the total number of courses that in the same.

Section IV.4. Specific Regulations for Specialization Curriculum Design**Article 104**

The objective of the specialization programs is to prepare individuals who will be trained to study and address specific problems in a particular area of a profession; this preparation can refer to the knowledge and skills of a basic discipline or activities specific to a given profession. Students who fulfill the conditions provided for the specialization will be awarded an academic specialization diploma.

Article 105

The sum of weekly class hours of all the courses in a specialization curriculum multiplied by two, plus the sum of laboratory hours, must reach a minimum of 30 hours. In other words, a specialization curriculum must have at least the equivalent to five courses with three hours per week in the semestral programs. Specialization curricula must comprise at least 60 semester units, equivalent to 15 semester credit hours. Specialization programs that are not offered in the semestral format must be designed in such a way that the number of courses and class hours is at least the same as the number stipulated for the semestral format.

Article 106

Twelve units are assigned to a weekly three class-hour course in semester programs. Twelve units are also assigned to weekly 3.5 class-hour trimester courses.

Article 107

If the nature of the courses or activities in a specific specialization program makes it impossible to comply with the conditions provided in articles 105 and 106 herein, the policy for designing their curricula will be that the minimum total number of hours of work must be 1,080, either in student-professor contact, or in student practical or independent work.

Article 108

The specialization curricula must take into consideration the prior knowledge of the professionals for whom they have been designed.

Section IV.5. Specific Regulations for Master's Curriculum Design**Article 109**

The objective of the master's program curricula is to prepare individuals who will be trained to participate in the analysis, adaptation and practical incorporation of advances in a specific area of a profession or discipline. Students who complete the curriculum and fulfill the regulations provided for the master's programs will be awarded a master's degree.

Tecnológico de Monterrey offers two types of master's programs:

- a. Professionally-oriented master's programs. These can be conversion or specialization programs in a specific area. In general, conversion programs target professionals who hold a degree in an area other than that of the master's program. Specialization programs target the in-depth study of a specific area of knowledge. Both types include projects in which graduates demonstrate the capacity to propose solutions to concrete problems.
- b. Research master's programs. The aim of these programs is to broaden knowledge in a field or discipline and, where appropriate, enable the student to initiate research work or to implement the innovative application of scientific or technical knowledge through an applied research thesis.

Article 110

In the professionally-oriented master's programs, the sum of the weekly class hours of all the courses in a curriculum multiplied by two, plus the sum of laboratory hours, must reach a minimum of 60 hours. The professionally-oriented master's programs must comprise at least 120 semester units, equivalent to 30 semester credit hours. Thus, a master's program curriculum will have the equivalent of a minimum of 10 courses with three hours per week in semestral programs or 14 courses with three and a half hours per week in trimestral programs.

In the research master's programs, the sum of the weekly class hours of all the courses in a curriculum multiplied by two, plus the sum of laboratory hours, must reach a minimum of 72 hours. The research master's curricula must comprise at least 144 semester units, equivalent to 36 semester credit hours. Thus, a master's program curriculum will have the equivalent of a minimum of 12 courses

with three hours per week in semestral programs or 16 courses with three and a half hours per week in trimestral programs.

Article 111

Twelve units are assigned to a weekly three class-hour course in semester programs. Twelve units are also assigned to weekly 3.5 class-hour trimester courses.

Article 112

At least one course in the master's curricula must be devoted to developing in students the characteristics defined in Tecnológico de Monterrey's Mission. Approving the objective of these courses is the prerogative of the President of Tecnológico de Monterrey.

Article 113

The master's program curricula must take into account the prior knowledge of the professionals for whom they have been designed.

Article 114

There must be at least two variable courses in all the master's curricula.

Article 115

In a master's program, a concentration consists of 48 semester units or 48 trimester units. Its objective is to provide students with knowledge and skills in areas related to the program in order to study them in depth. The concentration areas must be associated with the areas of research defined for the program by the campus or by Universidad Virtual, as well as consistent with the priority areas of research established by Tecnológico de Monterrey.

Article 116

The design of master's curricula must take into consideration whether the program is practitioner- or research-oriented.

Section IV.6. Regulations for Medical Residencies

Article 117

The objective of medical residencies is to transform general practitioners into

specialists in a specific field of clinical medicine. Students who fulfill the conditions of the medical residency curricula will be awarded a medical residency academic degree.

Article 118

Medical residency programs must have at least a total of 72 semester credit hours. In other words, a medical residency curriculum must comprise at least 144 semester units.

Article 119

At least one course of the medical residency programs must be devoted specifically to developing in students the characteristics defined in the Tecnológico de Monterrey Mission. Approving the objective of these courses is the prerogative of the President of Tecnológico de Monterrey.

Article 120

The medical residency curricula must take into account the prior knowledge of the professionals for whom they were designed.

Article 121

The medical residency curricula must have courses of a variable nature and clinical practice courses.

Section IV.7. Specific Regulations for Doctoral Curriculum Design

Article 122

The objective of the doctoral programs is to prepare individuals who will be trained for teaching and research, and who will be proficient in topics specific to a field. Doctoral program graduates must be able to generate new knowledge independently, or to apply knowledge in an original, innovative way. Students who fulfill the conditions of the doctoral curricula will be awarded a doctoral degree.

Article 123

The duration of doctoral programs for which an undergraduate degree is an admissions requirement must be at least 384 semester units, equivalent to 96 semester credit hours.

Article 124

The duration of doctoral programs for which a master's degree is an admissions requirement must be at least 288 semester units, equivalent to 72 semester credit hours.

Article 125

Twelve units are assigned to a weekly three class-hour course in semester programs. However, the research, thesis, dissertation or equivalent graduate courses might require a greater number of additional hours of independent student work for each hour of learning activities directed by the faculty advisor, which is taken into account in the assignment of the total units for these courses.

Article 126

At least one course of the doctoral curricula must be devoted specifically to developing in students the characteristics defined in the Tecnológico de Monterrey Mission. Approving the objective of these courses is the prerogative of the President of Tecnológico de Monterrey.

Article 127

Ph.D. curricula must take into account the prior knowledge of the professionals for whom they were designed.

Article 128

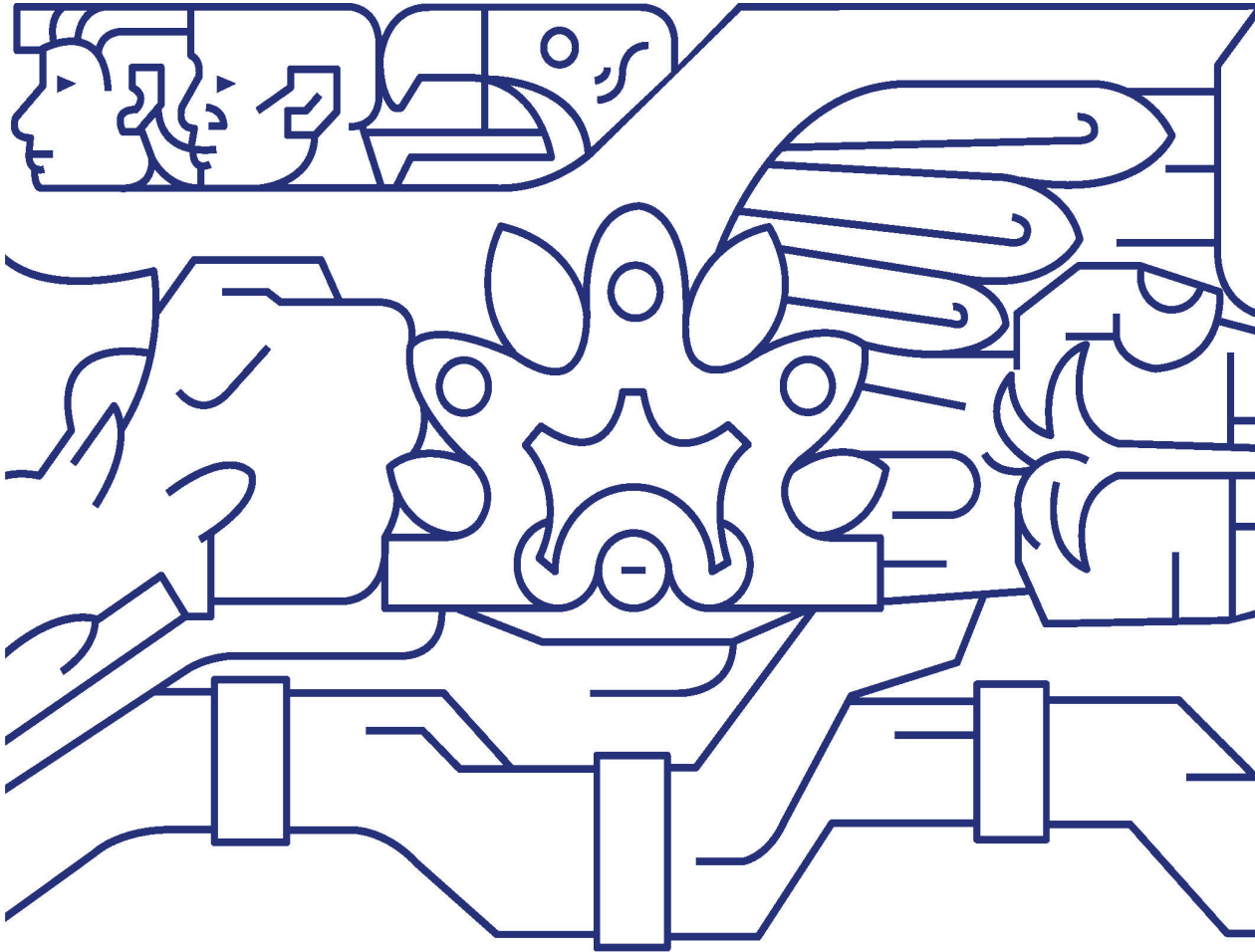
All doctoral curricula must include variable courses.

Article 129

The doctoral curricula must include at least three research seminars in which progress in the research theses is presented, and academic research work related to the academic program is discussed.

Article 130

Doctoral curriculum design must consider research as the fundamental aspect by means of the development of a research thesis throughout the program.



CHAPTER V

CHAPTER V

Regulations for the Faculty

Section V.1. Faculty Appointment Requirements

Article 131

Tecnológico de Monterrey basically has six types of faculty: full-time faculty, full-time auxiliary faculty, adjunct faculty, teaching assistants, research assistants and laboratory instructors.

Article 132

The minimum requirements for full-time, part-time, adjunct and hourly faculty candidates are:

1. To have completed their undergraduate education and obtained a degree certificate in order to teach at the high school level; a master's degree for the undergraduate level; and a doctorate for the specialization, master's, medical residency, and doctoral levels.
2. To have achieved an outstanding academic performance in their undergraduate or graduate studies. The regional academic senates will determine the level of academic performance required of faculty candidates in their respective regional presidencies.
3. To demonstrate the following kinds of skills, or potential to acquire them:
 - a. Teaching
 - b. Advising and counseling
 - c. Communication skills in a second language
4. To accept to commit to promoting in students the development of the skills, attitudes and values stated in Tecnológico de Monterrey's Mission

Article 133

The minimum requirements for teaching, research or support assistant faculty candidates are:

1. To have completed their undergraduate education.
2. To have achieved an outstanding academic performance in their undergraduate studies. The regional academic senates will determine the level of academic performance required of assistant faculty candidates in their respective regional presidencies.
3. To demonstrate skills in teaching, research or the necessary support tasks, or the potential to acquire them.

Article 134

The minimum requirements for laboratory instructor candidates are:

1. To have done well at school.
2. To have achieved passing grades in the courses in which they wish to be instructors.
3. To have the abilities required to be an instructor in the corresponding laboratory.

Section V.2. Faculty Classification**Article 135**

Advancement in the faculty's academic career must be based on the quantity and quality of their academic activity. Academic activity is grouped into three dimensions: teaching, intellectual vitality, and service and leadership. In the case of high school, teaching activity must include a component related to the student's development in adolescence.

Article 136

The faculty classification rules, defined by the high school, undergraduate and graduate academic senates, must mention faculty career advancement according to three different categories: Assistant Professor, Associate Professor and Full Professor.

Article 137

The faculty classification categories must define the specific level of performance, which implies diverse responsibilities and recognitions.

Article 138

The academic senates of the presidencies must establish their corresponding faculty classification and a faculty classification committee in accordance with subsections 3 and 7 of article 82 of the General Statutes of Tecnológico de Monterrey, based on the official degree document of Tecnológico de Monterrey's faculty.

Section V.3. Sabbatical period

Article 139

Activities to be executed during the sabbatical period must be of an academic nature and ultimately directly benefit the area in which the faculty member collaborates. The required academic background for participating in a sabbatical period is:

- a. Be a full-time professor classified in any category.
- b. Have worked continuously at the Institution for a length of time equal to or greater than 14 semesters.

Article 140

The selection of candidates to participate in this activity must be based on two types of criteria: the candidate's academic background and the nature of the activities to be carried out during the sabbatical period. These activities should always be oriented toward the professional development of the professor and belong to the academic setting in which he or she normally works.

Article 141

The duration of the sabbatical period is six months, with the option of extending such leave for a similar length of time.

Article 142

The number of leaves at each academic level must be defined for each period in advance.

Article 143

Faculty participation in sabbatical periods implies academic responsibilities and obligations regarding continuance at the Institution. Rules for academic periods must include actions for nonfulfillment or interruption of said period.

Article 144

Faculty must comply with the academic and administrative provisions stipulated for this purpose.

Article 145

The academic senates must generate their regulations for sabbatical periods and form their sabbatical period committee in accordance with subsections 3 and 7 of article 82 of the General Statutes of Tecnológico de Monterrey, based on the document: Guidelines for Sabbatical Periods, for each educational level.

Sección V.4. Collegial Groups**Article 146**

The Academies act as advisory groups consisting of faculty members or directors that support the presidents and vice presidents when changes or improvements to Tecnológico de Monterrey's academic programs are being promoted. These groups comprise the high school academies, graduate academies, graduate program councils and the undergraduate academic communities.

Article 147

The Undergraduate Academies focus their efforts on the continuous improvement of the undergraduate curricula. They are made up of all the undergraduate faculty and directors that manages the courses of the discipline.

Article 148

The academic communities participate in the academic program design, implementation, assessment, enhancement and updating processes; collaborate in designing and executing innovative academic experiences linked to real needs; create collaboration networks related to disciplinary, multidisciplinary or multi-campus activities or projects; design and implement initiatives to assure academic quality; and generate knowledge by approaching and assessing educational practice in a professional manner.

Article 149

The High School Academy focuses its efforts on the continuous improvement of the high school curricula. It is made up of all the high school directors from the different campuses.

Article 150

The High School Department Academies focus their efforts on supporting the activities of the High School Academy. They are made up of all the department directors belonging to the same area of knowledge from the different campuses.

Article 151

Each Undergraduate Academy and High School Academy has a National Coordinator who is elected by the members of the academy.

Article 152

The national coordinator of an academic community or the High School Academy processes the agreements of the collegial group it represents with the Vice Presidency for High School or the Vice Presidency for Undergraduate Studies, as applicable, to be reviewed by and presented to the Vice Presidency for Academic Regulations for authorization.

Article 153

Each program offered by a campus or graduate school site must have a Program Council comprised of at least four full-time faculty who teach courses and are thesis or project advisors in said program. The Graduate Program Council focuses on improving, implementing and developing the program, as well as fulfilling the academic quality and scientific productivity goals set by the graduate school to which it belongs.

The program director and the faculty who form part of the Program Council are responsible for proposing changes to the courses' programs and keeping the Council's and the program's information up to date in the institutional information systems. A faculty member can participate in two Program Councils. Online programs must also have a Program Council.

Article 154

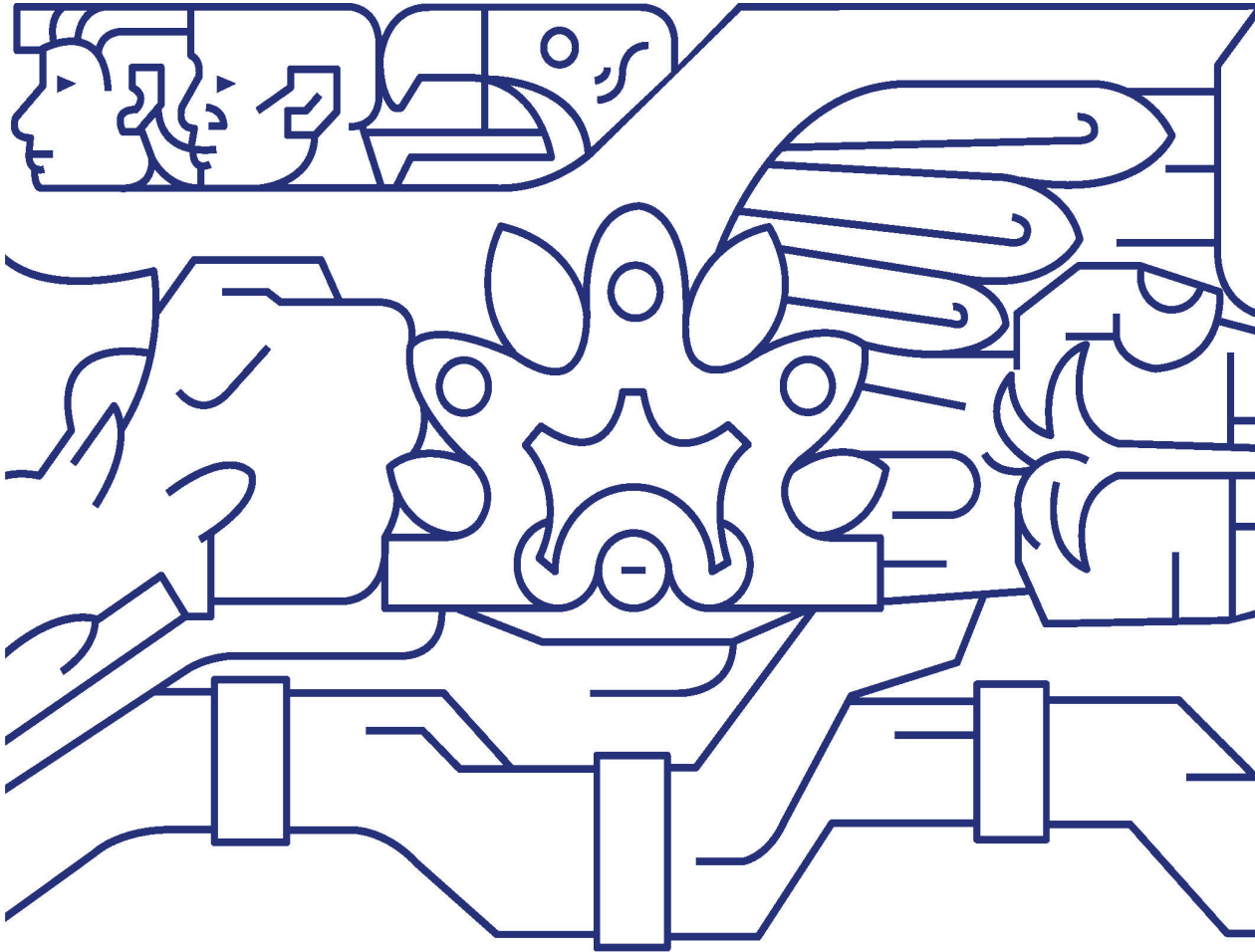
Graduate programs are associated with a Graduate Academy, which focuses on the design and continuous enhancement of the programs. The Academy is also responsible for examining the councils' proposals regarding the inclusion of new courses in a program or the modification of its courses' syllabus, and for overseeing compliance with the academic regulations and policies for quality assurance purposes.

Each graduate school has a Graduate Academy coordinated by the School's Academic Director or Director of Graduate Studies, who proposes strategies and synergies to achieve the differentiation and scope of the graduate programs of the corresponding school.

A Graduate Academy is comprised of at least one program director and research professors who are renowned in the disciplines associated with this Academy.

Article 155

The Graduate and Research Academic Commission is an advisory group consisting of associate academic deans and associate research deans from each of the schools. The Graduate Academic and Research Commission is responsible for proposing actions and strategies for the creation, efficient operation, growth and positioning of Tecnológico de Monterrey's graduate programs.



CHAPTER VI

CHAPTER VI

Research and Extension

Article 156

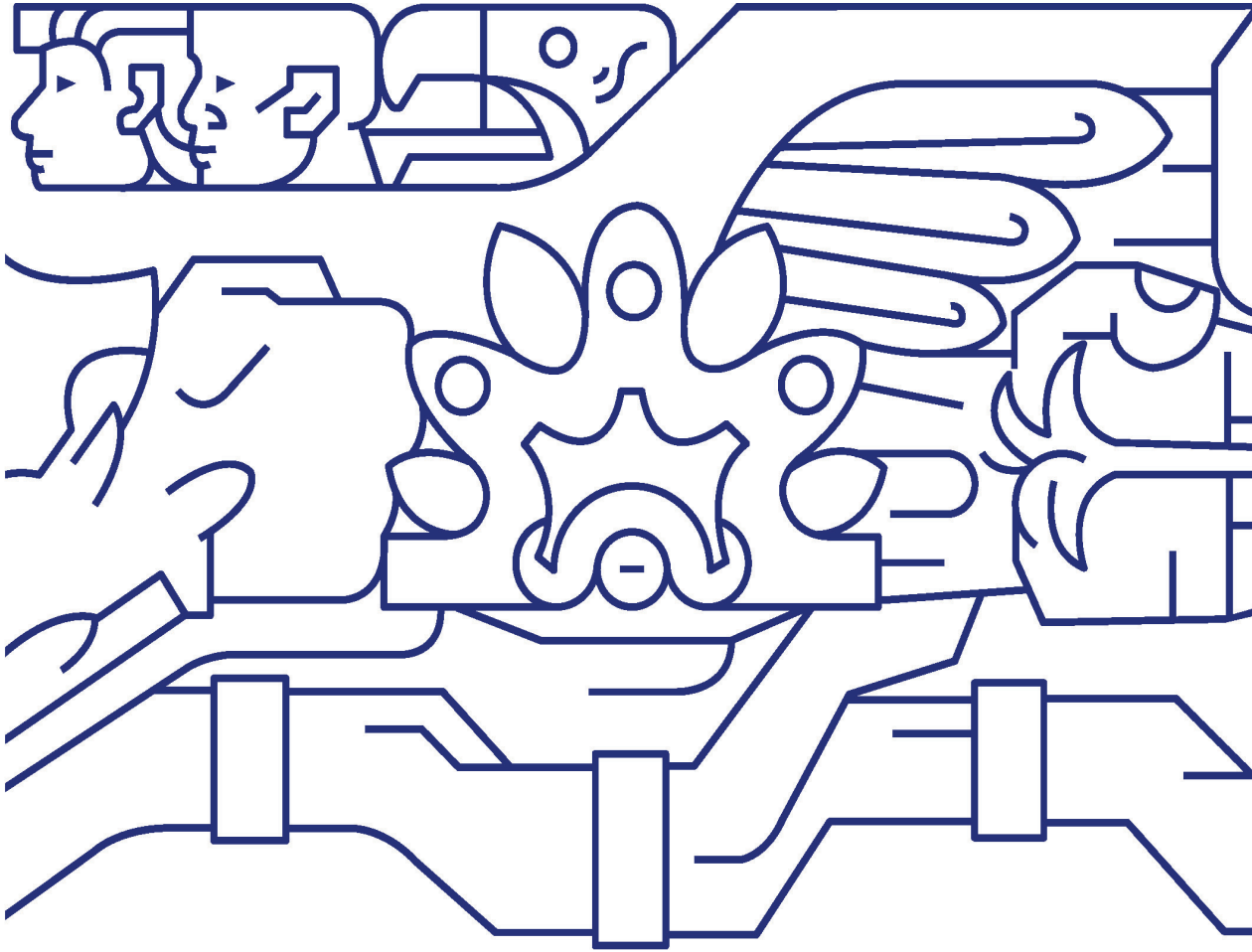
The relevant offices must set the specific, necessary requirements and academic policies for research and extension, taking into account Tecnológico de Monterrey 's Mission for this purpose.

Artículo 157

The outcome of research and technological development activities will be regulated by guidelines that provide the rights, obligations and benefits of Tecnológico de Monterrey and the members of its academic community who participate in such activities.

Artículo 158

The outcome of research and technological development activities comprises any inventions, innovations and intellectual property developments created or developed within the facilities of Tecnológico de Monterrey or of any other institution, with the direct participation of a member of the academic, administrative or external community of Tecnológico de Monterrey.



CHAPTER VII

CHAPTER VII

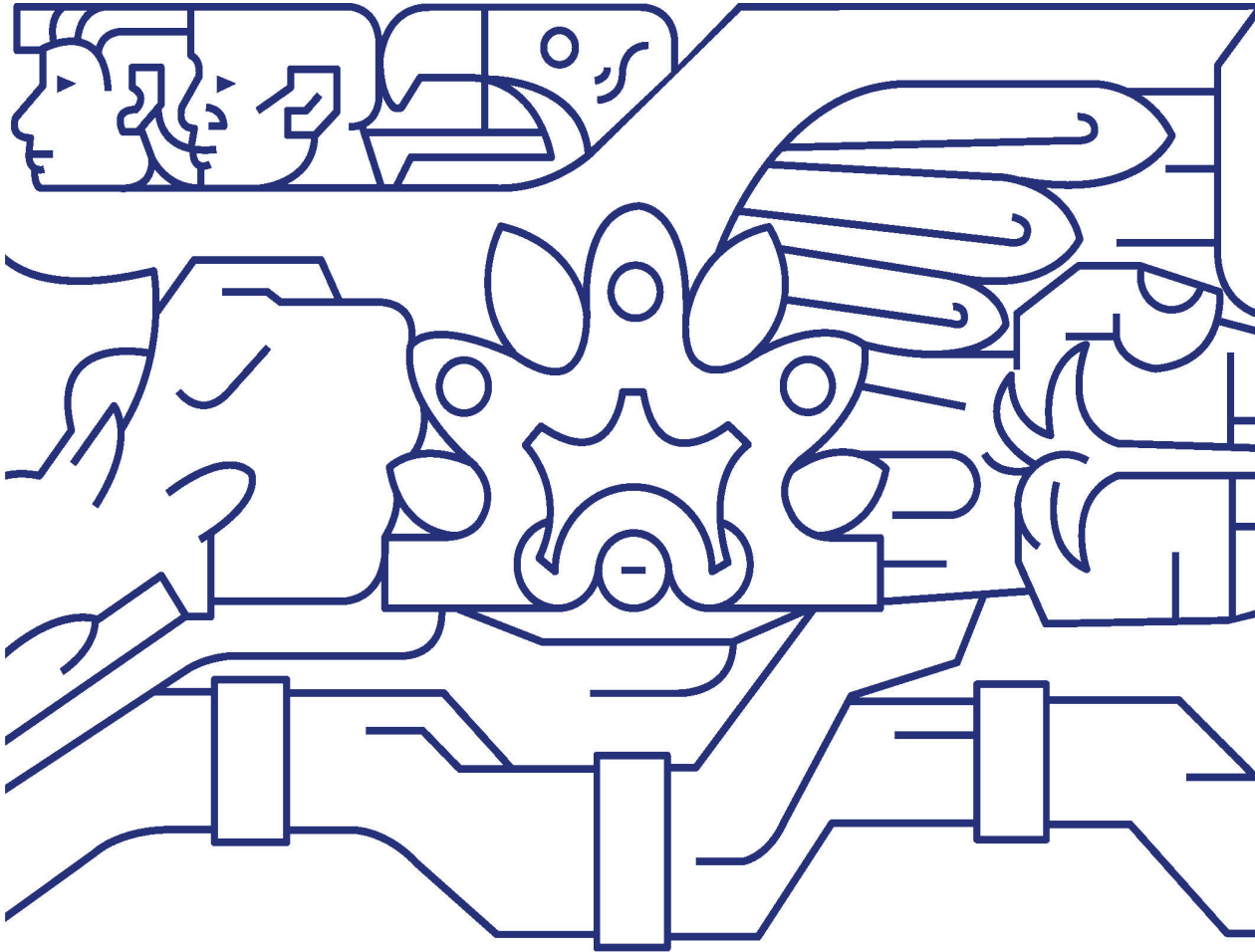
Regulations for Granting Scholarships

Article 159

All the academic requirements for awarding scholarships to students must seek to fulfill Tecnológico de Monterrey's Mission with regard to the desired student profile.

Artículo 160

The Regulations on Financial Aid and Scholarships provide guidelines related to the academic performance required to be awarded and to maintain a scholarship.



CHAPTER VIII

CHAPTER VIII

Regulations Related to International Programs

Section VIII.1. International Academic Cooperation Agreements

Article 161

The international academic cooperation agreements entered into by Tecnológico de Monterrey with foreign educational institutions must contribute to the institutional and academic development and enhancement of the participating institutions.

Article 162

Students from all the campuses have, equally, the same opportunities to access international programs generated from the international academic cooperation agreements. In the case of dual or double degree programs that have a restricted number of places, the campuses that manage these places will decide whether they will be exclusively for the students enrolled in such programs.

Article 163

International students who participate in programs based on the academic cooperation agreements can choose to study at any of the Tecnológico de Monterrey campuses that have the necessary academic offerings for the program in question.

Article 164

The guidelines and requirements for entering into international academic cooperation agreements are set by the Associate Vice Presidency for Internationalization and published in the Regulations for Managing and Operating International Programs, according to the level of studies.

Article 165

The international academic cooperation agreements are managed, overseen and authorized by the Associate Vice Presidency for Internationalization. The Regulations for Managing and Operating International Programs according to the level of studies include guidelines for modifying or cancelling an agreement.

Section VIII.2. International Programs

Article 166

An international program enables Tecnológico de Monterrey students to take courses at foreign educational institutions or complete an internship abroad through academic cooperation agreements and, in this way, earn credit for the courses in their curriculum. It also permits external transfer students (temporary international students) to take courses at Tecnológico de Monterrey.

Article 167

Programs are classified according to their academic type:

- a. Dual or double degree programs: Undergraduate or graduate programs offered jointly between Tecnológico de Monterrey and a foreign university, allowing students to earn an undergraduate or graduate degree from each of the participating institutions, as long as all the legal and academic requirements provided by both participating institutions are met.
- b. Certificate programs: A set of courses related to the same area of study that allow students to deepen or broaden their knowledge of an area of study and obtain a certificate
- c. Academic programs according to the area of study: Courses from a disciplinary area that normally form part of the academic offerings. Intensive courses for Tecnológico de Monterrey students can be designed by the foreign educational institution or by Tecnológico de Monterrey for the Institute's students. Courses for external transfer students (temporary international students) can be designed by Tecnológico de Monterrey, emphasizing the aspects of language, culture and doing business in Mexico, amongst others; or they can be designed for a foreign institution with specific content and format requirements, as long as they adhere to the guidelines of the courses offered by Tecnológico de Monterrey.
- d. Internship programs: The objective of internship programs is for students to achieve significant learning by joining a company or organization in order to perform activities through which they can apply the knowledge acquired during their studies in multicultural settings. These programs can have a variable academic load of 8, 16 and a maximum of 32 academic units to be completed within the academic calendar provided for this purpose for Tecnológico de Monterrey undergraduate students. Temporary international students complete these programs at companies or organizations in Mexico and can earn academic credit for the same.

- e. Research internship programs: The aim of these programs is for students to gain significant learning and join research centers or educational institutions in order to perform research activities related to their area of study. These programs can have a variable academic load of 8, 16 and a maximum of 32 academic units to be completed within the academic calendar provided for this purpose for Tecnológico de Monterrey undergraduate students. For graduate students, they can have a variable academic load of 6, 12 and a maximum of 36 units.
- f. Language programs: These programs comprise an academic experience in the area of languages for students who wish to improve or learn a foreign language in a foreign country.
- g. Academic missions: These are travel delegations that allow students to apply, in international contexts, the knowledge acquired in their studies by completing an academic project under the supervision of a faculty member or academic advisor and for which they will be awarded academic credit.
- h. Field trips: These are academic trips that seek to support the course content by giving students the opportunity to observe, in a real-life environment, how the knowledge acquired during their studies is applied. The duration of these trips is at least two weeks for Tecnológico de Monterrey high school and undergraduate students and one week for graduate students. This duration must be less than that of an official academic period of Tecnológico de Monterrey.
- i. Community social service: This program offers external transferstudents (temporary international students) the opportunity to work, on a voluntary basis and with no receipt of compensation, on community enhancement projects in and for certain segments of the community.

Section VIII.3. Student Participation in International Programs

Article 168

Courses designed for students by a foreign educational institution or by Tecnológico de Monterrey are governed by the criteria of the corresponding academic regulations.

Article 169

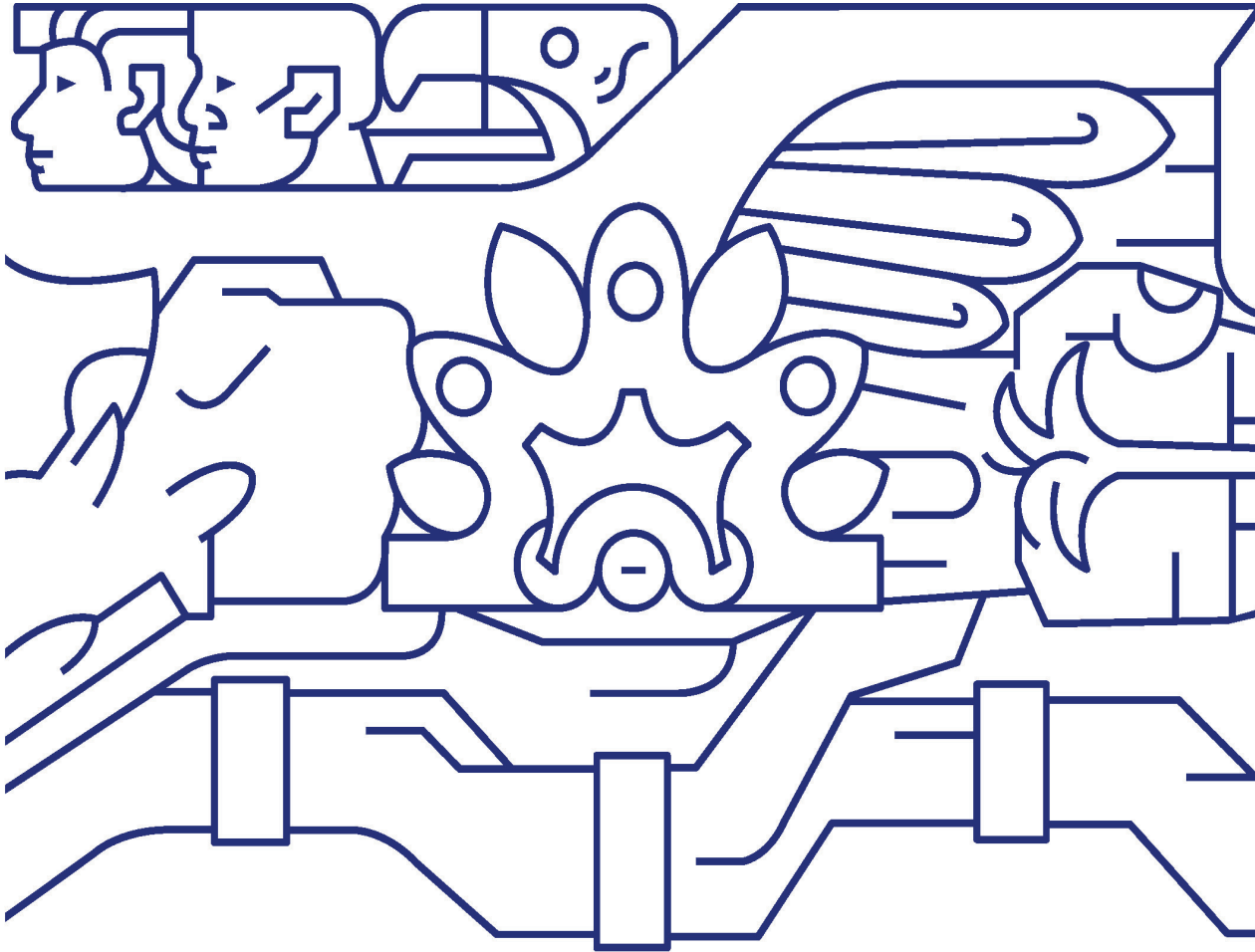
The international program departments at each campus are the only entities responsible for offering the academic study abroad opportunities organized by Tecnológico de Monterrey.

Article 170

Award of credit for the courses in the curriculum of a student who participates in an international program is based on the guidelines stipulated in the Regulations for Managing and Operating International Programs.

Article 171

International program student regulations must provide guidelines related to the application, participation and credit transfer process for courses studied at overseas institutions.



CHAPTER IX

CHAPTER IX

General Provisions

Article 172

These General Academic Policies and Regulations can only be amended by the President of Tecnológico de Monterrey.

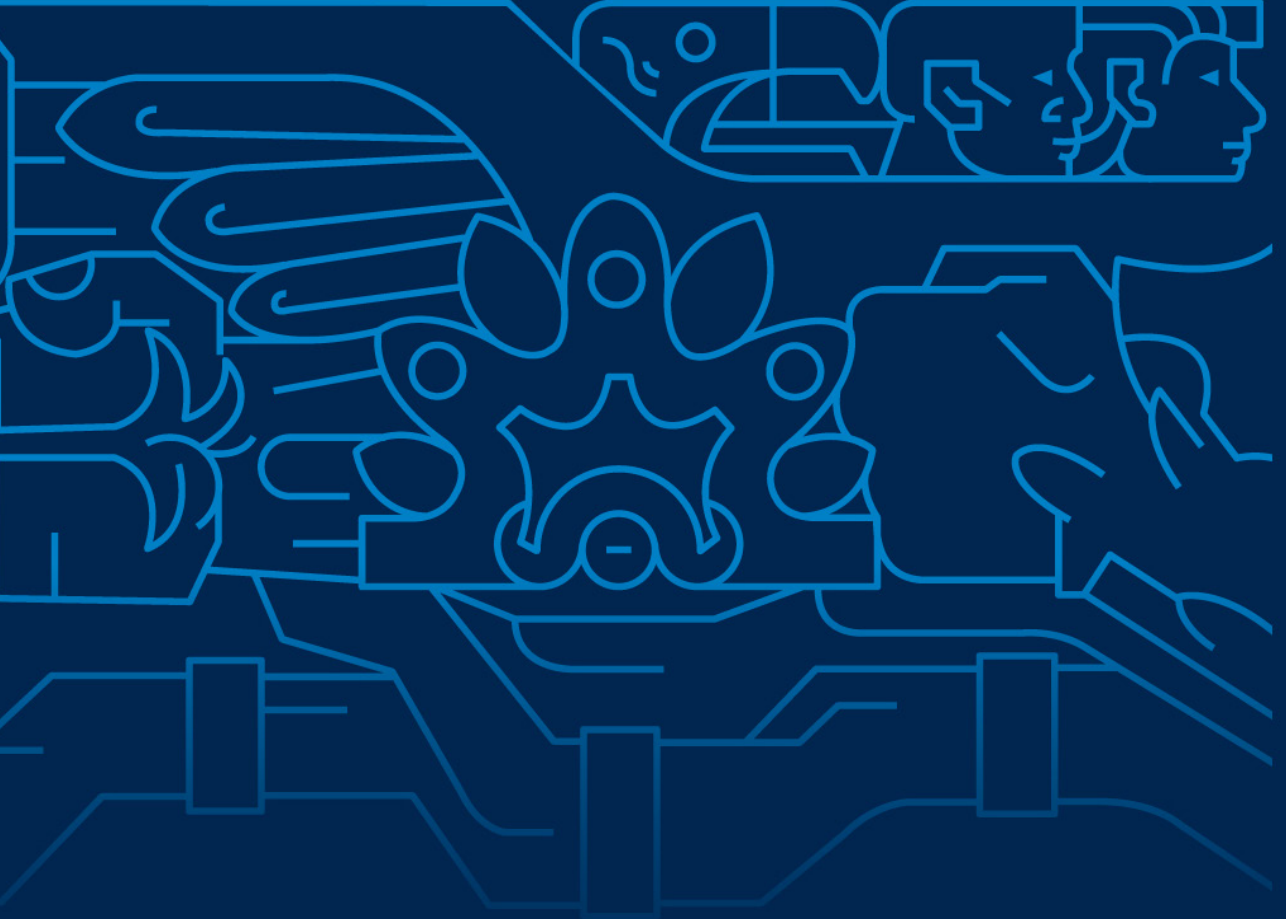
The proposed amendments to these policies and regulations, as well as the rules that result from the same, must be formulated by the Academic and Educational Innovation Vice-Rector based on the recommendations of the corresponding committees.

This book presents information on the **General Academic Policies and Regulations 2018** of Tecnológico de Monterrey. Its content reflects the information available in official media at the time of its publication.

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TECNOLÓGICO DE MONTERREY