

TECNOLÓGICO DE MONTERREY



**Regulations on Scholarships
and Financial Aid for
Graduate Students**

REGULATIONS ON SCHOLARSHIPS AND FINANCIAL AID FOR GRADUATE STUDENTS

**INSTITUTO TECNOLÓGICO Y DE ESTUDIOS
SUPERIORES DE MONTERREY**

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INTRODUCTION

Tecnológico de Monterrey, aware of its responsibility to cooperate within the context of education for the development of the communities in which it operates, provides, through financial aid, diverse options for students who are willing and have the necessary abilities to complete their studies at Tecnológico de Monterrey successfully and require such aid in order to do so.

The *Regulations on Scholarships and Financial Aid for Graduate Students* have been created based on Chapter VII of the General Academic Policies and Regulations of Tecnológico de Monterrey, with the purpose of implementing a unique, standardized financial aid award process for Tecnológico de Monterrey graduate students.

This edition was authorized by the undersigned, based on the proposal of the Office of the Academic Vice Rector, formulated in response to the recommendations of a committee made up of one representative from each of the schools, the Office of the Research and Technology Transfer Vice Rector, and the Office of Admissions, Scholarships and Financial Aid, and coordinated by the Academic Graduate Studies Office.

Profesor David Noel Ramírez Padilla
Rector of Tecnológico de Monterrey
November de 2016

GENERAL DEFINITIONS

Financial aid. The total percentage of tuition-fee payment exemption awarded to students to complete their studies at Tecnológico de Monterrey. The types of aid are: scholarship and tuition agreement.

Award. Process subsequent to the application procedure by means of which the type of financial aid is awarded to students to complete their studies.

Scholarship. Exemption from paying a percentage of the tuition fees, without the obligation of subsequent repayment by the beneficiary.

Scholarship holder. The person who has been awarded a scholarship.

Tuition agreement. Reduction of a percentage of the tuition fees resulting from an agreement with a national or international company, institution or organization, without the obligation of subsequent repayment by the beneficiary. It also applies for graduates from an undergraduate degree at Tecnológico de Monterrey.

Scholarship cancellation. The definitive interruption of the aid for reasons other than its termination.

Call for applications. The document published on the official graduate admissions site and in diverse media to provide information on the specific characteristics of the types of financial aid awarded, the deadlines for each type and the requirements to be met by applicants.

Fulltime. Students who are enrolled fulltime in a graduate program and have no work commitments during the period in which they are financial aid beneficiaries.

Scholarship budget. Part of the national graduate schools' income from tuition fees that is allocated to financial aid in a specific period.

Research master's and doctoral programs. These programs seek the innovative application of scientific or technical knowledge through applied research dissertations.

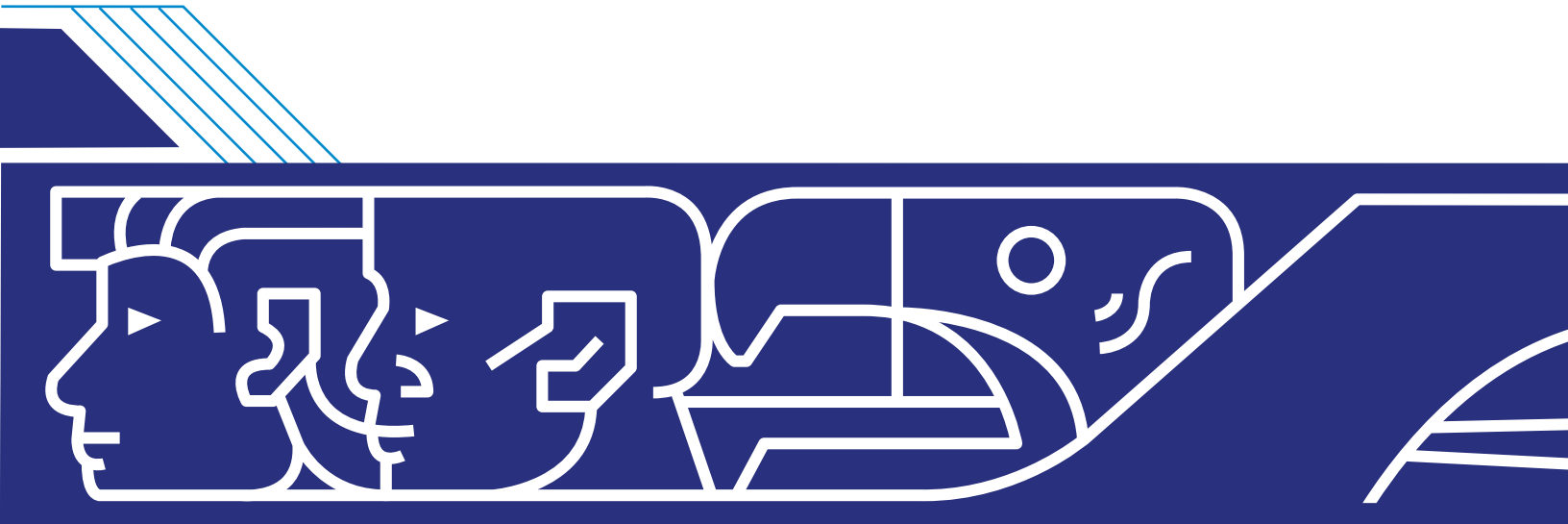
Professionally-oriented graduate programs linked to organizations from the public or private sector. Programs that seek to develop in students the skills and knowledge that will allow them to perform with excellence in their field of specialization.

Graduate Studies Admission Test (PAEP). Multiple-choice test designed to assess students' academic potential, considering their skills in verbal reasoning, quantitative reasoning, cognitive ability, writing skills and proficiency in English.

Admission score. Minimum score on the Graduate Studies Admission Test required for admission to the graduate programs of Tecnológico de Monterrey.

Applicant. A student admitted to Tecnológico de Monterrey who applies for financial aid.

Financial aid application. Document that contains the applicant's general and academic information. It must be submitted by applicants who are seeking to obtain some type of financial aid in order to pursue their studies.



CHAPTER I

CHAPTER I

Objective and Scope of Application

Article 1

In order to carry out its academic and educational activities with its characteristic levels of excellence, Tecnológico de Monterrey offers financial aid programs to support students who have the necessary abilities to complete their studies successfully and who meet the requirements of such programs.

Article 2

The objective of these regulations is to provide the bases, requirements and procedures for awarding and maintaining financial aid of Tecnológico de Monterrey, in order to:

- a. Streamline the financial aid application, award and maintenance processes for students who have been admitted and apply for or receive such aid.
- b. Facilitate the application, award, formalization, renewal, administration and transfer processes of the financial aid programs for the national schools.
Regulate and implement the financial aid programs in accordance with the budget allocated for this purpose.
- c. Inform participants of their rights and obligations.

The policies and regulations herein refer to the graduate level.

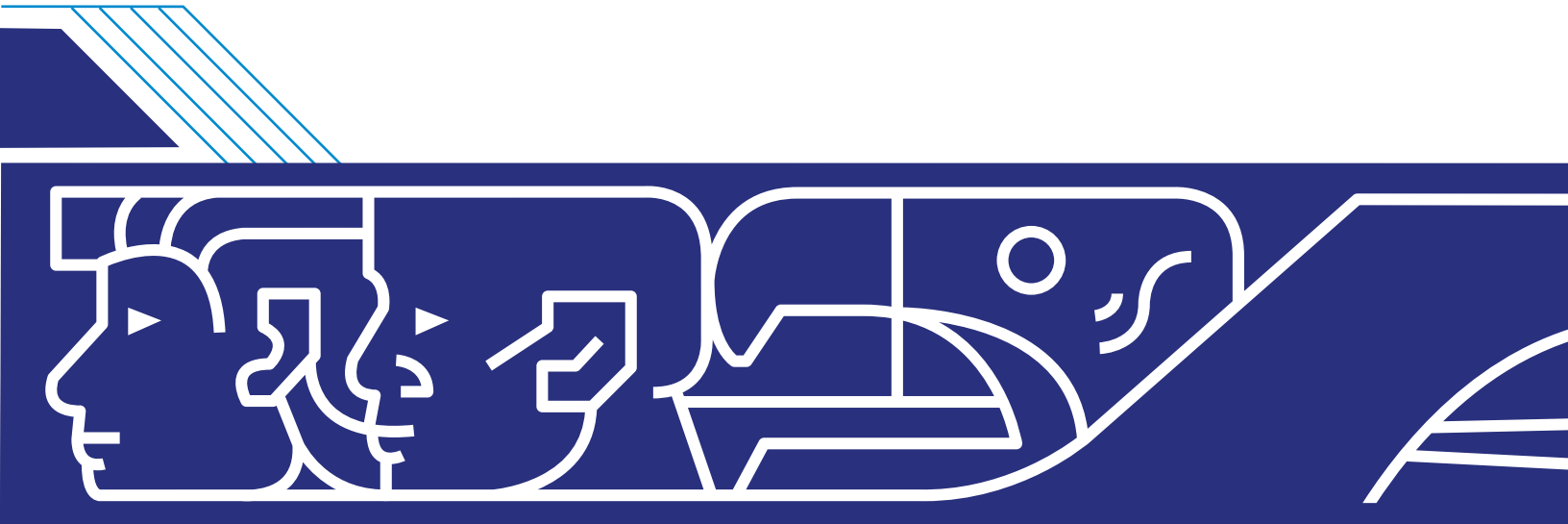
When in these regulations a different name is given to an administrative unit, meaning any office, department or unit for attention or service, defined before the start of the validity of the same, any matters being processed will be dealt with by the administrative unit with the new name.

Article 3

Each school is responsible for awarding financial aid to graduate students in accordance with its budget or other funds allocated for the same reason, ensuring that all aid is awarded impartially and considering the criteria set forth herein.

Article 4

Each school is responsible for assigning financial aid to graduate students and the Office of Scholarships and Financial Aid informs applicants of the result, through the official system.



CHAPTER II

CHAPTER II

Types of Financial Aid

Article 5

Tecnológico de Monterrey offers two types of financial aid: scholarships and tuition agreements:

- **Scholarship.** Exemption from paying a percentage of the tuition fees without the obligation of subsequent repayment by the beneficiary.
- **Tuition agreement.** Reduction of a percentage of the cost of tuition fees derived from an agreement with a national or international company, institution or organization.

Article 6

Financial is awarded to study the following types of programs:

- a. Research master's and doctoral programs.
- b. Professionally-oriented graduate programs linked to organizations from the public or private sector.

Article 7

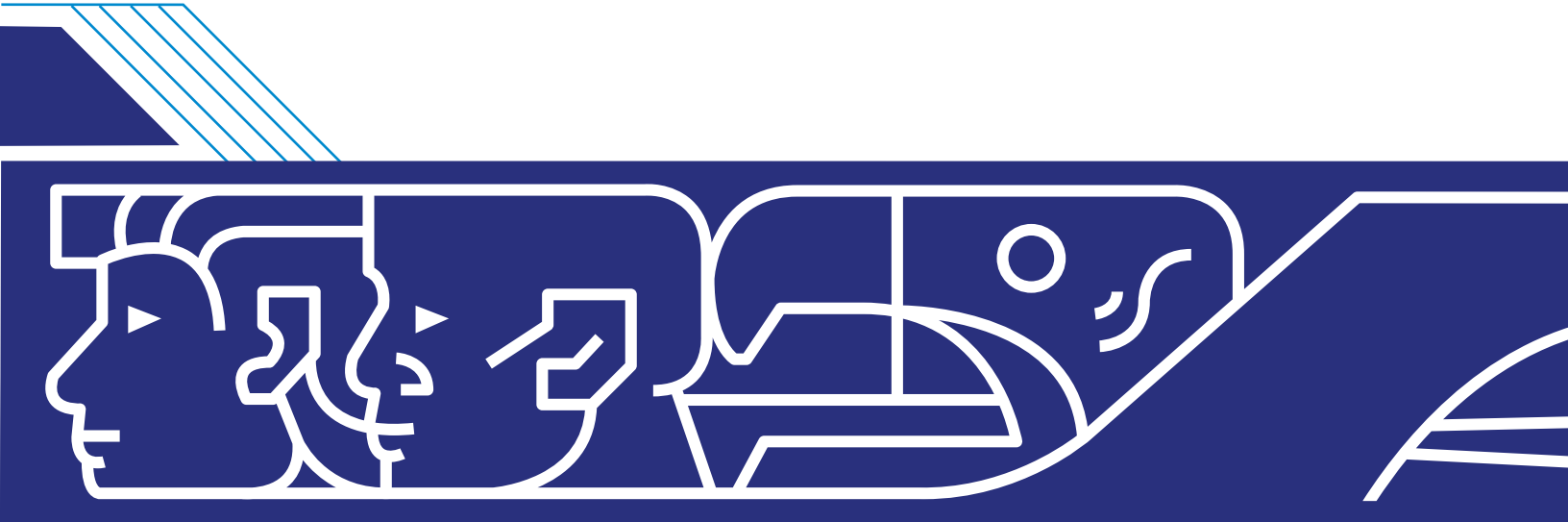
The types of financial aid that can be awarded to students are as follows:

- a. **Academic scholarship.** The aim of this scholarship is to attract academically outstanding students to study a graduate degree.
For professionally-oriented master's programs, the maximum aid offered is 30% of tuition fees. In the case of scientific graduate degrees, financial aid covers 100% of tuition, and is known as an Academic Talent Scholarship.
- b. **Academic excellence scholarship.** The aim of this scholarship is to attract academically outstanding students who have graduated from an undergraduate degree at Tecnológico de Monterrey. The financial aid covers 100 % of tuition.
- c. **Online program scholarship.** The aim of this scholarship is to support academically outstanding students to study online master's programs. The maximum aid offered is 40% of tuition fees.
- d. **Scholarship from external funds.** The aim of this type of aid is to give students the opportunity to gain experience in their field of study, connect them with strategic areas of industry and the public or private sectors, or prepare them to be future researchers through their incorporation into a project with external funds under the responsibility of a research professor. This financial aid can cover a percentage of tuition fees, living expenses or major medical insurance.

Article 8

The types of tuition agreements that can be awarded to students are as follow:

- a. **EXATEC (Alumni) tuition agreement.** The reduction of a percentage of the cost of tuition applied to undergraduate alumni of Tecnológico de Monterrey. The maximum aid offered is 30% of tuition fees and 20% of tuition fees for EGADE Business School.
- b. **Tuition agreement for public officials.** The reduction of a percentage of the cost of tuition applied to employees of government agencies that have a current agreement with Tecnológico de Monterrey. The maximum aid offered is 30% of tuition fees.
- c. **Tuition agreement.** Reduction of a percentage of the cost of tuition fees applied to applicants who belong to a company, institution or organization with which Tecnológico de Monterrey has a current agreement. The maximum aid offered is 25% of tuition fees.



CHAPTER III

CHAPTER III

Award of Financial Aid

Article 9

Each national graduate school has a limited budget for awarding scholarships and tuition agreements to the students who meet the established conditions and requirements.

Article 10

Each national graduate school awards the financial aid percentage based on:

- a. Budget availability.
- b. Fulfillment of the criteria defined herein.

Article 11

The Office of Scholarships and Financial Aid informs each applicant of the result of their financial aid application, through the official system, by the official deadline established in the call for applications, as long as the student's application meets the established criteria.

Article 12

Graduates from a graduate program studied with a scholarship awarded by Tecnológico de Monterrey and who apply again for a scholarship to study another graduate program, at the same academic level, will not be candidates to receive the same.

Article 13

In an academic period, students can have just one type of financial aid. If a student requires additional aid, it must come from external funds.

Article 14

Scholarship holders can maintain their scholarship when they change from one site to another within the same national graduate school, in the case of the same academic program, and have the authorization of the director of the program to which they wish to transfer and of the director of the current program.

Article 15

Graduates from a graduate program studied with financial aid and who apply again for financial aid to study a program at a higher academic level, will be candidates to receive the same.

Article 16

Applicants must confirm their acceptance of the financial aid awarded on the dates defined in the call for applications in effect by submitting the duly signed institutional letter of commitment. This letter of commitment refers to: the duration of the financial aid, academic average to be maintained, academic load per period and activities to be completed according to the type of financial aid allocated.

Article 17

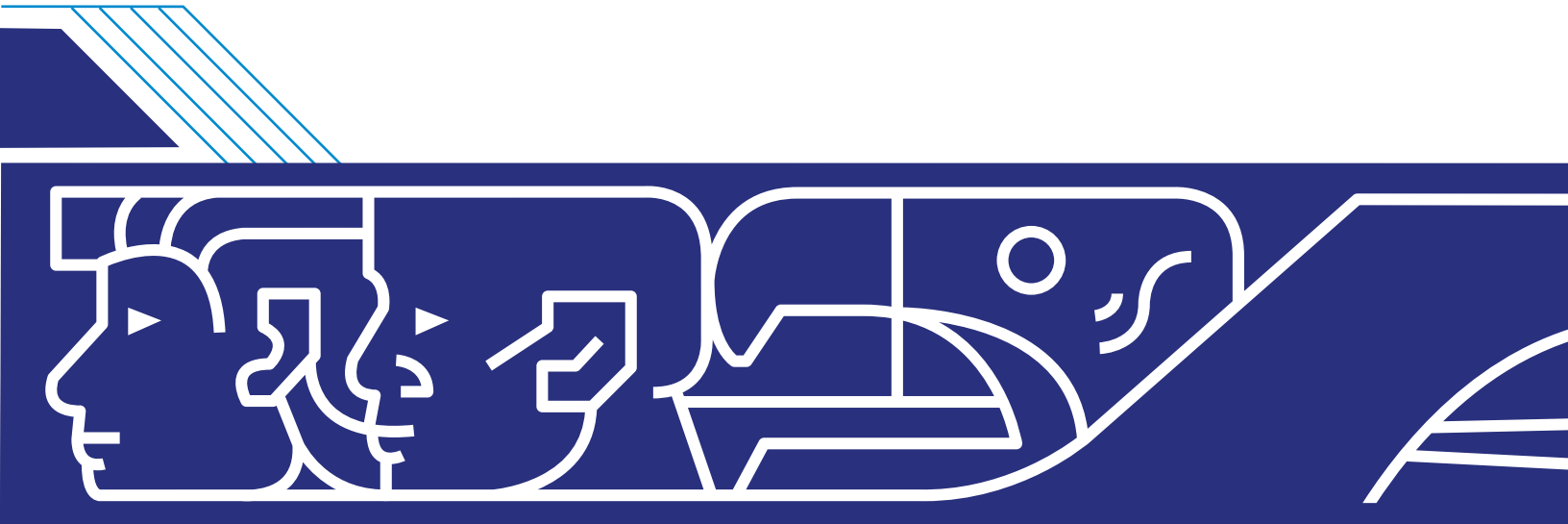
Financial aid lasts solely for the academic periods in which it was allocated. Therefore, applicants who wish to postpone their entry into an academic program will have to complete the financial aid application process again.

Article 18

The total financial aid awarded to students corresponds solely to the total number of courses (or units) included in the curriculum for which such aid was requested.

Article 19

To receive the financial aid awarded, students must study their program without interruption.



CHAPTER IV

CHAPTER IV

Requirements for Obtaining Financial Aid and Scholarships

Article 20

Students who have been admitted to a graduate program and apply for financial aid must complete the financial aid application form posted on the official graduate program admissions site, on the dates established in the call for applications or agreement program in the case of tuition agreements.

Article 21

The Financial Aid Office publishes the calls for applications with the requirements for the award of financial aid and the specific application deadlines for each type of aid.

Article 22

Students applying for academic talent scholarships for scientific master's and doctoral programs must meet the following requirements:

1. Be admitted to the program.
2. Have a final cumulative grade average in the previous academic level equal to or greater than 90/100 or its equivalent.
3. Obtain a score on the Graduate Studies Admission Test (PAEP) equal to or greater than 600 points or the equivalent on other tests authorized by Tecnológico de Monterrey.
4. Be fulltime students in the program in which they are enrolled.

Article 23

Applicants for academic excellence scholarships for graduate programs must meet the following requirements:

1. Be admitted to the program.
2. Have a final cumulative grade average in the previous academic level equal to or greater than 95/100.
3. Obtain a score on the Graduate Studies Admission Test (PAEP) equal to or greater than 600 points or the equivalent on other tests authorized by Tecnológico de Monterrey.
4. Be fulltime students in the program in which they are enrolled.
5. Be selected in the Call for Academic Excellence Scholarships for graduate programs.

Article 24

Applicants for academic scholarships for master's programs must meet the following requirements:

1. Be admitted to the program.
2. Have a final cumulative grade average in the previous academic level equal to or greater than 90/100.

3. Obtain a score on the Graduate Studies Admission Test (PAEP) equal to or greater than 600 points or the equivalent on other tests authorized by Tecnológico de Monterrey.
4. Be fulltime students in the program in which they are enrolled.

Article 25

Applicants for external fund scholarships must be selected by the research group of the program that manages said fund.

Article 26

Applicants for scholarships for online master's programs in the areas of business, education, humanities, social sciences, government and public transformation must be admitted to the corresponding program and study at least 24 units per academic period.

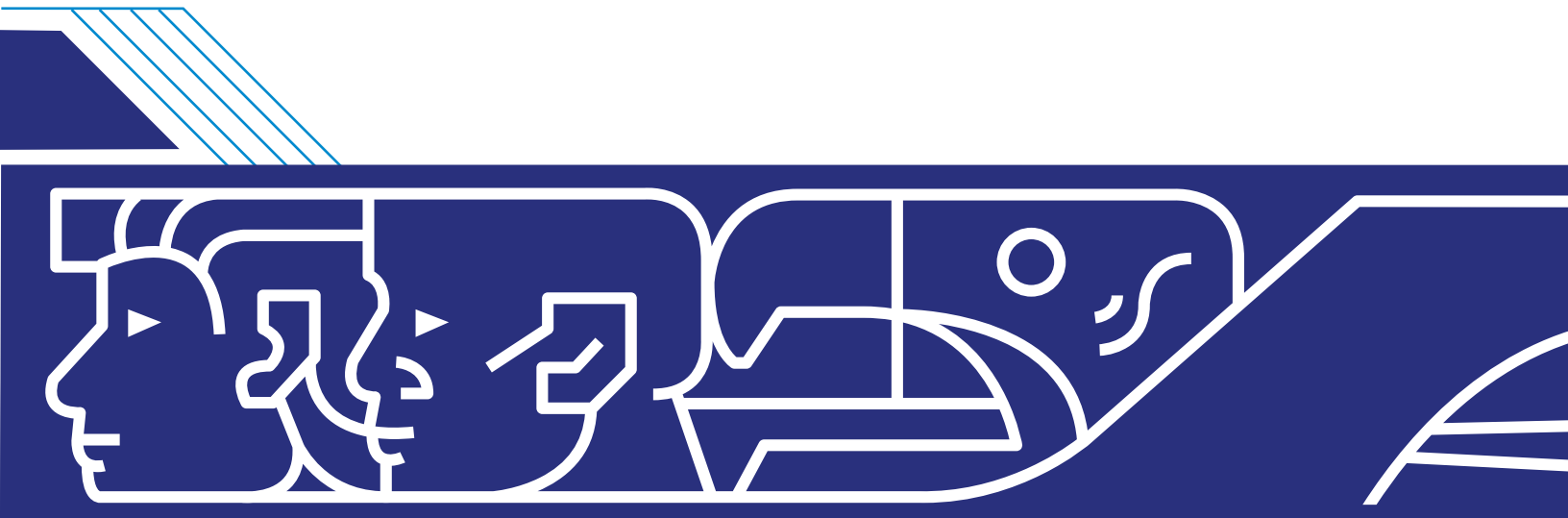
Article 27

Applicants for academic scholarships for the online master's programs in the area of engineering and doctorate in education must meet the following requirements:

1. Be admitted to the program.
2. Have a final cumulative grade average in the previous academic level equal to or greater than 85/100.
3. Obtain a score on the Graduate Studies Admission Test (PAEP) equal to or greater than 550 points or the equivalent on other tests authorized by Tecnológico de Monterrey.
4. Study at least 24 units per academic period.

Article 28

In order to apply for financial aid through a tuition agreement, participants must be admitted to the program of their interest and collaborate in organizations or companies with which Tecnológico de Monterrey has a current collaboration agreement. Financial aid is awarded based on the criteria defined in the corresponding agreement.



CHAPTER V



CHAPTER V

Requirements for Maintaining Scholarships

Article 29

Student requirements for maintaining scholarships:

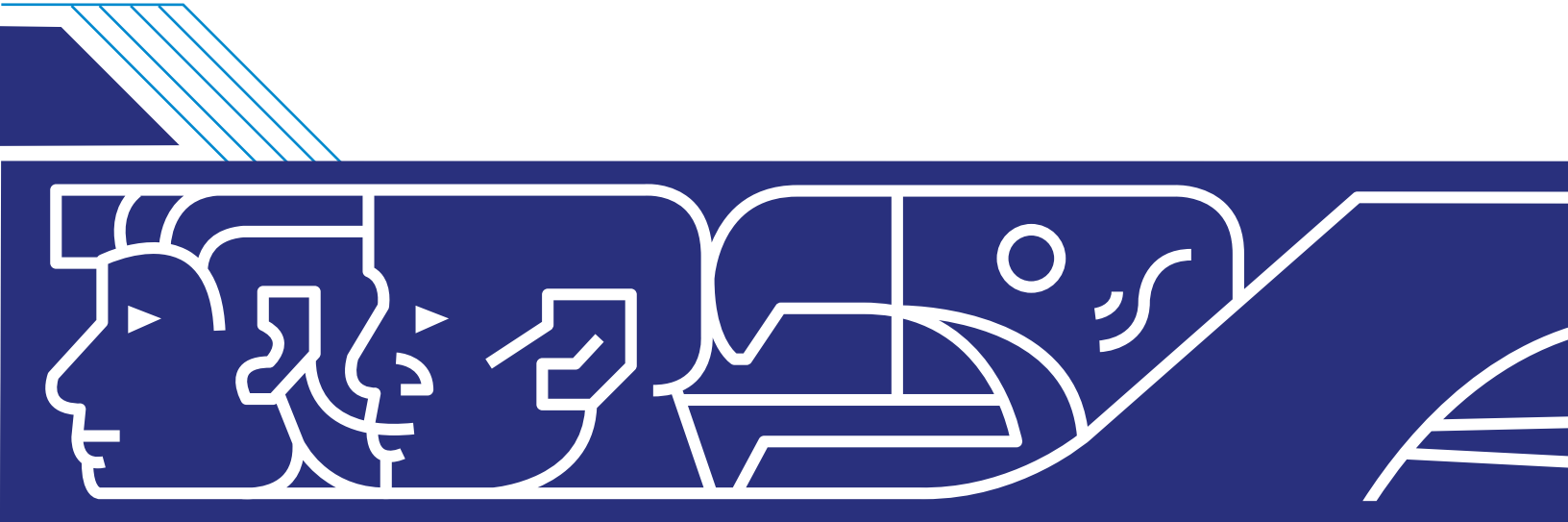
- a. Maintain Regular Academic Standing in accordance with the provisions of the Academic Regulations for Graduate Students.
- b. Study the academic load established in their curriculum in the corresponding period.
- c. Study the graduate program in which they are enrolled without interruption.
- d. Fulfill their scholarship-holder service in accordance with the provisions of Article 30.

Article 30

All students who have received a scholarship must complete a maximum of eight hours of scholarship-holder service activities per week. These activities must be related to their research project or topic or activities of the Strategic Focus Research Group to which they have been assigned and reported to their Program Director.

Article 31

If students do not meet the scholarship maintenance requirements, they can maintain it on a probationary level during the following period, as long as they receive the authorization of a committee made up of three directors or faculty members who represent the corresponding school, designated by the School's Academic or Graduate Studies Director.



CHAPTER VI

CHAPTER VI

Participants' Rights and Obligations

Article 32

Obligations of Tecnológico de Monterrey:

1. Award resources related to financial aid.
2. Inform scholarship holders, at the end of the academic period, when their aid has to be cancelled.
3. Cancel any application or financial aid awarded when the student applicant, scholarship holder, institution or organization provides false or incomplete information or documentation.
4. Verify at any time compliance with the obligations set forth herein and with any other applicable administrative provision.

Article 33

Obligations of the scholarship holder, in addition to fulfilling the objective of the scholarship:

1. Sign the documentation that formalizes the financial aid.
2. Maintain regular academic standing, as stipulated in Academic Regulations for Graduate Students.
3. Fulfill the obligations set forth herein and any other applicable administrative provisions.

Article 34

The Academic Vice Rector and the Research and Technology Transfer Vice Rector of Tecnológico de Monterrey will determine the appropriate solution to any controversy or situation that is not specified in these regulations.

Article 35

Ignorance of these regulations does not release the scholarship holder from complying with the guidelines set forth herein.

TRANSITORY ARTICLES

ONE. These regulations will come into effect as of the date hereof.a.

TWO. All the regulatory and administrative provisions issued previously that conflict with these regulations are rendered invalid.

THREE. Tecnológico de Monterrey will apply these regulations retroactively for applicants who are processing their financial aid at the national graduate school when they come into force.

This document presents information on the **Regulations on Scholarships and Financial Aid for Graduate Students** of Tecnológico de Monterrey.

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