



# UTEL INSTITUTIONAL REGULATIONS

January 2024

POLICIES AND STANDARDS APPLICABLE TO THE UTEL COMMUNITY.

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## **Title I. Admission, promotion and permanence requirements**

### **Chapter I. From income**

Article 1. Applicants who meet the admission requirements and complete the registration and enrollment procedures electronically through the University Information System (SIU) portal, will acquire the status of student in the cycle in which they take their first course, with all the rights and obligations established in these regulations.

Article 2. The Directorate of School Services and Regulation is responsible for the preparation and dissemination of the school calendar, which contains information related to the beginning and end dates of each school term, as well as the dates for undergraduate and graduate studies.

### **Chapter II. Admission requirements**

Article 3. These are general requirements for admission to the University:

1. To have completed the studies immediately prior to the level to be studied and to prove it with the corresponding total certificate.
2. Complete and send the Application for Admission in electronic or printed format established by the Directorate of School Services and Regulation through the established means and procedures.
3. Have read and accepted the Terms and Conditions indicated, as well as the Policies, Terms and Institutional Notices in the corresponding admissions section.
4. Pay the corresponding fees.
5. Submit the corresponding documentation at the time of enrollment or, if applicable, within a term not to exceed two (2) months after the beginning of the first cycle, in accordance with the procedures issued by the Directorate of School Services and Regulation.

#### **a) Mandatory documents:**

1. Valid official identification.
2. Birth Certificate in original or similar.
3. Unique Population Registry Code (CURP), only for students in national territory.
4. Total certificate of studies immediately prior to the level to be studied in original.
5. Proof of address.
6. Digitalized commitment letter with autographed signature.
7. Application for admission.
8. Terms and conditions.
9. In the case of admission by Equivalency, original partial or total certificate of studies of the level to be equivalized.
10. For Equivalency and Revalidation, Power of Attorney with autographed signature.

#### **b) Complementary documents:**

1. In cases of postgraduate studies: copy of the professional degree or previous academic degree in the area of knowledge related to the studies to be pursued, in accordance with the corresponding academic profile for admission, endorsed by an institution of higher education.
2. In case they do not meet the profile for admission to postgraduate studies, they may submit:

- a) Proof of work experience describing the activities related to the requested profile.
  - b) Letter of motivation: expressing personal interest in acquiring the knowledge of the desired study plan.
6. Doctoral students must appear for the personal interview by videoconference with the official determined by the academic area, on the date and time previously agreed upon by the academic area and the prospective student.

Article 4. When a postgraduate study plan is taken as a degree option for the bachelor's degree, the regulations and the institutional official letter from the home campus must be presented where the postgraduate degree modality is endorsed.

Article 5. Invariably, before beginning the penultimate four-month period of the graduate study plan, the professional degree must be presented; if it is omitted, the student will be temporarily withdrawn, i.e., he/she will not be promoted to the next school year until this requirement is met.

Article 6. In those cases in which an applicant does not meet the entry profile of the graduate study plan, he/she may be admitted if he/she can prove that he/she works in an area whose activities and/or responsibilities are related to the study plan he/she wishes to enter, for which purpose he/she must present a work certificate that proves the above information.

Article 7. All original documents for the integration of the student's file must be in good physical condition, without alterations or alterations, otherwise they will be returned to the student for replacement.

Article 8. The student will be the holder of the rights and obligations derived from the validity and suitability of the certificate of previous studies presented to formalize his/her enrollment, with which he/she must prove that he/she concluded the previous level of studies to which he/she intends to enroll prior to the beginning of his/her first cycle. Therefore, he/she will release Utel from any legal or administrative responsibility derived from his/her possession.

Utel will cooperate with any authority in the development of the legal procedure or procedures that result in case of suspicion or verification of elements of invalidity, invasion of cycles or apocryphal documents.

Article 9. The student authorizes Utel to carry out the validation of his or her academic record through the Directorate of School Services and Regulation, the authority empowered to request in writing or by electronic means the authentication before the issuing educational institution.

Article 10. If total or partial falsity is proven in any document submitted or statement made by the student, the student's enrollment will be canceled and the acts derived from it will be without effect, and Utel reserves the right to notify the competent authorities.

In accordance with this normative assumption, the student will have 15 working days to submit to the Directorate of School Services and Regulation the validation letter confirming, through the issuing institution, a resolution contrary to the one previously notified to Utel.

Article 11. The forms of admission for Utel students may be:

- I. Regular. When they have completed the previous level of education.

- II. Equivalency. When they have taken higher level courses within the National Education System.
- III. Revalidation. When they have completed the academic level of high school or higher education outside the National Education System.
- IV. Technical Opinion. For students with studies abroad, exclusively for academic purposes, not for obtaining a professional license for professional practice in Mexico.

Article 12. Regular income:

- I. The student whose admission is regular must submit all required documents to confirm that he/she has the previous educational level, prior to the beginning of the first cycle within the University.
- II. For graduate studies, the academic background must be in the area of knowledge related to the studies to be pursued or, if applicable, attach a work certificate attesting to the similarity between the study plan and the work area; or a letter of motivation, stating the interest in acquiring the knowledge of the desired study plan.

Article 13. Admission with equivalency of studies:

- I. The student who enters through equivalency must send all the required documents so that the institution can initiate the corresponding process before the SEP, or else, carry out the process personally and deliver the report to the University.
- II. The University may recognize a maximum of 75% of studies equivalent to the total number of subjects corresponding to the study plan that the student wishes to take; only subjects with a grade higher than 8.0 (eight point zero) will be certified.
- III. The minimum number of courses required for a student to enter the University through this route is one; if there are no equivalent courses or the student waives the equivalency process, he/she must complete the regular admission process.

Article 14. Admission with revalidation of studies for students:

- I. The student who enters by revalidation must send all the required documents so that the institution can initiate the corresponding process before the SEP, or, alternatively, carry out the process personally and deliver the report to the University.
- II. For bachelor's degree: the documentation must have a simple translation into Spanish, respecting the format according to the guidelines of the educational authority.
- III. For postgraduate studies: the documentation must have the Spanish translation and the corresponding apostille validated in accordance with the guidelines of the educational authority.
- IV. The University will recognize in their entirety the equivalent subjects that by resolution of revalidation the authority considers it.
- V. The student who enters by revalidation will not be able to participate in the scholarship program until he/she has the revalidation document from the SEP.

Article 15. Admission with technical opinion of studies for students:

- I. In these cases, they will only be able to obtain their professional license to work in the Mexican Republic if they have their Clave Única de Registro de Población and comply with the necessary requirements established by law.
- II. Only for this type of admission, in the case of foreign students, the academic record and the National Identity Card or equivalent will be required in notarized copies.

### Chapter III. Re-registration requirements

Article 16. All registration and re-enrollment procedures will be carried out through the University Information System Portal (SIU), through the use of a personal password and the validation and access control mechanisms established to guarantee the security of the procedures.

Article 17. The student will re-enroll every four months, once the following conditions are met:

1. To have a complete school transcript to continue their studies with official validity.
2. To be a student who has not been withdrawn or who has requested to be withdrawn.
3. Not having administrative or financial debts corresponding to the previous period or for any other concept.
4. No student may enter the Virtual Classroom without being formally registered.

Article 18. The institution will not allow re-enrollment for the following school year to those students who owe tuition payments and to those who have committed serious indiscipline in accordance with the guidelines established in these regulations.

Article 19. Students who are not enrolled during a school term will have to go through the re-entry process.

Article 20. There are two types of reinstatements:

1. Continuous reinstatement: they will be able to continue their studies without the need to apply, taking the subjects scheduled within the study plan and the corresponding payment.
2. Reinstatement due to withdrawal: for students who have withdrawn, they may reinstate and continue their studies by requesting the reinstatement process. They must complete their physical file, regularize their courses and make the corresponding payment.

### Chapter IV. Permanence

Article 21. an applicant will only be considered a student if he/she has submitted his/her complete school transcript and has completed the registration procedure for the school year with the corresponding registration fee.

Article 22. Students may choose the number of subjects they will take in a school term, not to exceed eight per term. The minimum number of subjects to be enrolled in shall be two; except in exceptional cases that have been previously authorized, one subject may be enrolled in.

Article 23. The maximum time limit for a student to be enrolled in a study plan will be twice the duration of the same and will count from the first date of entry to the study plan.

## **Title II. Rights and obligations of students**

### Chapter I. Of the rights

Article 24. Students have the following rights:

- I. To develop in a violence-free, inclusive environment in which they can express themselves freely in an educational environment based on respect and equality.

- II. Receive the educational services offered by the University, according to the provisions in force.
- III. Make use of the systems and software provided by the University for the delivery of its educational services, by means of the identification mechanisms provided to each student. The user codes and passwords that are in electronic media are non-transferable and for no reason should be shared with a third party.
- IV. Request official documentation, as long as they have met the enrollment requirements and the corresponding documentation.
- V. Receive due care of their personal data and safekeeping of personal documentation held by the University, in terms of current legislation.
- VI. Receive attention to academic or technological doubts that may arise during the course.
- VII. Express, if any, any disagreement with the evaluation of a study program before the body determined by the institution so that it may examine the case and establish what is appropriate.
- VIII. With regard to the provision of educational services, students shall have the following rights:
  - 1) Access to the technological resources destined to the educational service and the delivery of contents, according to the academic determinations for its use.
  - 2) To know the requirements of equipment, mechanisms or devices for accessing the contents necessary to take the subjects included in their study plan.
  - 3) Receive training in the use of the educational platform.
  - 4) Obtain resolution to the queries or doubts presented through the mechanisms and times established by the institution.
  - 5) To know the specifications and conditions under which each subject will be taught, as well as the objectives and requirements to be met in order to achieve the expected learning and accreditation.
  - 6) Access communication mechanisms to report progress and achievements, as well as failures and areas of opportunity presented by the student.
- IX. Handling with due privacy of their personal data and academic results, being the student the one who decides the information to share with their family or legal representative.
- X. Communicate to university officials their points of view, clarifications, proposals or requests, maintaining due respect at all times.
- XI. To present a written complaint to the instance that the University determines for their attention, in case they consider that any of their rights have not been respected.

## Chapter II. Of the obligations

Article 25. Students shall have the following obligations:

- I. Comply with the provisions of these regulations.
- II. Make responsible use of their users and password for personal and non-transferable access to institutional platforms.
- III. Enter the Virtual Classroom and perform their academic activities personally; as well as solve their exams, submit assignments and upload information, avoiding requesting and receiving help from third parties.
- IV. Take the induction course to receive the corresponding instruction for the use of the Aula Virtual educational platform.
- V. Comply in each subject with the requirements and evaluation activities within the established deadlines and periods.

- VI. Make use of the academic spaces in the educational platform, in accordance with the policies of use established for that purpose and in no way may violate, deteriorate or impede its operation, otherwise the highest sanctions provided by these regulations will be applied.
- VII. Immediately notify the student success area of any problem in accessing academic content, since this temporary impossibility does not exempt them from complying with the activities and requirements for the accreditation of their courses, nor from the corresponding payments.
- VIII. Address their peers, professors, managers and all members of the university community politely, always striving for an environment of respect, equality and inclusion.
- IX. In order to carry out the re-enrollment procedures, the student must be up to date with payments from previous periods or have received express authorization to do so from the collection area.
- X. Comply with the commitment to pay the registration and tuition fees corresponding to the number of courses enrolled. In case of failure to do so within the period established by the University, the surcharges established by the institution will be charged.
- XI. Must accredit the workshops and extracurricular courses proposed by the institution, which will be updated, included or added, according to the academic needs of each study plan. The University has the authority to assign the and determine the maximum number of subjects per academic period, therefore, the maximum number of that the student is obliged to review them on the institutional platform.
- XII. The communication between the institutional areas and the student will be via telephone and e-mail that the student has determined as a means of contact. It is the student's responsibility to notify in a timely manner any change in these means to ensure effective communication.
- XIII. Communication between the student, professor and academic manager must be carried out through the official institutional means (Virtual Classroom internal mail and Virtual Classroom messenger); any other means of communication will be at the discretion of the users.
- XIV. Respect the name of the Universidad Tecnológica Latinoamericana en Línea and its collaborators, avoiding issuing public statements, acts or any other form of personal manifestation that uses information of Utel, authorized denomination, commercial, and/or any institutional image.

## Title III. Types of student withdrawal and the corresponding procedure

### Chapter I. Types of withdrawal

Article 26. The types of withdrawal provided for by the University are:

1. Voluntary Withdrawal. The student will communicate his/her decision directly to the student success area orally or in writing using the means of communication made available to him/her (telephone hotline, institutional email, Virtual Classroom chat or WhatsApp). Depending on the student's request, voluntary withdrawal will be determined as follows:
  - a) Temporary Withdrawal. Includes the interruption of the educational service for a period of time determined by the student.
  - b) Final Dismissal. It includes the conclusion of the relationship between the student and the University.
2. Withdrawal by regulation. The academic committee will determine the withdrawal of a student from the institution whenever the student violates the established norms, principles or guidelines. Depending on the non-compliance, dismissals will be classified as follows:
  - a) Withdrawal due to apocryphal documents. The cancellation is definitive once validation has been obtained from the issuing institution of the academic record, or in its case, falsifying institutional documents belonging to this University.
  - b) Cancellation due to debt. It will be determined when the student fails to comply with the administrative obligations acquired by the student. The student must have a curricular progress of 30% and a debt greater than \$10,000.<sup>00</sup> (MXN) with five months in arrears.
  - c) Cancellation due to inactivity. It will be considered after one term without academic activity and a debt greater than \$5,000.<sup>00</sup> (MXN).
  - d) Withdrawal due to lack of documents. It will be considered once 6 months have elapsed after the beginning of the student's first academic cycle. In these cases the student will be able to continue with the courses of the study plan without the right to certification.
  - e) Withdrawal for indiscipline: It is when the student incurs in a fault or non-compliance, citing but not limited to:
    - I. Harassment in any of its typifications.
    - II. Insults towards educational agents or students.
    - III. Profiting from academic activities or resources of the educational platform.
    - IV. Incurring in plagiarism in the elaboration of their school work.
    - V. Failure to comply with any of the provisions of Title II, Chapter II and Title XI of these regulations.

### Chapter II. Withdrawal procedure

Article 27. The procedure established for the University's planned terminations is as follows:

- a) Voluntary withdrawal. The student who needs to request a definitive or temporary withdrawal must:
  - 1. Communicate their decision directly to the student success area orally or in writing using the means of communication made available to them.
  - 2. Return with an autographed signature the cancellation form that the manager will share with him/her, integrating it to his/her file.
  - 3. Manage the payment corresponding to the concept for the type of withdrawal requested, adding the receipt of the operation to the delivery of the withdrawal form, with the intention that this will also be added to your file.
  - 4. Manage the request for the return of your documentation, once the aforementioned guidelines have been completed.
- b) Withdrawal by regulation:
  - 1. The Academic Committee will determine the type of Withdrawal to be applied to the student according to the rule, principle or guideline in which the student incurs.
  - 2. Such determination shall be notified in writing to the student, with the intention that it be recorded in the student's file.

### Chapter III. Reversal of Withdrawal

Article 28. The student with a withdrawal status applied during the current period may request the reversal of the status applied. To do so, he/she must communicate his/her decision directly to the student success area orally or in writing using the means of communication made available to him/her, so that the record may be recorded in his/her file and the request may be processed.

### Chapter IV. Reinstatement

Article 29. Students with a withdrawal status may apply for reinstatement to the University. To do so, he/she must communicate his/her decision directly to the reinstatement area of the Utel orally or in writing through the means of communication made available to him/her, so that the record may be recorded in his/her file and the request may be forwarded to the corresponding areas.

Article 30. If at the time of reinstatement there is an update of the study plan, the student must follow the current plan and the ruling resulting from the application of the corresponding equivalency tables.

Article 31. Students who have suspended their studies without completing the corresponding withdrawal procedure and wish to return, may carry out the reinstatement procedure.

Article 32. A student who has been withdrawal for disciplinary reasons or violations of institutional ethics may not re-enter the institution.

## Title IV. Scholarships

### Chapter I. Of the grant

Article 33. This Title establishes the bases that regulate the granting, validity, suspension and cancellation of scholarships for studies.

Article 34. The University will grant the percentage of scholarships it deems appropriate, having as a minimum the equivalent of 5% of the total number of students enrolled in each study plan.

Article 35. Scholarship recipients will not pay the portion of their scholarship amount, where applicable, in registration and tuition fees.

Article 36. The scholarship is a personal and non-transferable benefit that will be applicable in the cycle in which it is granted.

Article 37. Students may access the call for scholarship applications on the virtual platform to learn about the requirements and corresponding forms.

Article 38. Scholarship application requirements:

1. Fill out the corresponding form within the period established in the school calendar.
2. Have a minimum grade point average of 8.0 (eight point zero) for Bachelor's and Master's degrees; in the case of Doctoral students, the minimum grade point average will be 9.0 (nine point zero).
3. Enroll the full course load.
4. Not to have failed any subject.
5. Not having registered any type of leave.
6. Have no warnings or sanctions during their stay at the university.
7. Socioeconomic study to justify the need for this benefit.

Article 39. The results of the scholarship application will be announced during the period foreseen in the corresponding calendar and the students will be notified of the applicable percentage and cycle.

Article 40. Students who do not obtain a scholarship will be informed of the reasons, the results of this process are final.

### Chapter II. Renewal

Article 41. For the renewal of the scholarship, the student must meet the following requirements:

1. Make the renewal application on the dates established in the calendar.
2. To have a minimum grade point average of 8.0 (eight point zero) in the previous four-month period for Bachelor's and Master's degrees; in the case of Doctoral students, the minimum grade point average will be 9.5 (nine point five).
3. To have passed all subjects in the previous term.
4. Maintain a full course load.
5. Have a complete physical file at School Services (original documents).

6. Be up to date with tuition payments.

7. To have responded to the opinion satisfaction survey for the immediately preceding period.
8. Not to have any sanction for violations of the regulations.

Article 42. The institution will renew the scholarship on a discretionary basis considering those students who already have this benefit, as long as the student meets the requirements mentioned in the previous section.

Article 43. Failure to comply with any of the aforementioned provisions may result in a partial or total reduction of the scholarship benefit, which will be applicable to the quarter following such failure.

### Chapter III. Cancellation

Article 44. The scholarship will be canceled at the student's discretion if he/she fails to comply with any of the requirements for the award or renewal of the scholarship.

Article 45. If a student is sanctioned in accordance with these regulations, the scholarship may be canceled at the time the sanction is applied.

## **Title V. Procedures for the evaluation and accreditation of subjects**

### **Chapter I. Types of evaluation**

Article 46. The types of evaluation that will be performed by the University are:

1. Ordinary evaluation. The ordinary evaluation allows students enrolled in a subject to obtain, based on the tasks and work done within the academic period, a grade that will be recorded in their academic history with the type of accreditation.
2. Extraordinary evaluation. The extraordinary evaluation refers to the possibility of accrediting a subject failed by the student in a regular academic period. The grade obtained will be recorded in the student's academic record with the type of accreditation.

### **Chapter II. Evaluation and accreditation procedures**

Article 47. The final grade will result from the averages obtained in the evaluation and partial grades and, according to the weighting established for each one, the following criteria will be applied:

- a) Activities not performed will have a grade of Not Presented (NP).
- b) In the activities, exams or assignments where the student does not comply with the requirements for the assignment of a grade, 0 (zero) will be recorded in the corresponding record.
- c) Partial grades shall be recorded with whole numbers and decimals without rounding, integrated according to the type of subject and corresponding evaluation scheme.
- d) The teacher will review and integrate the final grade that will be recorded in the educational platform.
- e) The official scale for the final grade will be numerical and will be assigned in whole numbers from 5 (five) to 10 (ten), being 6 (six) the minimum grade to accredit an undergraduate course and 7 (seven) in Master's and Doctorate degrees.
- f) In the case of extracurricular courses, the grade will be expressed as Accredited (AC) or Not Accredited (NA).
- g) The record of the final grade will be established in the student's report card, academic record and corresponding certificate.

### **Chapter III. Review of grades**

Article 48. It is the student's responsibility to carry out this verification in order to make sure that the grades recorded in his/her academic history correspond to what has been established.

Article 49. Students who detect an error or present disagreement with the publication of any of the final grades received in the ordinary or extraordinary evaluation of any of their subjects, must notify the student success area orally or in writing using the means of communication made available to them (telephone hotline, institutional email, Virtual Classroom chat or WhatsApp of the area).

Article 50. The request for review of grades will be applicable when:

- a) In the ordinary and extraordinary evaluation, the student considers that his/her final grade has not been assigned according to the results of his/her performance and partial evaluations. In this case, at the end of the course, the student will present his/her disagreement with the Student Success Area in writing using the means of communication made available to him/her.
- b) For the review, a review panel will be formed to study the evidence and elements provided and, if necessary, will seek to examine the student through a general evaluation in order to give a final decision. The final decision will be final and the student will be considered in advance to have waived his/her original grade for the grade given by the review panel.
- c) In the ordinary and extraordinary evaluation, the student considers that the partial evaluation(s) applied do not coincide with the syllabus of the subject. In this case, at the end of the partial evaluation, the student will present his/her disagreement with the student success area orally or in writing using the means of communication made available to him/her.
- d) For the review, the student success area will refer the request to the corresponding instance for the review of the partial evaluation(s) designed and its/their concordance with the study plan, with the intention of determining whether or not it/they correspond to what has been established. If it is determined that there is no relation between the two, the area will be in charge of redesigning the partial evaluation(s), in order to allow the student to submit them again.

## Title VI. Rules for student mobility

### Chapter I. On the change of study plan

Article 51. The student will have the flexibility to make a change in the study plan if the student's needs require it by fulfilling the following requirements:

- a) To have a complete school transcript.
- b) Have no administrative or academic debts from the initial study plan.
- c) Request the change by any of the means of communication available to the University.

### Chapter II. Make the corresponding payment for the procedure.

- d) The process of graduation will be carried out according to the study plan to which the change has been requested.

### Chapter III. From the academic program

Article 52. The student will be able to pursue a second career, fulfilling the following:

- a) Cover 70% of the credits of the first study plan.
- b) To carry out the direct equivalency process at the School Services and Regulation Office, if applicable.
- c) To carry out the regular registration procedure.
- d) Make the payment corresponding to the established quotas.

### Chapter IV. Academic equivalency in the United States

Article 53. Utel offers the opportunity to revalidate completed Bachelor's, Master's and Doctorate studies in the United States. The process can be initiated when the student has a professional degree or academic degree with the Apostille of The Hague in Mexico and requests the process with the following requirements:

- 1. Apply for the revalidation of Utel's degree in the USA.
- 2. Pay the processing fee which includes:
  - I. Sending Documents to the U.S.
  - II. Official translation of the Utel Degree (in USA).
  - III. Revalidation procedure before the Accrediting Agency (in the USA).
  - IV. Result: equivalence report.
  - V. Legalization before a notary public.
  - VI. Apostille of the Hague Convention for the Equivalence Report (issued in the USA).
  - VII. Sending Documents to Utel.
- 3. The process takes approximately 45 (forty-five) working days, at the end of which the graduate will have his or her Utel degree apostilled in Mexico and his or her Academic Degree Equivalency Report apostilled in the United States.

## Chapter V. Academic Equivalency

Article 54. This procedure must be carried out by the graduate, on a personal basis, therefore, the result depends entirely on the competent authority of the country where the academic equivalence of the degree is requested. Utel will be able to provide the necessary documentation, which must be requested to the School Services area. This support cannot be understood in any way as an assumption of responsibility on the part of Utel regarding this process and the graduate must assume the costs of the elaboration of the requested documents and the procedure before the competent authorities.

## Title VII. Internship

### Chapter I. General

Article 55. The service is the formative, temporary and mandatory activity that develops in the students of this University an awareness of solidarity and commitment in the interest of society and the State, whether or not it is related to their profile.

Article 56. In terms of the provisions of Article 15 and other applicable articles of the General Law of Higher Education, in order to obtain the professional degree corresponding to the bachelor's level, the rendering of internship or its equivalents will be mandatory.

Article 57. Internship may be performed internally or externally. In the latter case, it may be performed in federal, state, municipal and municipal agencies, municipalities, non-profit civil associations, among other public or private entities.

For the development of the internship, traditional face-to-face options will be considered, as well as the development of online or remote activities.

Article 58. Students directly benefited by the educational services provided by this University must render internship or its equivalents, in the cases and terms that, in accordance with the legal provisions, these Regulations indicate.

Article 59. In accordance with the legal provisions, the federal education authority has indicated that internship may be performed in one of the following options:

- a) Offering tutoring to students in elementary and high school in the areas of mathematics, language, communication.
- b) Providing support in psychology services, social work, educational guidance, among others.
- c) Offering your services at Mexican embassies or consulates
- d) Offer services in non-governmental organizations (NGOs) that comply with the objectives established in the Federal Law for the Promotion of Activities Carried out by Civil Society Organizations, or
- e) All those mechanisms of accreditation of internship or its equivalents that the Institution determines in accordance with the provisions of the applicable legal provisions.

Article 60. The University may identify and promote those programs or mechanisms for the accreditation of internship or equivalents that may be carried out in the distance modality, so that for the benefit of its students located within and outside the national territory, they may become an option for the realization and accreditation of online internship.

For the operation of these programs or mechanisms of accreditation of internship or equivalent, the University may make available to its students the use of the educational platform that they use to study their respective study plans and programs.

The internship programs that are determined according to any of the assumptions indicated in Article 58 of these Regulations, shall be made known to the students by means of the Technical Cards that the Institution prepares and are authorized by the University Council of the Institution itself for their formal recognition and application.

In any case, the Technical Data Sheets shall indicate:

- a) The program registered for internship accreditation or its equivalent.
- b) The objective of the program.
- c) The documentation and information necessary to register in the program and to have the internship or its equivalents accredited.

The Technical Cards authorized by the University Council will remain in the custody of the University's Directorate of School Services and Regulation.

Article 61. For its dissemination and application, the Institution will publish the Technical Data Sheets in the Virtual Classroom.

Article 62. Each student shall be free to choose the program in which he/she will register for internship.

Article 63. In terms of the applicable legal provisions, they are exempted from the rendering of internship.

- a) Students who are active employees of the federation and of the government of any of the states of the Mexican Republic.  
Said students will have their internship accredited with the certificate issued in their favor by the competent authority of their work center.
- b) Students over 60 (sixty) years of age or students disabled by serious illnesses. This, in accordance with Article 52 of the Regulatory Law of Article 5 of the Constitution, regarding the exercise of professions in the Federal District.

## Chapter II. The provision of Internship

Article 64. The student may perform the internship when he/she has completed and accredited 70% (seventy percent) of the credits of the plan and programs of study he/she is studying.

Article 65. The Directorate of School Services and Regulation of the University will provide the respective orientation to students who, according to their progress in their respective study plan and programs, are in a position to choose and initiate the rendering of their internship.

Article 66. The student will request authorization to perform the internship from the University's Directorate of School Services and Regulation. For such purposes, he/she shall submit, if applicable, the letter of acceptance of the internship issued by the institution where he/she will perform it. In any case, he/she will apply for registration in the program of his/her choice.

The provision of internship will be continuous, in order to achieve the objective established in the corresponding Technical Data Sheet.

Article 67. It is the obligation of the students of the University, in their capacity as internship providers:

- a) Respect the provisions of these Regulations and, if applicable, those agreed upon by the University with the public and private institutions in which the internship is performed.
- b) Make appropriate use of the resources provided by the institution or agency in which the internship is provided.

Article 68. The date of issuance of the letter of release shall not exceed 30 (thirty) working days, counted from the end of the internship.

Article 69. The student has 10 (ten) business days from the date of issuance of the letter referred to in the previous article, to proceed with its delivery to the Directorate of School Services and Regulation of the University.

Article 70. The University will have at the disposal of the General Directorate of Accreditation, Incorporation and Revalidation of the Ministry of Public Education, the information derived from the programs and activities aimed at the accreditation of internship or its equivalents, in particular, the report of the students enrolled in such activities and the report of those who have concluded their internship.

Article 71. Cases not provided for in this Title shall be resolved by the competent area of the University, according to the nature of the case in question. Those cases that are serious shall be previously submitted to the consideration of the authorities of the Institution.

## Title VIII. Certification and degree requirements

### Chapter I. General considerations

Article 72. The Directorate of School Services and Regulation will be responsible for guaranteeing the issuance of certificates of study, transcripts, professional titles and academic degrees in accordance with the requirements, dispositions and formats set forth by the Mexican Ministry of Public Education.

Article 73. The issuance times of the total certificate, as well as the professional title, will be subject to the time required by the institution to: review the background studies, determine the suitability of documents, registration in books and the preparation of official documents; in addition to the time required by the authority for their authentication.

### Chapter II. Requirements for the application for certification of studies

Article 74. The requirements for the full certificate application are as follows:

1. Birth Certificate or similar in accordance with the country of origin.
2. Certificate of studies antecedent to the educational level attended.
3. In the case of postgraduate studies, a copy of the professional degree or previous academic degree.
4. Accredited 100% of the study plan completed.
5. Equivalence or revalidation of studies, if applicable.
6. Extracurricular courses of the study plan.
7. No outstanding tuition debts.
8. Payment for the requested service.

Article 75. In order to make the payment of the total certificate of studies request, you must have the confirmation of the requirements previously described.

### Chapter III. Requirements for the application for partial certification of studies

Article 76. The requirements for the partial certificate application are as follows:

1. Birth Certificate or similar in accordance with the country of origin.
2. Certificate of studies antecedent to the educational level attended.
3. To have at least one accredited semester of the corresponding study plan.
4. Equivalence or Revalidation of studies if applicable.
5. No outstanding tuition debts.
6. Payment for the requested service.

Article 77. In order to make the payment of the partial certificate of studies request, you must have the confirmation of the requirements previously described.

#### Chapter IV. Requirements for the application for a Professional Degree or Academic Degree

Article 78. In order to request the issuance of the professional degree or academic degree, the student must meet the following requirements:

1. Total certificate of studies issued by Utel of the bachelor's degree or academic degree corresponding to the study plan completed.
2. In the case of a bachelor's degree, to have released the Internship.
3. In the case of postgraduate studies, a copy of the professional degree or previous academic degree.
4. Not to have any administrative or documentary debts.
5. Meet extracurricular requirements.

Article 79. The electronic securities issued by Utel will comply with the provisions established by the Mexican Republic through the Ministry of Public Education.

#### Chapter V. Requirements for the application for a Bachelor's Degree Academic Progress Report

Article 80. The Bachelor's Degree Academic Progress Certificate is the recognition of studies with curricular value, which endorses the skills acquired during the student's academic career; two Academic Progress Certificates may be issued prior to the professional degree.

Article 81. The requirements to obtain it are the following:

1. For the first certificate, 33% of the undergraduate courses must have been completed; for the second, 66% of the corresponding courses must have been completed according to the study plan.
2. Be an active student and have no outstanding debts.
3. Have a complete physical file and have title size photographs.
4. To have the corresponding payment of the procedure.

#### Chapter VI. Requirements for the application for the Postgraduate Certificate of Academic Progress

Article 82. The Graduate Certificate of Academic Advancement is the recognition of studies with curricular value that endorses the skills acquired during the student's academic career; two Certificates of Academic Advancement may be issued prior to the academic degree.

Article 83. The requirements to obtain it are the following:

1. For the first certificate, 33% of the postgraduate courses must be accredited; for the second, 66% of the corresponding courses must be accredited according to the study plan.
2. Be an active student and have no outstanding debts.
3. Have a complete physical file and oval title photographs.
4. To have the corresponding payment of the procedure.

## Title IX. On Graduation and Obtaining the Academic Degree

### Chapter I. Requirements

Article 84. The graduate will be able to initiate the process of graduation or obtaining the academic degree upon meeting the following requirements:

1. Birth Certificate or similar in accordance with the country of origin.
2. Total certificate of studies immediately prior to the level attended.
3. To have accredited 100% of the subjects of the study plan.
4. Cover the corresponding payment for this concept.
5. Not to have committed any act of indiscipline or breach of these regulations that has resulted in the application of a definitive discharge.

Article 85. Depending on the level of studies, in addition to the items of the previous article, they must comply with the following:

6. For undergraduate students, to have released the Internship.
7. For postgraduate studies, copy of the professional degree or previous academic degree.
8. For doctoral students, comply with the requirements established in the selected degree option.

### Chapter II. Degree options and degree attainment

Article 86. For undergraduate students the degree is direct, that is to say, it will be immediate once the graduate complies with the requirements previously stated.

Article 87. For Master's degree students within the Mexican Republic, the degree is obtained directly, that is to say, it will be immediate once the graduate complies with the requirements previously stated.

For those who are outside the Mexican Republic, the options to obtain a degree (Postgraduate: Master's and Doctorate) are described in the *Scientific Production Manual*, with the following modalities:

- a) Research work (Thesis).
- b) Professional Practice and Business Innovation Report.
- c) Scientific Event.
- d) Publication.

Article 88. In the case of the Doctorate, the graduate must:

1. Choose one of the degree options described in this chapter. The doctoral candidate who does not reside in Mexico will only have the option of a doctoral thesis degree.
2. Request the *Degree Registration Form* from the School Control area, which must be filled out and returned.

Article 89. For doctoral students residing in the Mexican Republic, the options for obtaining the academic degree are:

- a) Thesis.
- b) Academic excellence.
- c) Publication of an article in an indexed or refereed journal.

Apartado a: Thesis

Article 90. It consists of the graduate preparing a written work that must be presented and orally replicated before a jury in person or virtually.

Article 91. The graduate must make the corresponding payment for the thesis advising.

Article 92. The research project must comply with the following characteristics:

- 1. The topic to be addressed must be of general interest and about relevant aspects, according to the professional profile of the doctorate.
- 2. Contribute innovations to the different areas of knowledge to which the doctorate belongs.
- 3. Strengthen Utel's principles, objectives and goals.
- 4. To have an object of analysis and to contribute to science.
- 5. To be feasible.
- 6. Not having been previously registered.

Article 93. The Academic Direction will assign a Thesis Director, in accordance with his/her teaching profile, to guide the graduate during the development of the project and the fulfillment of the requirements.

Article 94. The research project must comply with the following elements in order to be registered:

- 1. Graduate data.
- 2. Proposed topic of the research work.
- 3. Key words of the research topic.
- 4. Statement, justification and delimitation of the problem.
- 5. Hypothesis.
- 6. General and specific objectives.
- 7. Preliminary work scheme.
- 8. Methodology and research techniques to be used.
- 9. Preliminary sources for consultation.
- 10. Schedule of activities.
- 11. General data and signature of the director of the research work.

Article 95. Once the requirements have been fulfilled, the thesis director must issue a release document in which he/she grants his/her approval vote; this document must be submitted to the Academic Direction and the *thesis director's registration and report* form must be filled out.

Article 96. The Academic Direction, upon receipt of the release letter issued by the thesis director, will designate two reviewers, full-time active professors of Utel, or external, with profile and knowledge in the corresponding area, to verify, within a period not exceeding 20 (twenty) working days, that the thesis complies with the academic requirements to present it. When, in their opinion, the work has complied with all the requirements, the Academic Direction must issue an approval vote.

Article 97. The procedure to develop the research and present the thesis will be as follows:

1. The student will have a term of no more than 12 (twelve) months from the date of registration to develop his/her work. If the project is not completed, it will be canceled and the student will only be able to resume it if another project on the same topic has not been registered.
2. Once all the votes have been approved, the Academic Direction will ask the graduate for the electronic version of the thesis work and the *Thesis/Magazine research work reception* form, which the graduate must request from the School Control area; the Thesis Director will be in charge of communicating this material.
3. Once School Services confirms receipt of the copy, the graduate will be notified via e-mail of the date and time assigned for the presentation of the thesis.
4. The student will make the online presentation according to the following schedule:
  - I. Presentation of the graduate and the synod (10 minutes)
  - II. Thesis presentation (30 minutes)
  - III. Questions and comments from the synod (10 minutes)
  - IV. of the graduate to questions and comments from each synodal (10 minutes each)
  - V. Concluding remarks of the synod (15 minutes total)
  - VI. Deliberation in private (the image and sound of the software are deactivated for 15 minutes)
  - VII. Meeting of synod and graduate to hear verdict (15 minutes)
5. The presentation will be made by videoconference in real time, with camera and open microphone, with the participation of the graduate and three synods appointed by Utel.
6. Utel will verify the identity of the graduate by comparing the current official ID and the student's real-time visualization.
7. The session of the professional presentation must be recorded as evidence and kept in digital format in an electronic file in the University's storage servers, in the graduate's file.
8. In case of passing the oral examination, the student will begin the process of graduation upon fulfillment of the administrative requirements and payment of the corresponding fee. In case of not passing the oral exam, a second attempt will be granted; if the oral exam is not passed, the student will have to choose another degree modality.

#### Apartado b: Academic excellence

Article 98. The Academic Excellence degree option does not require written work or a professional examination.

Article 99. This option is open to graduates who meet the following requirements:

1. Have completed their doctoral studies with a minimum grade point average of 9.5 (nine point five).
2. To have completed the study plan in an uninterrupted manner.
3. Not having submitted extraordinary evaluations.
4. Submit the academic history with the subjects and the general average.

Article 100. The Directorate of School Services and Regulation will confirm the average and compliance with the prerequisites for certification and degree.

Article 101. The result of the review and validation of requirements and academic record will be

notified to the graduate via e-mail.

Article 102. The degree process will begin once the requirements have been confirmed, the administrative procedures have been completed and the corresponding payment has been made.

Apartado c: Publication of an article in an indexed or refereed journal

Article 103. It consists of the graduate generating a research article for publication in an indexed or refereed journal, whose contents are related to the area of study of the doctorate; the graduate must present and orally replicate it before a jury, either in person or virtually.

Article 104. This option is open to graduates who meet the following requirements:

1. Comply with the guidelines established by the journal where the article will be published.
2. The date of publication of the article must be after the completion of all the credits that make up the graduate's studies.
3. Make the corresponding payment for the research work consultancy.

Article 105. The Directorate of School Services and Regulation will confirm compliance with certification and degree prerequisites.

Article 106. The Academic Direction will assign an advisor, in accordance with his/her teaching profile, to guide the graduate in the development of the article and the fulfillment of the requirements.

Article 107. The article must contain the following information for registration:

1. General data of the graduate.
2. Proposed topic of the research work.
3. Key words of the topic to be investigated.
4. Statement, justification and delimitation of the problem.
5. Hypothesis.
6. General and specific objectives.
7. Preliminary work scheme.
8. Methodology and research techniques to be used.
9. Preliminary sources for consultation.
10. Schedule of activities.
11. Cover of the magazine.
12. Show copy or indicate where the magazine is published.
13. General data and signature of the advisor of the research work.

Article 108. The procedure for submission of the article will be as follows:

1. The graduate will submit a copy of the article, the front and back cover of the issue in which it was published or the link address of the portal where the article to be evaluated has been published through the School Control area.
2. The estimated time for the completion of the article and its publication in the journal will be no more than 24 (twenty-four) months.
3. Once all the votes have been approved, in case of physical publication, the Academic Direction will request the graduate the printing of three copies of the journal and the *Thesis/Magazine Research Paper Receipt* Form, which the student must request to the

School Control area; if it is a digital document, it may be submitted electronically (PDF format) to the reviewer, who will be in charge of publishing it.

4. Once the receipt of the copies has been confirmed, the graduate will be notified via e-mail of the date and time assigned for the presentation of the oral reply.
5. The graduate will make the online presentation according to the following schedule:
  - I. Presentation of the intern and the synod (10 minutes).
  - II. Magazine presentation (30 minutes).
  - III. Synod questions and comments (10 minutes).
  - IV. Response of the trainee to questions and comments from each synodal (10 minutes each).
  - V. Concluding remarks of the synod (15 minutes total).
  - VI. Deliberation in private (the image and sound of the software are deactivated for 15 minutes).
  - VII. Meeting of synod and graduate to hear the verdict (15 minutes).
6. The presentation will be made by videoconference in real time, with camera and open microphone, with the participation of the graduate and three synods appointed by Utel.
7. Utel will verify the identity of the graduate by comparing the current official ID and the student's real-time visualization.
8. The session of the professional presentation must be recorded as evidence and kept in digital format in an electronic file (compact disc) in the graduate's file.
9. At this time, the titling process will begin after the administrative requirements have been met and the corresponding payment has been made.

## **Title X.** Attention to complaints derived from the provision of educational services.

### **Chapter I.** General aspects

Article 109. The interested party who presents a disagreement derived from the educational service provided, shall express it to the Complaints and Suggestions Management area.

Article 110. Disputes will be presented and resolved on a case-by-case basis.

Article 111. Any person having a relationship with the University may file a complaint without altering the terms of other processes.

Article 112. The complaint must be submitted, in writing and duly documented, through the Complaints and Suggestions Mailbox located in the Virtual Classroom or on the University's website within a period not exceeding 5 days after the occurrence of the facts or actions.

Article 113. The complaint must be presented with due respect at all times and must include the following elements:

1. Personal identification data.
2. Type and reason for consultation.
3. Description of the situation of the complaint.
4. Evidence to support the complaint.
5. The facts from which the complaint originates shall not exceed 5 (five) working days for its exposition; for cases foreseen as crimes within the Federal Criminal Code, this term may be exempted.

Article 114. The Complaints and Suggestions Management area of the University will be the instance that will review and determine if it is admitted; if so, it will inform the interested party about such acceptance within a term of 3 (three) days after its presentation.

Article 115. After the previous term, the Complaints and Suggestions Management area will analyze and channel the case to the corresponding institutional coordination.

Article 116. The institutional area will analyze and examine the case to determine how to proceed with the resolution of the complaint, the time to respond will be 15 (fifteen) working days after the admission of the complaint.

Article 117. The resolution or agreements resulting from the analysis and review of the complaint, shall not interfere or omit the terms of other procedures; likewise, it may not go against the university community, including students, faculty and administrative staff.

Article 118. The decision rendered shall not be subject to appeal.

Article 119. For the reception of these processes, the alternate e-mail address [buzonquejas@utel.edu.mx](mailto:buzonquejas@utel.edu.mx) is available.

## Title XI. Acts of indiscipline

The purpose of this Title is to determine the misconduct or acts of indiscipline in which students and graduates of the University may incur, the corresponding sanctions and the procedure to be followed, as well as to contribute to preserve the fundamental values that must be respected by the university community and to clarify the facts that could constitute misconduct.

### Chapter I. General

Article 120. Glossary of terms. For the purposes of this Title, the following terms shall be defined as follows:

- I. Misconduct or act of indiscipline: Any conduct or action, omission, violation, breach, non-compliance or contravention, individual or collective, that transgresses the provisions of this Title and/or any other regulation, document, guide or provision issued by the University, as well as the norms, guidelines and principles of the University and the duties that correspond to the condition of students, or that seek to hinder or damage the proper functioning of the University or violate the rights of individuals. Both the direct perpetrator and his accomplice, as well as whoever omits to report it in a timely manner, are guilty of misconduct. Some of these offenses could be the following:
  - A. Sexual harassment: Any unwanted or unwelcome verbal or physical conduct of a sexual or sexist nature that has the purpose or has the effect of violating the dignity of a person, in particular when it creates an intimidating, degrading or offensive environment.
  - B. Aggression: Act by which a natural person attacks the physical, psychological and moral integrity of persons or institutions.
  - C. Copying: The improper obtaining or reproduction, or unauthorized exchange of information by which the student, with the aid of any unauthorized means, resolves or supports an evaluation.
  - D. Plagiarism: It is the act by which the student presents as his/her own, through any means of communication, in whole or in part; works, texts, graphics, among other aspects, which are the property of third parties without making the correct citations or sources.
- II. Elements of the process: factors or procedural components that must be addressed by one or several instances and authorities that participate in the correct development of the sanction procedures for indiscipline, which are fundamental to guarantee the effectiveness, impartiality and transparency of the process.
  - A. Appeal: A process brought by a student to an indiscipline resolution with which he/she disagrees and requests an additional review by the same authority or a second instance.
  - B. Notification: It is the act by which the student is notified of the initiation of a disciplinary proceeding, in which he/she is directly or indirectly linked; as well as the resolutions adopted in said proceeding and other relevant acts linked to the same. Any communication sent to the student by virtual means is considered to be well notified, according to the last information registered as a means of contact; this includes notification through institutional e-mail and, if deemed necessary by the University, through a notary public.
  - C. Recidivism: The commission of an offense by a student who has already been

definitively found responsible for the commission of the same offense in a previous disciplinary proceeding.

- D. Sanction: Disciplinary measure expressly provided for in this Title as a consequence of the commission of an offense. Any individual or collective action that seeks to hinder or damage the proper functioning of the University, violate the rights of individuals, groups or contravene the rules, principles and guidelines established by the institution will be considered an infraction.
- III. Actors: persons or groups that show interest in the resolution of the case and actively participate in the sanction process for indiscipline.
- A. Collaborators and Instigators: Those students who induce, incite, collaborate or help another person to commit an offense established in this Title.
  - B. Academic Committee: Authority in charge of determining the sanctions imposed on students in the first instance. It is formed by the Coordination of School Services and Regulation, who presides and represents it; the Coordinator of Student Success, jointly or independently in those cases that are related to their area. For the resolution of appeals or challenges presented by the student.
  - C. University community: The group of students, graduates, professors, administrative personnel or any other person who, due to the performance of their duties -whether labor, professional and/or academic- are strictly related to the University.

Article 121. These are considered minor offenses that warrant a sanction:

- a) Commercialize any type of article or perform similar activities, on or through the institutional platforms.
- b) Not expressing or addressing fellow students, professors or any member of the university community in a respectful manner.
- c) Participate in activities other than academic activities on or through institutional platforms.
- d) Any other conduct that qualifies as minor misconduct not contemplated in these Regulations, duly substantiated and adjusted to the relevant rules by the competent authority of the University.

Article 122. Serious misconduct is considered to be punishable:

- a) Sharing user codes or institutional passwords.
- b) Use third-party login credentials to access institutional platforms.
- c) Request and/or receive classes from any University professor on or off institutional platforms.
- d) Disrespect, threaten, insult, slander, defame, defame, insult, verbally assault or make any act of public or private contempt directed against another student, graduate or person associated with the University.
- e) Threatening morals and decency, modesty, health, freedom and the rights of third parties.
- f) Making improper use of institutional platforms including, but not limited to, attempting to overcome the security of computer systems; manipulating or blocking network addresses or any other use that could affect the logical structure of the network; as well as introducing any software harmful to the proper functioning of the University's computer systems.
- g) The improper use of academic or institutional administrative information.
- h) Performing acts that affect the institutional image or heritage or that of any member of the university community.
- i) Promote or participate in situations of disorder or illegal activities on or through institutional platforms.
- j) Promote or participate in political activities on or through institutional platforms.
- k) Inciting, inducing or forcing a third party to commit misconduct, in accordance with the

provisions of these Regulations.

- l) Failure to comply with any institutional order published at the time of the offense.
- m) Inappropriately using or altering the name or symbols of the University in any media.
- n) Disseminate on social networks or any other media, images, institutional emails, audios and/or audiovisuals of University professors or other members of the University community, related to an academic activity, without the express consent of the University.
- o) Recidivism in the commission of a minor offense or committing 2 (two) minor offenses.
- p) Any other conduct that qualifies as serious misconduct not contemplated in these regulations, duly substantiated and adjusted to the relevant rules by the competent authority of the University.

Article 123. These are considered very serious misconduct punishable by sanction:

- a) Falsify or adulterate any institutional document, whether official or unofficial; submit false documentation for any request made by the University, including enrollment.
- b) Copying, promoting or allowing the copying of any type of evaluation, which will result in the evaluation not being graded and a grade of zero will be given, without prejudice to the corresponding sanction.
- c) Impersonate or be impersonated in any type of institutional activity as a member of the University, by any of the media and/or social networks.
- d) Performing acts against academic probity including, but not limited to, plagiarism, making use of any impermissible evaluation aids or other reprehensible acts, such as bribery or attempted bribery.
- e) Promoting or participating in any type of physical or psychological conduct or harassment, violence, discrimination or sexual harassment.
- f) Execute discriminatory acts against students, alumni or any person linked to the University.
- g) Violate the measures, procedures, protocols, notices or other security mechanisms established by the University, including the misappropriation and/or transfer of personal data of students, teachers or administrative staff to persons outside the Institution.
- h) Carrying out any act that is typified within the criminal scope.
- i) Cyberbullying, bullying through verbal abuse, offensive language or other aggressive behavior, with the purpose of producing premeditated harm or a feeling of fear, as well as those behaviors that, without being of a sexual nature, use any means to cause rejection or affect the dignity of another person.
- j) Infringe the rules on copyright recognized by the University and the legislation on the subject.
- k) Intentionally submitting a false report to university authorities or to any member of the university community.
- l) Recidivism in the commission of a serious misconduct or committing 2 (two) very serious misconduct.
- m) Failure to comply with the execution of a disciplinary sanction imposed by the University.
- n) Create, alter or use in an inappropriate and unauthorized manner the name, brand, logo or symbols of the University, by any of the media and/or social networks.
- o) Any other conduct that qualifies as very serious misconduct not contemplated in these Regulations, as well as those that are typified within the Codes and civil and criminal regulations.

Article 124. The penalties applicable to students who commit or reoffend in any of the offenses listed in the previous chapter are as follows:

- a) Verbal or written reprimand.

- b) Temporary withdrawal of absence due to indiscipline.
- c) Reparation of damages or losses caused.
- d) Definitive discharge due to indiscipline.

In the case of graduates, Utel may impose as a sanction the impossibility of pursuing a higher level or any other study plan.

Article 125. Reprimand. It may be verbally, by telephone or by electronic means of video or written communication to the student or graduate involved in a minor offense. In case of recidivism, a more severe sanction will be applied.

Article 126. Definitive withdrawal due to indiscipline. It is the termination of the services rendered in favor of the student by decision of the University due to the application of a sanction imposed in a disciplinary procedure. This sanction makes it impossible for the student to rejoin the University.

Students sanctioned under this assumption may not, in any case, request a refund of the canceled tuition fees.

The subjects in which the student was enrolled in the cycle in which the failure occurred and receives the sanction of definitive withdrawal, are understood as taken and failed, assigning the grade and corresponding weighted average of 0 (zero).

Article 127. Temporary withdrawal due to indiscipline. This includes the interruption of educational and administrative services and of the use of the University's services and platforms provided to the student for a determined period of time by decision of the University due to the application of a sanction imposed in a disciplinary proceeding.

Courses that the student may have taken in other institutions or academic units during the period of this sanction will not be validated or recognized.

The amounts paid by the student for that period will not be reimbursed, since the University provided the educational services in the time and manner offered, being the student's responsibility for having committed the fault that gave rise to the sanction.

Article 128. Reparation of damages caused. The application of sanctions does not exclude the requirement to repair the damages caused and the payment of the corresponding compensation, as well as the academic and/or administrative consequences that may arise.

Article 129. Sanctions applied to misconduct depending on the seriousness of the case:

- a) Minor offense: it is sanctioned with a warning.
- b) Serious misconduct: a temporary withdrawal of absence for indiscipline of up to one (1) four-month period will be applied. In case of any extenuating circumstance, a temporary withdrawal of absence of a shorter duration may be applied.
- c) Very serious misconduct: it is sanctioned with a definitive withdrawal for indiscipline. In case of any extenuating circumstance, a temporary withdrawal for indiscipline may be applied for more than 1 (one) to 2 (two) four-month periods.

In addition to the sanctions established above, the University reserves the right to adopt other pertinent actions according to the offense committed by the student or graduate.

Likewise, the authorities involved in the disciplinary procedure may, if deemed appropriate, summon those involved in the conduct classified as misconduct, in order that the person who committed the conduct and the person harmed by it may reach an agreement proposing alternative mechanisms to restore the damage committed, such as providing services in favor of the university community and/or execution of projects in favor of the same, make public rectifications, among others. In case an agreement is reached, the authorities involved in the disciplinary procedure may reduce the sanction according to the type of offense committed. The provisions of this paragraph shall not apply to cases of definitive withdrawal for indiscipline.

Article 130. Concurrence of misconduct. When the same conduct involves two or more typified offenses, the sanction foreseen for the most serious offense shall be applied.

Article 131. The sanctions to be imposed on co-participants, instigators or accomplices shall be the same as for the perpetrator of the misconduct. Notwithstanding the foregoing, the University reserves the right to impose a lesser penalty, depending on the circumstances of the particular case.

Article 132. Gradation of the sanction. The sanctions to be applied must be proportional to the non-compliance qualified as a fault, observing objective criteria to determine its nature, such as: The seriousness of the offense, the damage caused to the University or other members of the university community, recidivism, the existence or not of intentionality, personal conditions, the background of the student or graduate and the circumstances in which the offense was committed.

They constitute attenuating factors of responsibility, to be taken into account for the purposes of grading the sanction and/or initiating the disciplinary proceeding:

1. The voluntary, sincere and timely statement of the student or graduate;
2. Collaboration in the clarification of the facts;
3. Lack of sanction history;
4. Another mitigating factor for the University's consideration.

The information provided by students or graduates to the University authorities that allows the identification of those responsible for the misconduct is kept in strict reserve and confidentiality.

Any of the following behaviors constitute aggravating circumstances:

1. Refusal of the student or graduate to accept the obvious misconduct;
2. Engaging in behavior that impedes or hinders investigations related to the offense;
3. Acting for profit;
4. Acting premeditatedly or ensuring the success of the offense by hindering its discovery;
5. Actively participating in the commission of the offense as part of a group or acting as a group leader;
6. Committing 2 (two) or more offenses of the same kind;
7. Affect the academic material of the University and its teachers;
8. Failure to comply with the sanction imposed.

Recidivism will be an aggravating factor in the application of subsequent sanctions. Any type of misconduct will be notified with the necessary formalities.

Article 133. Competent authorities and bodies. The following authorities or collegiate bodies are

competent to hear disciplinary proceedings:

1. Academic Committee: Authority in charge of determining the sanctions imposed on students. It will issue a Resolution describing the facts, the offense committed, the sanction and the application of provisional measures if necessary, acting independently in those cases that are related to its area.
2. Directorate of School Services and Regulation: It is competent to resolve in last and final instance the disciplinary procedures; for the resolution of appeals or challenges exposed by the student.

Article 134. On the criterion of discretion. The authorities involved in the disciplinary procedure perform their functions in strict respect for the integral education to which the University is committed and obliged. The authorized officials will carry out the verifications and inquiries they deem necessary in order to clarify the case, as well as to apply their discretionary criterion.

As appropriate, the attempt will be evaluated and sanctioned; likewise, in case of concurrence of faults, cumulative sanctions may be applied.

## Chapter II. Start of procedure

Article 135. Disciplinary proceedings. It is the procedure initiated ex officio by the University or at the request of a party, in order to clarify the action or omission allegedly carried out by a student, which could constitute a fault, and, with the consequent application of a sanction, as provided in this Title.

Article 136. The nature of the disciplinary process is ethical, formative and preventive. Article 137. Due process: all those within the scope of application of these Regulations, and especially the authorities involved in the disciplinary procedure, are obliged to respect due process, reasonableness, proportionality and the student's right of defense.

Article 138. Principles for the determination of misconduct and individualization of sanctions. The authorities involved in the disciplinary procedure must take into consideration the following principles in order to determine a misdemeanor and individualize the corresponding sanction:

- I. Due process: Sanctions shall only be applied subject to the procedure established in these Regulations; respecting, but not limited to, the right of defense of the students, the right to be notified, to refute the faults imputed, to present arguments and present complementary allegations, to offer and produce evidence, to obtain a reasoned decision issued by a competent authority within a reasonable period of time and to challenge decisions that affect them.
- II. Imputation: Responsibility must fall on whoever intentionally or recklessly performs the active or omissive conduct constituting punishable misconduct.
- III. Principle of impartiality: The authorities involved in the disciplinary procedure act without any kind of discrimination among students, giving them equal treatment.
- IV. Principle of good faith: The authorities involved in the disciplinary procedure, the students, their representatives and, in general, all participants in the procedure, perform their respective acts guided by mutual respect, collaboration and good faith.

Article 139. The authority in charge of determining the infractions imposed on students will be the Academic Committee, which will be enforced through the Directorate of School Services and Regulation.

Article 140. Any member of the university community may report to one or more members of the Academic Committee the alleged commission of an offense punishable under this Title.

Article 141. If the Academic Committee determines that there are sufficient elements for the initiation of disciplinary proceedings, it shall state the following:

1. The date and place of issuance.
2. The name of the issuing body.
3. Full name and student ID number of the student.
4. The fault imputed to the student and the relationship of the facts.
5. Infringements for non-compliance with the Regulations.
6. The signature of the person presiding over the competent body.

Article 142. This opinion will be notified to the student so that he/she may exercise his/her right to a hearing and make the statements and documents that he/she deems appropriate, granting a term of 5 (five) working days, counted from the day following the notification.

Article 143. When there is an omission in the student's response, the facts will be considered as accepted and will be resolved in accordance with the above infractions.

Article 144. Upon receipt of the evidence or statements made by the student through the exercise of his or her right to a hearing or upon expiration of the deadline, the Academic Committee will analyze the evidence and issue the Resolution to the procedure, confirming or denying, partially or totally, the offense committed and, if applicable, the sanction will be determined, considering the following:

1. The reasons justifying the decision.
2. Description of possible provisional measures and the deadline for compliance; or, if applicable, the sanction corresponding to the offense.
3. Indication of the deadline to challenge this resolution and the University's authority before whom to challenge it.

The penalties for minor, serious and very serious offenses are applied at the end of the respective disciplinary procedure established in this Title.

The procedure culminates at this stage and is filed in the student's file. This Resolution of the Academic Committee will be notified to the student through the Coordination of School Services and Regulation via email; the resolution must not interfere or omit the terms of other procedures, nor may it go against the university community, including students, faculty and administrative staff.

Article 145. Timing of the execution of the sanction. The resolutions imposing sanctions shall be enforced at the end of the disciplinary proceeding when its resolution in the challenge pursuant to Chapter III is not favorable to the student, or when the deadlines for such challenge have elapsed without the student having exercised his/her right to challenge, being that the sanctions shall be of immediate application. The authority in charge of enforcement shall be the Directorate of School Services and Regulation.

Article 146. Recording of the sanction. The imposition of any disciplinary sanction will be recorded in the student's records by the Director of School Services and Regulation.

### Chapter III. Appeal Process

Article 147. Appeal. The student who receives a sanction through the notification of the corresponding resolution, may file a written appeal, duly documented, before the Directorate of School Services and Regulation in accordance with the guidelines set forth in this chapter.

Article 148. The term to file the corresponding appeal shall be 5 (five) days as from the day following the day in which the notification of the resolution being appealed has taken effect.

Article 149. Upon expiration of the time limit for appeal without the student having done so, the case is consented to and no appeal may be taken against it.

Article 150. Appeals shall be submitted in writing and duly documented and shall be resolved by the means in which the disciplinary proceeding was conducted.

Article 151. The appeal must be presented with respect to the authorities to whom it is addressed, and describing the following elements:

1. Personal identification data.
2. Identification number of the ruling procedure and date of the resolution.
3. The grievances caused by the appealed resolution.
4. The evidence offered, which is immediately and directly related to the challenged resolution or act, and must be accompanied by the documentary evidence available to it.

Article 152. The Directorate of School Services and Regulation of the University will be the body that will review and determine if it is admitted; if so, it will inform the interested party of such acceptance within a term of 3 (three) days after its presentation.

Article 153. After the previous term, the case will be channeled to the corresponding institutional coordination.

Article 154. The Directorate of School Services and Regulation will analyze and examine the case to determine the resolution of the appeal; the time to respond to the appeal will be within a maximum of 10 (ten) working days after the admission agreement.

Article 155. The resolution or agreements resulting from the analysis and review of the appeal, shall not interfere or omit the terms of other procedures; likewise, it may not go against the university community, including students, faculty and administrative staff.

Article 156. The decision rendered shall not be subject to appeal or subsequent appeal.

## Title XII. Ignacio Guerra Award

Article 157. The vision of Mexican teacher and businessman Ignacio Guerra Pellegaud and his desire to renew education in Mexico led him to create Universidad Utel, an innovative institution that would encourage young people and adults to study in an environment designed specifically for them and that would allow them to continue with their daily activities, without neglecting their academic preparation.

Today, we are proud of our students, who have managed to find the formula to divide their time, without forgetting their desire to achieve their academic goals and obligations. For this reason, we reward the efforts of the most outstanding students, those who constantly and permanently improve themselves day by day, thus demonstrating their commitment not only to Utel, but also to themselves and their community.

The Ignacio Guerra Pellegaud Award, is the recognition given to Bachelor's, Master's and Doctorate graduates, who have exceeded academic excellence, fulfilling the following requirements:

1. Have a final average of 10 (ten): This average must have been obtained without extraordinary academic support such as: extra points, second round exams or final exam, during the course of the academic program. That is to say, the graduate obtained such average, with the delivery in time and form, of the exclusive activities of its evaluation modality.
2. Not having any type of debt: As a student, you must have brought your tuition up to date, with no delays in the course and end of the academic program.
3. Uninterrupted trajectory: To be recognized, the graduate must have studied continuously, i.e., without requesting a temporary or definitive withdrawal during his or her program of study.
4. Students who meet these characteristics will be recognized with the award exclusively upon attending the corresponding Graduation Ceremony.

## Title XIII. Transitory Provisions

FIRST. Cases not provided for in these regulations shall be resolved by the Director of School Services and Regulation in conjunction with the authorities of the institution.

SECOND: Ignorance of these Regulations on the part of the student or staff does not constitute a valid argument for non-compliance.

THIRD: These regulations shall be in effect as of January 2024 and until its next amendment.

FOURTH: This document will be published in the Virtual Classroom, in the University Information System profile of each student and in the EdUtel application.

FIFTH. The internship programs will be made known to the students and graduates who are candidates to its provision by means of the Technical Cards that the Institution elaborates for this purpose. These will describe the necessary guidelines for its development and release, which will remain in the custody of the Universidad Tecnológica Latinoamericana en Línea.

SIXTH. At the moment of accepting the enrollment and Terms and Conditions, the student is obliged to comply with these Regulations, therefore, the authorization to Utel to request the validation of his/her academic record before the issuing authority or institution is implicit.