

TECNOLÓGICO DE MONTERREY



**Undergraduate and Graduate  
Student Regulations for  
International Programs**



# **UNDERGRADUATE AND GRADUATE STUDENT REGULATIONS FOR INTERNATIONAL PROGRAMS**

INSTITUTO TECNOLÓGICO Y DE  
ESTUDIOS SUPERIORES DE MONTERREY

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## **AMENDMENTS TO THIS EDITION**

1. Articles 28 and 29 have been combined, to become Article 28.
2. The sequence of Articles 30 to 56 has been changed to 29 to 55.
3. Article 57 has been eliminated since its content can be found in other articles of these regulations.
4. The sequence of Articles 58 to 70 has been changed to 56 to 68.
5. Chapter VII has been included to define and dictate the institutional provisions regarding Academic Integrity.
6. The sequence of Articles 71 to 93 has been changed to 76 to 98.



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# INTRODUCCIÓN

In order to incorporate an internationalization component into students' education, Tecnológico de Monterrey, based on the General Academic Policies and Regulations, signs international academic cooperation agreements with foreign educational institutions. Through these agreements, Tecnológico de Monterrey's undergraduate students have the opportunity to study part of their academic program at a foreign university, as long as they meet the participation requirements and provisions contained herein.

The formulation of these regulations is the responsibility of the Internationalization Office of the Vice Presidency for Graduate Studies. Therefore, any amendments to this document must be proposed to the Internationalization Representative Committee and approved by the Vice Presidency for Academic Regulations and the Provost of Tecnológico de Monterrey.

Juan Pablo Murra Lascurain  
Rector of Undergraduate and  
Graduate Programs  
2021





# CAPÍTULO I



# CAPÍTULO I

## International Program Opportunities

### Article 1

Students who wish to participate in an international program must approach the International Programs Department of their campus, since this is the only entity with the authority to offer international academic study abroad opportunities organized by Tecnológico de Monterrey and through which credit for their curriculum courses or educational units can be transferred.

### Article 2

Students can transfer credit to Tecnológico de Monterrey for studies completed at a foreign educational institution through a Tecnológico de Monterrey cooperation agreement, as long as they meet the requirements stipulated in the Regulations for Managing and Operating International Programs of the corresponding level without exceeding 50 percent of the academic units or academic credits of their curriculum. The courses or educational units studied abroad at the direct instruction of Tecnológico de Monterrey will not be considered as courses studied at a foreign institution for the purposes of this article. For double degree programs established in conjunction with foreign universities with which an agreement has been signed, no more than the equivalent of 75 per cent of the total number of academic credits that make up the curriculum can be incorporated as a result of de credit transfer, revalidation and equivalency procedures.

### Article 3

In trimester, semester and annual international programs, students have the right to transfer credit per academic period up to the full academic load corresponding to their curriculum, as long as they are studying the full academic load of the foreign institution. Otherwise, the student's academic advisor will define the number of courses or educational units for which credit can be transferred, according to a review of the courses studied abroad, their content, their academic load and the policies provided for this purpose. This credit transfer proposal must be authorized by the Office of the Registrar of the student's campus of origin. In summer programs, undergraduate students can transfer credit for no more than 16 units or 6 academic credits.

**Article 4**

International programs must comply with all the academic aspects specified in the General Academic Policies and Regulations, the Undergraduate Academic Regulations, the Graduate Academic Regulations, the Regulations for Managing and Operating Undergraduate International Programs, the Regulations for Managing and Operating Graduate International Programs, the academic regulations of the foreign institution in question and these regulations.

**Article 5**

The liaison programs with overseas institutions do not guarantee course or educational unit credit transfer. If credit transfer is offered and an overseas university is not available to issue a transcript, students must have a remote tutor professor from Tecnológico de Monterrey. The tutor assigned to the case will be responsible for issuing the respective course or educational unit credit transfer decision.

**Article 6**

Students cannot receive academic credit for the extra-curricular activities in which they participate abroad.



## CHAPTER II





# CAPÍTULO II

## Participation Requirements

### Article 7

In order to participate in any of the international programs, students must meet the following requirements:

- a. Have regular or conditional academic standing, in accordance with the academic regulations in effect both at the time when they applied to the program and when they leave Mexico.
- b. Not have lost the right to participate in an international program, as a resolution issued by:
  - i. A disciplinary committee, in accordance with the provisions of the General Student Regulations.
  - ii. An Academic Integrity committee, in accordance with the provisions of the academic regulations corresponding to the student's current education level. If they participated beforehand in an international program, at the current education level, they must not have received any of the following disciplinary consequences: dismissal from such program, loss of the right to participate in another international program or temporary suspension from Tecnológico de Monterrey.
- c. If they participated beforehand in an international program, at the education level they are currently studying, they must not have received any of the following disciplinary consequences: dismissal from such program, loss of the right to participate in another international program or temporary suspension from Tecnológico de Monterrey.
- d. Comply with the minimum grade average for participation stipulated by the foreign partner academic institutions or Tecnológico de Monterrey for certain international programs. Complete the procedures for participating in an international program satisfactorily, including, but not limited to: application for participation, selection and authorization of the courses to be studied, submission of documents, payment of fees and fulfillment of immigration requirements.
- e. Have the authorization of their academic advisor recorded digitally or physically to participate in an international program.
- f. Comply with the specifications of the program in which they intend to enroll.

- g. Complete the procedures for participating in an international program satisfactorily, including, but not limited to: application for participation, selection and authorization of the courses to be studied, submission of documents, payment of fees and fulfillment of immigration requirements.
- h. Have all the administrative procedures and requirements in order and up to date at Tecnológico de Monterrey in order to enroll in the academic period to be studied abroad.
- i. Have international full-coverage major medical insurance that will be valid throughout the period of the international program and includes at least:
  - i. Medical and hospital expenses for accidents or illness abroad.
  - ii. Repatriation of the student for health reasons.
  - iii. Medical examination and diagnosis abroad.
  - iv. Civil liability.
  - v. Repatriation of mortal remains.
  - vi. Organ loss.
  - vii. Legal defense.Students cannot cancel the international medical insurance policy if it is included in the cost of the program.  
If the program does not include international medical insurance and the foreign institution does not require the acquisition of a specific policy, the student, parents or legal guardian will be free to choose any insurance company they wish. Before leaving Mexico, participating students, or their parents or legal guardian, as applicable, must submit a copy of the corresponding policy to the International Programs Department at their campus of origin.
- j. Have national major health insurance.
- k. Have tuition fee payment insurance.

## Article 8

Students can participate in international programs at any time during their academic program, as long as they meet the specific requirements of the program in which they wish to participate. Students should take into consideration that their graduation must take place at least one semester after returning from abroad, in which they must study at least 8 units or 3 academic credits for undergraduate programs or 12 units for graduate programs.

## **Article 9**

Students can only participate in an international program if they have been accepted and are enrolled in the international program in question.





## **CHAPTER III**



## **CAPÍTULO III**

# **Application Process**

### **Article 10**

It is compulsory and the responsibility of students, their parents or legal guardian to consult and review the information on the requirements and policies for participating in international programs, and to complete the admission process in person on the dates specified by the international program administrating entity.

### **Article 11**

Students, their parents or legal guardian are responsible for providing the full, accurate information required by the international program administrating entity or the foreign institution.

### **Article 12**

Students must adhere to the dates, hours and specifications (submission of paperwork, payments, meetings) indicated on the calendar of the international program administrating entity.

### **Article 13**

Students must attend all the informative meetings and be familiar with the information presented there.

### **Article 14**

Submission of the participation application does not guarantee the student's assignment to the selected program or acceptance by the foreign institution. Students will receive in writing their acceptance by the foreign university to the international program through the program administrating entity.

**Article 15**

When students are not accepted by the foreign institution for reasons beyond their control, the international program administrating entity will endeavor to find a second option, as long as the authorized deadline for this purpose has not expired, in which case another participation fee will not be charged. The participation fee will be refunded to students who are not accepted in the second option for the same reason.

**Article 16**

Before going abroad, students are responsible for obtaining the authorization of their academic advisor, recorded digitally or physically, for the courses they wish to study at the foreign institution. If, once abroad, students have to select courses that had not been authorized beforehand, they must once more obtain the authorization of their academic advisor, recorded digitally or physically, in order to validate the course change, and, at the end of the program, transfer credit for courses or educational units.

**Article 17**

Students who receive some form of financial aid from Tecnológico de Monterrey must observe the policies stipulated by the department responsible for such aid at their campus of origin and the policies specific to the international program in which they wish to participate.

**Article 18**

If students have an accident during an activity of the program in which they are participating, the academic coordinator in charge of and the organizations involved in said program can help them to seek emergency medical and legal services. Any non-urgent treatment or matters must be authorized by the students or their parents or legal guardian.





## CHAPTER IV



## CHAPTER IV

# Before Going Abroad

### Article 19

Tecnológico de Monterrey will not carry out any processes with embassies, consulates or other government agencies resident in the United Mexican States or abroad. Immigration procedures to assure the students' legal status abroad (passport, visas) are the sole and exclusive responsibility of the students, or their parents or legal guardian.

The foreign institutions can deny the students' participation in the program of their interest, when said students do not have the official, legal documentation required to study in the destination country. No refunds will be made in this case.

### Article 20

Participating students must be aware that at some educational institutions and for certain programs there are pre-established course packages that cannot be changed. Therefore, they cannot enroll in different courses even if they form part of the academic offering of the foreign institution available during the academic period they will be studying.

### Article 21

Students, or their parents or legal guardian, are responsible for paying to Tecnológico de Monterrey the fees corresponding to the international program in which the students have enrolled.

### Article 22

Students, or their parents or legal guardian, will undertake to pay any expenses that might arise, including but not limited to:

- a. Illness or death of the student while abroad and the paperwork related to such events.
- b. Damage, theft or loss of the student's belongings and the processes for their repair or replacement.

- c. Damages to third parties, individuals or items, caused by the student.
- d. The student's participation in walkouts, strikes, riots, any type of demonstrations, fights, rallies, mob violence and/or disturbances.
- e. When students suffer any form of physical or psychological harm or aggression.
- f. Damages caused to the student during the provision of emergency medical services, transportation to the hospital or medical treatment given.
- g. Doctors' and lawyers' fees.
- h. Noncompliance with the admission criteria and deadlines set by the foreign institution.
- i. Granting of visas required by the student to enter the countries or visas to study in the country in which the program is offered, as well as the response times for the corresponding processes.
- j. Airfares, immigration processes, among others, if the student does not participate in the program.
- k. Processes resulting from the student's early return.
- l. Change of accommodation.
- m. Students' participation in trips not organized by the international program.
- n. When students travel separately from the group.
- o. Owing to any omission or false information provided by students, or their parents or legal guardian.
- p. Courier services for sending documents.
- q. Any expenses not included in the program or not covered by the insurance acquired by the student.

### **Article 23**

Students, or their parents or legal guardian, must complete all the necessary processes for enrollment at Tecnológico de Monterrey during the academic period of the international program, such as: reviewing the status of scholarships, administrative registration, payment of tuition fees, academic enrollment, and review of the requirements for finalizing their academic program at Tecnológico de Monterrey.

### **Article 24**

Students and, if they are minors, their parents or legal guardian, must know and accept in writing, before leaving Mexico, the grade scale and equivalence that will be used for transferring credit for the courses or educational units to be

studied at the foreign institution. Courses or educational units that are failed at the foreign institution will be considered as failed at Tecnológico de Monterrey and will appear on the students' academic record with the corresponding grade according to the aforementioned scale and equivalence.

### **Article 25**

All cancellations prior to the student's participation must be notified in writing to the program administrating entity within the deadlines set by the same; the notification must be signed by the student and, in the case of minors, by their parents or legal guardian.

### **Article 26**

If students cancel their participation in an international program, the refund of fees will be subject to the program cancellation policies.

### **Article 27**

The international program administrating entity can cancel the students' participation in any international program when participants:

- a. Do not observe the dates indicated on the calendar or those indicated by the foreign institution.
- b. Do not meet the requirements of the international program or of the foreign institution (language requirements, academic requirements, disciplinary requirements, academic integrity requirements, among others).
- c. Have unpaid balances at Tecnológico de Monterrey or have not paid the cost of the international program.

In the aforementioned cases, all payments are non-refundable.

### **Article 28**

All programs have a limited capacity and there is a minimum capacity in some programs. If the international program administrating entity cancels a program because the minimum number of students enrolled is not met, all payments made by students to Tecnológico de Monterrey for this purpose will be refunded.





## CHAPTER V





## CHAPTER V

# While Abroad

### Article 29

The international program administrating entity cannot guarantee that the foreign institution will offer the courses selected by the student. The foreign institution has the faculty to change the course offering, owing to the lack of available groups or other circumstances beyond the control of Tecnológico de Monterrey.

### Article 30

Tecnológico de Monterrey or the foreign institution can implement, without prior notice, modifications to any international program, while endeavoring to affect the students involved as little as possible.

### Article 31

Neither the foreign institution nor the Tecnológico de Monterrey campuses are under an obligation to report monthly or partial grades to the parents, legal guardian or the person responsible for paying tuition fees of students who are participating in an international program.

### Article 32

If the foreign institution authorizes the student to take second-opportunity exams, Tecnológico de Monterrey will allow this as long as the exam takes place within the study-abroad period and does not have to be administered remotely in Mexico.

### Article 33

Students must comply with the regulations and policies in effect at the foreign educational institution where they will be studying, the regulations and policies in effect at Tecnológico de Monterrey, and the laws of the country where they are located. Tecnológico de Monterrey is not responsible for students who participate in activities that do not form part of their international program.

**Article 34**

Students must inform the overseas international program academic advisor, if there is one, and the international program administrating entity, of the means and manner in which they can be located abroad.

**Article 35**

The institutional email account is the official means for all communications between Tecnológico de Monterrey and students while they are studying abroad. Students are responsible for keeping their email account active and with sufficient space to receive mails.

**Article 36**

Students undertake to be in constant communication with the international program administrating entity while studying abroad and until credit has been transferred for their courses or educational units.

**Article 37**

Students are responsible for knowing and obtaining their final grades at the foreign institution before returning to Tecnológico de Monterrey, and for requesting a grade review, if necessary. All policies provided by the foreign institution for this purpose must be observed. Course or educational unit grades will be based on the corresponding grade scale and equivalence.

**Article 38**

When the program in which students are participating so requires, students will process the issuance of their international transcript at the foreign institution. To do this, students must ensure that one of the following situations is in place:

- a. The certificate is sent directly to the international program administrating entity.
- b. The certificate is given to the students who, in turn, submit it to the international program administrating entity.

**Article 39**

Students who participate in two international programs, in consecutive academic periods, must complete the corresponding processes (application for admission to international programs, acceptance documents, visas, accommodation, among others) for both programs, on the dates indicated by the international program administrating entity.

**Article 40**

Students who are interested in extending the study period while they are abroad must submit their participation application for the period of interest. If approved, students are responsible for complying in due time and form with the processes corresponding to the program and will be subject to the policies stipulated by Tecnológico de Monterrey.

**Article 41**

Students, their parents or legal guardian, or the person responsible for paying tuition must complete the processes and make the necessary payments for their accommodation, meals and transportation, among other items. Moreover, they will be responsible for fulfilling the rental contracts they sign, for observing each and every clause of any type provided by such contracts, and for relations with the lessor and any possible problems or mishaps that may arise from the interpretation or noncompliance of the same, and for paying any type of debts generated.

If a student is declared to be a persona non grata at his/her place of accommodation, Tecnológico de Monterrey is not under an obligation to find him/her another place to stay. All expenses resulting from the change of accommodation and payment of damages will be the responsibility of the student.

**Article 42**

Students must:

1. Abide by the code of conduct and discipline of the place where they are living.

2. Display a positive, tolerant attitude toward the diverse lifestyles with which they come into contact.
3. Strictly comply with the curfews of their accommodations, as stipulated in the international program or the rules of the place where they are staying

### **Article 43**

If students become involved in an unexpected or extraordinary event while they are abroad, they must immediately notify the International Programs Department of the host institution and the international program administrating entity of Tecnológico de Monterrey. Unexpected or extraordinary events will be understood as, though not limited to: a natural disaster, an act of terrorism, a serious accident or any act considered illicit in the host country, or any other extraordinary event.

### **Article 44**

If for any reason students withdraw from their overseas studies before completing the international program, Tecnológico de Monterrey will not transfer credit for the courses or educational units and will not refund any expenses whatsoever.

### **Article 45**

Tecnológico de Monterrey can suspend students' participation in the international program if there are any risks to their health or physical integrity; any resulting additional costs will be covered by the student.

### **Article 46**

No refunds will be made if for reasons beyond the control of Tecnológico de Monterrey, the student is unable to participate in or complete the program, drops out of the program, is sent back to the campus of origin owing to an offense committed during the international program, or fails courses. In these cases, Tecnológico de Monterrey will not enroll the student during the ongoing academic period.



## CHAPTER VI



# CHAPTER VI

## Disciplinary Provisions

### Article 47

During their participation in the international program and while abroad, students must comply with:

1. The General Student Regulations, these regulations and all the complementary legislation of Tecnológico de Monterrey.
2. The legislation of the foreign institution at which they are studying, as well as the laws of the host country.
3. A diligent, irreproachable, responsible conduct, in accordance with the values and principles of Tecnológico de Monterrey, taking into consideration that their conduct affects their personality and honor, as well as the image of the Institute and of their country.
4. Respect for the person in charge of the group, the people responsible for the international program both in the United Mexican States and abroad, as well as for their fellow students.
5. Refraining from issuing messages that could be deemed offensive by a person or persons whose culture, race, religion, sexual orientation, habits or capacities are different from those of the student.
6. Punctually attending all the activities included in the international program.
7. The class attendance policies of the institution responsible for the program and of the international program administrating entity.

### Article 48

The category of disciplinary offences that infringe upon the educational process, in accordance with the General Student Regulations, have been identified as the following, among others:

1. Using offensive verbal, non-verbal or written language when addressing their classmates or professors.
2. Using diverse mobile and electronic devices when they have not been expressly required for the learning activity.

3. Carrying out activities that are inconsistent with the educational process, creating an environment that does not contribute to the purpose of the activity.
4. Hinder the educational process by not participating actively during the same.
5. Violate any federal, state or municipal legislation. Disciplinary offenses corresponding to this point will firstly have to be sanctioned in accordance with the law by the competent authority, and subsequently they will be analyzed and sanctioned within the educational framework according to the regulations in effect at Tecnológico de Monterrey.
6. Using electronic media or technological facilities to produce, distribute or access information with content such as nudity, pornography, implicit or explicit violence, foul language, sex, offensive or inappropriate dialogues, racism, sexuality, eschatology, or other topics that are not suitable for the overall development of the student or that affect the rights of others.
7. Submitting or using any public or private apocryphal, documents from Tecnológico de Monterrey or any other institution or person, with the aim of revalidating or transferring credit for any course, or meeting any requirement, or completing any process at the Institute or any other institution. Fake documents submitted to Tecnológico de Monterrey by students will not be returned and could be forwarded to the institution mentioned in such documents, for all legal purposes.
8. Buying, selling, exchanging, manipulating, altering, forging or exhibiting another person's document as one's own, which was issued by any unofficial or official institution or authority, such as: student IDs, carpark cards, driver licenses, INE (voter) cards, doctor's notes, among others, to complete any process inside or outside the Institution.
9. Organizing or participating in betting inside the campus facilities.
10. Misusing or accessing without authorization institutional email accounts, social networks, websites or information systems.
11. Consuming, introducing, possessing, distributing, giving away or selling alcoholic energy booster beverages, without the express permission of the Institution's authorities.
12. Consuming, introducing, possessing, distributing, giving away or selling narcotics or drugs.
13. Using inappropriately the facilities, furniture and all the resources that Tecnológico de Monterrey makes available to students for the execution of their educational activities and student life.



14. Affecting or failing to contribute to the promotion and maintenance of cleanliness in the facilities, furniture and equipment used.
15. Committing acts of negligence or vandalism that damage the furniture, equipment or facilities of Tecnológico de Monterrey or its educational community.
16. Introducing clandestinely, illicitly or without express authorization into the Tecnológico de Monterrey facilities any individual who does not belong to the Institute.
17. Failure by students in their duty to intervene to prevent any event that is undue, inappropriate, unsuitable and/or prohibited by the Institution's legislation, regarding the actions of their guests. Students can be held liable and sanctioned for joint responsibility. In all cases, they will respond jointly and severally regarding compensation for damages caused.
18. Participating jointly in the commission of a disciplinary offense, either with another student or with persons who do not belong to the Institution.
19. Taking, keeping or defending another person's property as their own.
20. Offending, intimidating or harassing, directly or indirectly, any member of the Institute's educational community, in-person, through any electronic means or in writing.
21. Disrespecting others.
22. Playing music or emitting any type of sound at very high volume outside the areas designated for this purpose.
23. Failing to use headphones to listen to music or any other type of sound at events in which this is required.
24. Participating in roughhousing, fights or any type of physical assault.
25. Participating in actions that damaging the Principles and image of Tecnológico de Monterrey.
26. Disrespecting collaborators, the Institution or its authorities inside or outside Tecnológico de Monterrey's facilities.
27. Performing excessive displays of affection or behaving or talking in an obscene manner.
28. Using offensive verbal, non-verbal or written language when addressing any member of the Tecnológico de Monterrey community.
29. Smoking inside the facilities.
30. Smoking outside the areas authorized for this purpose.
31. Entering the facilities or reporting for activities with alcohol on their breath.

**Article 49**

For their own personal safety and that of the academic community of Tecnológico de Monterrey and of the foreign institution, all students are strictly forbidden from carrying dangerous devices, firearms, bladed weapons or any other mechanism classified as a dangerous or prohibited weapon under the laws of Mexico and of the country in which they are located during and up to the conclusion of the international program.

Violation of this article will be considered an offense that threatens the institutional life of Tecnológico de Monterrey, the prestige and rights of people or of the Institute itself, in accordance with the General Student Regulations.

**Article 50**

Students must attend all calls from the teacher in charge or an authority of the foreign institution.

**Article 51**

Participation in activities that are deemed to be dangerous, such as, without being limited to: parachuting, bungee jumping, motorcycling, skiing, water or extreme sports, will be at the student's own risk.

**Article 52**

Students who wish to go on a personal trip during the international program must inform their parents and the overseas international program academic advisor, if applicable, before going on the trip, of how they can be located and contacted during the same.

**Article 53**

In order to prevent and avoid any health risks, Tecnológico de Monterrey can at any time:

- a. Perform anti-doping tests for prohibited or controlled narcotics or drugs. Such tests will be administered by personnel trained for this purpose.

- b. Perform blood alcohol concentration tests (breathalyzer or the equivalent in any other measurement system). These tests can be applied by the overseas international program academic advisor.

For this purpose, students sign their consent on the admissions application form. In the case of minors, the consent form must be signed by their parents, the person who exercises parental authority or the person responsible for paying tuition. Any student who refuses to be tested will receive a disciplinary consequence imposed by a Disciplinary Committee, following the procedures described herein.

### **Article 54**

Anti-doping and anti-alcohol tests will be administered as the result of any of the following situations:

- a. A random, unannounced system.
- b. Behavior that implies the consumption of alcohol or illegal substances.
- c. Follow-up on a letter of commitment signed previously by the student.

If students refuse to collaborate or the results of blood alcohol concentration or anti-doping tests are positive, they will be evaluated by the Disciplinary Committee for students. Since this committee must be convened within Mexico and at the student's campus of origin, the overseas international program academic advisor must impose on the student the consequence set forth in subparagraph f. of Article 57 herein and order the termination of the students' participation in the international program, sending them back to their campus of origin.

### **Article 55**

A report from the foreign university or the overseas international program academic advisor regarding the student's alcohol or drug consumption will be considered an offense that warrants a sanction in accordance with the provisions set forth herein.

### **Article 56**

If, in the opinion of the overseas international program academic advisor, students have an addiction or serious physical health or emotional or psychological

instability issues that affect their performance or endanger their integrity or the integrity of others, the overseas international program academic advisor will review the case directly with the international program administrating entity, which will report the situation to the student's campus of origin. If necessary, and with the approval of this entity, the overseas international program academic advisor will order the termination of the students' participation in the international program and their return to their campus of origin where they will be given the necessary assistance as described in the General Student Regulations. This does not exempt students from any applicable sanctions if these regulations have been violated.

### **Article 57**

Students who participate in international programs can be subject to the following sanctions or preventive measures, depending on the gravity of the offenses:

- a. Warning: defined as a verbal or written caution.**
- b. Corrective measure:** consists of imposing duties or obligations for students in order to make them aware of and rationalize the significance of the effects of their disciplinary offense and thus modify their conduct and not reoffend. The corrective measure imposed must clearly indicate the duration of the consequence, the way in which it will be fulfilled and the implications of its nonfulfillment.
- c. Suspension of services:** students will not be able to use the facilities or have access to the regular services or activities offered by the international program. The overseas academic advisor will have the faculties, according to policies, guidelines or procedures, to suspend services temporarily.
- d. Probation:** consists of warning students in writing that their continuance in the international program is conditional on not repeating the offense committed and not committing a new disciplinary offense. Students will fulfill the duties or obligations imposed as a corrective measure and must be informed of the duration of the disciplinary consequence and any other circumstances related to its fulfillment.

- e. **Loss of rights:** consists of preventing a student from exercising one or several of the rights related to international program being studied.
- f. **Definitive withdrawal from the international program without credit transfer:** concerns the students' permanent exclusion from the international program in which they are enrolled and their immediate return to the campus of origin with the academic and financial consequences that this implies. These consequences include, but are not limited to: no transfer credit for the courses or educational units, no refund for the international program, and payment of expenses generated for the return journey to the student's campus of origin, among others.
- g. **Loss of the right to participate in another international program:** concerns the fact that Tecnológico de Monterrey will not authorize the student's participation in another international program during his or her undergraduate studies.
- h. **Temporary suspension or definitive dismissal from Tecnológico de Monterrey:** corresponds to the sanctions provided in articles 41 and 42 of the General Student Regulations. All sanctions imposed on students will be documented and included in their international program file.

## Article 58

The overseas international program academic advisor will have the following faculties:

1. Impose on students for whom they are responsible sanctions that can range from a warning, corrective measure and probation to the loss of rights, depending on the gravity of the event.
2. Research and document all the events that could affect students' personal integrity as well as their conduct that violates any of the provisions of the General Student Regulations or these regulations.
3. Apply the sanction stipulated in subparagraph f of article 57 herein and order the suspension of the students' participation in the program and their return to their city of origin. This decision will be made with the approval of the international program administrating entity, which, if it belongs to a

campus other than the students' campus, will notify the students' campus of origin of:

- i. The termination of their participation in the international program.
  - ii. Their return to the campus of origin.
  - iii. The events that led to this decision.
  - iv. The steps to be taken for this process.
4. Request, through the international program administrating entity that the student's campus of origin convene a Disciplinary Committee when the student's conduct is deemed to warrant a more severe disciplinary consequence than those set forth in the preceding subparagraph.
  5. Act with the greatest possible diligence in order to establish the appropriate preventive measures when the student's health or wellbeing, owing to any circumstance, could be at risk.

### **Article 59**

When the foreign institution imposes one or several sanctions on the student, Tecnológico de Monterrey will respect the sanctions imposed and oversee their strict fulfillment. In addition, Tecnológico de Monterrey can convene the formation of a Disciplinary Committee and apply further sanctions if considered appropriate.

### **Article 60**

Once the overseas international program academic advisor becomes aware of an event or act that could place the student's integrity at risk, or could be related to the violation of any of the provisions described in articles 47, 48 and 49 herein, he/she will proceed to conduct the corresponding investigation and, at his/her discretion, decide whether to document the related information formally.

In every case the overseas international program academic advisor will inform the student or students involved that they have the right to provide all the proof they wish that will lead to the actual knowledge of the event. Moreover, the overseas international program academic advisor will present all the proof deemed appropriate that has been offered by the students.

## **Article 61**

If the investigation initiated by the overseas international program academic advisor shows that a disciplinary offense has been committed and its gravity can be sanctioned in accordance with the provisions of article 57 herein, he/she will proceed to generate documentary proof of all the procedures of the investigation in accordance with these regulations and the General Student Regulations.

## **Article 62**

When the investigation results in the need to form a Disciplinary Committee and the investigation is complete, the overseas academic advisor will turn the case over to the international program administrating entity, which will inform the student's campus of origin so the aforesaid committee can be formed. The overseas international program academic advisor can appear before the committee, if deemed necessary by the same, in order to give an account of the events.

## **Article 63**

The investigation will be considered to be complete when the following have been documented: all the actions, documents, declarations, reports, official certifications of an authority in the country in question; the documentation of the investigation conducted by the overseas international program academic advisor and the evidence contributed by the students involved. The overseas international program academic advisor who compiled the investigation will then:

1. Make sure that no more information needs to be added or actions taken.
2. Issue a written agreement setting forth this circumstance and personally notify the student or students involved that they have the right to file a written report, no later than twenty-four hours after the notification, stating whatever may be in their best interest regarding the investigation in question.
3. Include in the investigation the students' report, which will be submitted to the entity responsible for the international program, in order to inform the students' campus of origin of the petition to form a Disciplinary Committee. If the students do not file the written report, as is their right, he or she put this fact on record and immediately submit the documents that comprise the investigation.

## **Article 64**

The Disciplinary Committee must be petitioned by the overseas international program academic advisor and consist of at least:

1. The Director of Student Leadership and Development of the student's campus of origin.
2. The person in charge of the international program administrating entity.
3. The academic advisor at the student's campus of origin

If deemed necessary by the committee, the Internationalization Vice Rector of Tecnológico de Monterrey can be included.

## **Article 65**

If one of the committee members described in the preceding article is unable to participate in the Disciplinary Committee, he/ she must name a substitute to fulfill the corresponding functions.

## **Article 66**

At the formation meeting, the Disciplinary Committee will formulate a written agreement which, apart from opening the file related to the student's case, must contain the aspects indicated in article 50 of the General Student Regulations.

## **Article 67**

The written resolution of the Disciplinary Committee will contain:

1. References to the articles of these regulations and the General Student Regulations which indicate the competency of the Disciplinary Committee.
2. A brief account of the events and a list of the documents included in the case file.
3. A list and evaluative analysis of the evidence presented.
4. Express reference to the student or students' responsibility and, if necessary, the disciplinary consequence to be imposed.
5. The order to notify in writing the Office of the Registrar and Academic



Support Services of the resolution in question so it can be included in the records of the student involved.

6. The name of the person designated to notify the resolution and the position he/she holds.
7. Place, date, name and position and signature of the committee members.
8. Confirmation of the acknowledgement of receipt of the notification by the student or students involved and, in the case of minors, by their parents, the person who exercises parental authority or the person responsible for paying tuition

### **Article 68**

When students are minors, the Area of Student Leadership and Development of the student's campus of origin will notify in writing the person who exercises parental authority, the legal guardian or the person responsible for paying tuition of the formation of the Disciplinary Committee for Students Abroad and its resolution, where appropriate.





## **CHAPTER VII**



# CHAPTER VII

## Academic Integrity

### Article 69

During their participation in the international program and while they are abroad, students must comply with the provisions of Chapter IX of the academic regulations of the corresponding level, which stipulates all matters related to Academic Integrity, which is understood as acting in an honest, committed, reliable, responsible, fair and respectful manner in learning, research and cultural diffusion.

### Article 70

Students will be deemed to have incurred in academic integrity violations when they commit individual or collective acts inside or outside the classroom that are related, but not limited to:

- Copying or attempted copying in any type of exam or learning activity.
- Partial or total plagiarism.
- Facilitating any activity or material so that it can be copied and/or presented as the student's own.
- Identity theft.
- Accessing and/or manipulating, without express authorization, email accounts or institutional systems.
- Falsifying information.
- Altering academic documents.
- Selling or buying exams or distributing them by any means.
- Stealing information or attempting to bribe a faculty member or any collaborator at the institution.
- Wrongfully altering clinical records.

## **Article 71**

Academic Integrity violations will be dealt with as follows:

1. When students commit a violation of academic integrity, their overseas academic advisor will assign a failing grade for the activity, exam, or partial or final period. The failing grade assigned by the professor is final, and this sanction will be in addition to any others determined by the Campus Academic Integrity Committee. The Campus Academic Integrity Committee will be formed at the student's campus of origin and must include the person responsible for the entity that manages the international program of the campus, or the person designated to take his or her place.
2. Once the failing grade has been applied, the overseas academic advisor informs the Campus Academic Integrity Committee about the case. To do so, he or she must log in to the Official Academic Integrity System and proceed to describe the situation and sanction applied, attaching any evidence.
3. The Academic Integrity Committee of the student's campus of origin records the report, and analyzes the case and the gravity of the violation. If the Campus Academic Integrity Committee decides that the violation does not warrant any additional sanctions, other than that imposed by the professor, the overseas academic advisor will inform the student of this final decision and close the process.

## **Artículo 72**

If students receive a report from the foreign university or the overseas international program academic advisor, regarding Academic Integrity issues, it will be considered an offense that warrants a sanction in accordance with the provisions of these regulations.

## **Artículo 73**

Students who participate in international programs can be subject to the following sanctions or preventive measures, depending on the gravity of the offenses:

- a. Corrective measure: consists of imposing duties or obligations for students in order to make them aware of and rationalize the significance of the

effects of their disciplinary offense and thus modify their conduct and not reoffend.

- b. Probation for Violations of Academic Integrity. Consists of warning students in writing that their continuance in the international program is conditional on not repeating the offense committed and not committing a new disciplinary offense. Students will fulfill the duties or obligations imposed as a corrective measure for the offense that led to probation, and must be informed of the duration of the sanction and any other circumstances related to its fulfillment.
- c. Temporary suspension. Corresponds to the sanction indicated in Article 41 of the General Student Regulations.
- d. Definitive dismissal. Corresponds to the sanction indicated in Article 42 of the General Student Regulations.

All sanctions imposed on students will be documented and included in the student's international program file.

#### **Artículo 74**

If the Campus Academic Integrity Committee decides to apply the sanction Conditional Standing for Academic Integrity Violations, the student will not be allowed to continue at the Institution in the event of a second violation that warrants probation. The sanction Probation for Academic Integrity Violations will remain in place until completion of the level of studies in question and will prevent the student from being awarded any type of honors.

Moreover, the Office of the Registrar and Academic Support Services must be notified of the decision of the Academic Integrity Committee so it can be included in the records of the student involved.

#### **Article 75**

Only offenses that have been sanctioned with temporary suspension or definitive dismissal from the Institution can be appealed. Appeals must be filed in writing to the Campus Academic Integrity Committee, no later than five business days of the academic calendar after the date on which the Campus Academic Integrity Committee notified the student of the sanction. In turn, the Campus Academic Integrity Committee will send the appeal to the National Academic Integrity

Committee, which will notify the student of its final decision within no more than ten business days of the academic calendar, as of the receipt of the appeal. The decision of the National Academic Integrity Committee will be final.





## CHAPTER VIII



## CHAPTER VIII

# Returning to Tecnológico de Monterrey

### Article 76

Upon conclusion of the international program, the students and their parents or legal guardian or the person responsible for paying tuition must complete the processes for re-entry to Tecnológico de Monterrey.

### Article 77

Students will answer the feedback survey for the program in which they participated on the dates set by the international program administrating entity.

### Article 78

Students must submit to the international program administrating entity the original of the definitive credit transfer form signed by their academic advisor in order to officially initiate the credit transfer process for the courses or educational units studied abroad.

### Article 79

The original of the definitive credit transfer form, signed by the academic advisor, and the transcript issued by the foreign institution are required for transferring credit for the courses or educational units studied by a student at a foreign institution.

For the international programs in which Tecnológico de Monterrey awards academic credit, only the original of the definitive credit transfer form signed by the academic advisor is required. Students must personally hand this form in to the international program administrating entity and if such entity is not located at their campus of origin, they can submit it to the related entity at their campus.

### **Article 80**

The original transcript from the foreign institution will form part of the student's academic record and will be held by the campus that will award the corresponding academic credit.

### **Article 81**

The transfer of credit for courses studied abroad is subject to the student's having paid in full all the expenses derived from their participation in the international program.



## CHAPTER IX



## CHAPTER IX

# Tecnológico de Monterrey Disclaimer

### Article 82

All expenses incurred by students before their definitive acceptance at a foreign institution will be the exclusive responsibility of the students, their parents or legal guardian or the person responsible for paying tuition.

### Article 83

Tecnológico de Monterrey will not be responsible for paying any debts generated by the participating students when they incur in any expense resulting from damages or debts abroad. If the foreign institution transfers such debt to Tecnológico de Monterrey, the institution reserves the right to charge the same directly to the student's account at the campus of origin.

### Article 84

Tecnológico de Monterrey will not be responsible for students who participate in any type of international program independently (excluding the options in the agreement or programs organized by Tecnológico de Monterrey).

### Article 85

Tecnológico de Monterrey will not be responsible if the foreign institution rejects a student's application for reasons beyond the control of Tecnológico de Monterrey.

### Article 86

Tecnológico de Monterrey is under no obligation to transfer credit for courses studied by students at a foreign institution if they do not have the authorization of their academic advisor recorded digitally or physically.

**Article 87**

Tecnológico de Monterrey is not responsible for students who participate in activities that do not form part of the international program in which they are enrolled (trips to other cities, nights out, among others). However, students will at all times adhere to the guidelines and provisions stipulated in the conduct rules of the institutions in question.

**Article 88**

Tecnológico de Monterrey is not liable for students when they participate in walkouts, strikes, riots, any type of demonstration, rallies, mob violence, rebellions or acts of terrorism.

**Article 89**

Tecnológico de Monterrey is not liable for students who are victims of any physical or psychological aggression to their person.

**Article 90**

Tecnológico de Monterrey is not liable for students who suffer any form of physical harm to their person or their belongings owing to natural disasters, such as, but not limited to, cyclones, hurricanes, hailstorms, earthquakes, tsunamis, floods, volcanic eruptions, avalanches, mudslides or rockslides, falling or demolition of constructions and buildings, or any other extraordinary events.





## CHAPTER X



# CAPÍTULO X

## Observance and oversight of these regulations

### Article 91

These regulations provide and regulate diverse procedures applied to Tecnológico de Monterrey's undergraduate and graduate international programs, including aspects spanning students' application for participation and the termination of the program. Students are considered to have completed their program in the following circumstances:

- a. Students return to their campus of origin.
- b. Tecnológico de Monterrey officially resolves the transfer of credit for the courses or educational units studied abroad by the student.

### Article 92

Given their nature, knowledge and observance of these regulations are obligatory for all Tecnológico de Monterrey undergraduate and graduate students who participate in international programs. It is the student's responsibility to read and accept their content since ignorance of the same can never be invoked as an excuse for avoiding their application. In the case of students who are minors, their parents, their legal guardian or the person responsible for paying tuition will be responsible for explaining the content and scope of these regulations to them and accepting their full application.

### Article 93

If an express applicable provision is missing from these regulations, the General Academic Policies and Regulations, General Student Regulations, Undergraduate Academic Regulations, Graduate Academic Regulations, Regulations for Managing and Operating Undergraduate International Programs, and Regulations for Managing and Operating Graduate International Programs will be applied, as appropriate. Violation of these regulations and of the law of the states or nations visited by the students will also be sanctioned in accordance with these regulations.

**Article 94**

All the articles of these regulations are applicable twenty-four hours a day during and up to the termination of the international program in question.

**Article 95**

The application and, where appropriate, interpretation of these regulations is the responsibility of the Office of the Internationalization Vice Rector of Tecnológico de Monterrey. For disciplinary cases that so warrant, said office will have the faculty to solve any situation that is related to international programs but for which an applicable provision does not exist in these regulations or the General Student Regulations.

**Article 96**

All provisions that oppose or are incompatible with the stipulations of these regulations are repealed.

**Article 97**

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 98**

Cases that are not contemplated in these regulations will be studied and resolved by a committee made up of three directors or faculty members representing the Office of the Registrar and Academic areas.

# GLOSSARY

**Substance abuse.** Action and effect of the misuse or excessive, unfair, improper or wrongful consumption of any substance.

**Credit transfer.** The action of recording passed or failed courses or educational units from the students' curriculum, which they can study at:

- a. The same campus, but in a different curriculum, when such courses or educational units are equivalent in content.
- b. Another Tecnológico de Monterrey campus.
- c. A foreign university with which Tecnológico de Monterrey has entered into an international academic collaboration agreement. This action replaces revalidation.

**Alcohol, alcoholic beverage.** Any type of beverage with a proof grading of 2% or more in volume, or the equivalent in any other measurement system, that contains alcohol or ethanol in its formula. It also refers to alcoholic beverages obtained by means of fermentation or distillation, including but not limited to: beer, liquor, brandy, whisky, rum, tequila and mescal, and any of their mixes. They also include long and low-calorie or calorie-free alcoholic beverages.

**Bladed weapons.** Instruments in the form of a blade, made of any material, with the hardness and sharpness or edges with which physical harm can be inflicted upon an individual. The term includes, but is not limited to, swords, switchblades, single or double-edged knives, and sharp pointed objects.

**Firearms.** Instruments, means or machines for attacking someone or defending oneself, with which one or several shots can be fired by means of the ignition of gunpowder or another explosive. The term firearm means any type of mechanical instrument used to fire devices at high speed. This category includes pistols, rifles, carbines and machine guns –percussion, precision, semiautomatic or automatic– that shoot devices such as bullets, blanks, buckshot and slugs, including, but not limited to, instruments such as catapults, bows and crossbows. For the practical purposes of this document, this term will be used for any instrument that falls within this category owing to its functional characteristics.

**Academic advisor.** Person who provides academic advice to students when they intend to participate in or apply to an international program. The academic advisor is also responsible for authorizing the courses students will study abroad. For students enrolled in pre-2019 curricula, this person is generally called the Program Director.

For students enrolled in 2019 and subsequent curricula, the person could be the:

- Entrance Director for advice on courses from the exploration stage,
- Program Director for the focus and specialization stages,
- Student Success Mentor as cross-curriculum support.

**Authority.** Also school authority, meaning the decision and policy makers within the institution.

**Campus.** Legitimately owned or used physical space, property or land of Tecnológico de Monterrey in which the facilities belonging to or under the control and use of the Institution and its service centers are located. The term includes, among other elements, streets, walkways, paths, gardens, parking lots, buildings and adjacent roads that comprise the facilities in which the Institution's activities are conducted. It is applicable, in the same circumstances, to the physical space occupied by the international liaison offices, and sites and international offices of Tecnológico de Monterrey.

**Administrating campus, international program administrating campus.** Both terms refer to the campus or school that has entered into an international academic cooperation agreement and is responsible for operating the programs derived from such agreement.

**Campus of origin, student's campus of origin.** Both terms refer to the campus from which the student who is participating in an international program administrated by any other Tecnológico de Monterrey campus originates. If necessary, the student's campus of origin will be responsible for convening disciplinary committees for its students, regardless of whether the offense committed by students occurred during their participation in an international program administrated by another campus.

**Consumption.** Use of edibles or other goods to satisfy needs or desires. This concept includes, but is not limited to, the ingestion, drinking, aspiration, topical application and inhalation and injection of the same.

**International academic cooperation agreement.** Official document signed by the authorities of Tecnológico de Monterrey and of one or more foreign institutions stipulating the conditions and duration of the international cooperation established between the institutions involved.

**Case.** Situation in which a disciplinary offense that implies a violation of these regulations occurs.

**Student Leadership and Development Director or his/her representative.** Person who coordinates all student-related matters. He/she is in charge of the Cultural Diffusion, Physical Education, Student Group, Volunteering, Scholarship and Financial Aid, and Art Workshop departments.

**International Program Director or his/her representative.** Person whose activities are related to international programs but does not necessarily belong to the area of teaching. He/she in charge of the departments that send students abroad and receive international students at Tecnológico de Monterrey, among others.

**Stimulant.** A stimulant or psychostimulant or psychotonic is, in general, a drug or substance that increases motor and cognitive activity levels, reinforces wakefulness, states of alertness and attention.

**Student or Pupil.** Person who is admitted and enrolled in any face-to-face or online course, of an academic, diploma or extension program, with or without curricular value, at any academic level, school, campus, extension school, graduate school or division, liaison office, site or international office of Tecnológico de Monterrey. The term student or pupil also means any group of pupils or student group officially registered at Tecnológico de Monterrey.

**Antidoping test.** Clinical test or analysis for detecting residue of illegal or controlled drugs in urine.

**Adult.** In accordance with Mexican law, a person who has reached the age of majority which is 18.

**Narcotic or drug.** In this document, these two terms mean the same. They refer to substances that produce stupor, muscle relaxation, dulled awareness and changes to the state of consciousness. Stupeficient, psychotropic, enervating,

natural or synthetic chemical substance that can affect the body and its processes, the mind and nervous system, behavior and feelings. Any type of toxic or harmful substance. Medication that alters the mind when used in excess of the medically prescribed dose. It includes all substances specified in the General Health Law, including, though not limited to:

- a. Prohibited stimulants, such as amphetamine, cocaine and crack or rock. Legally permitted stimulants such as nicotine and caffeine.
- b. Depressants, such as barbiturates, tranquilizers, and methaqualone.
- c. Hallucinogens, such as LSD, acid, PCP, angel dust, peyote, MDA, DMT, STP and psilocybin.
- d. Narcotics such as heroine, morphine, opium, codeine, meperidine and methadone.
- e. Cannabinoids, such as marihuana and hash oil.

For the purposes of these regulations, a narcotic or prohibited drug is defined as a substance that is explicitly prohibited by law. Narcotics or controlled drugs are those whose consumption is not prohibited by law but is controlled, since they require a duly registered, correctly formulated medical prescription, in the student's name and signed by a healthcare professional legally authorized to do so. The date of the prescription must be analyzed as well as the written recommended dose for the student who owns the prescription.

**Academic level.** Set of courses defined in a curriculum which when passed culminates in the award of a diploma or degree certificate. Examples of academic levels are high school and undergraduate studies, and master's and doctoral degrees.

**Parental authority, the person who exercises parental authority, parents, legal guardian.** Institution or person that has control or legal function over non-emancipated minors, with the aim of assuring they receive a suitable education.

**Prohibited.** Behaviors forbidden by law or by regulations.

**Evidence.** Evidence refers to overall proof. A piece of evidence shows what happened or the circumstances in which it happened, for example the case of a disciplinary offense to be analyzed. It is used in evidentiary hearings within the analysis process of a case in which a Special Committee or Disciplinary Committee participates.



**Readmission, reentry, reenrollment.** Activity for enrolling again at Tecnológico de Monterrey. The three terms are used with the same meaning in this document.

**Academic regulations.** Document that brings together the provisions by which the academic activities are guided at the campuses.

**Overseas international program academic advisor.** The person designated by the international program administrating campus to supervise an international program. This person has the power to impose the sanctions described herein on students participating in an international program.

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

**Tecnológico de Monterrey.** The term Tecnológico de Monterrey means, for all purposes, Instituto Tecnológico y de Estudios Superiores de Monterrey. Tecnológico de Monterrey is an institution that forms part of the private National Education System under the statute of a Free University School with its own legal personality, established by the presidential decree issued on July 24, 1952, and published in the Official Journal of the Federation on September 12 that same year, formally recognizing the official validity of the studies completed at this institution. Subsequently, in the Official Journal of the Federation, on March 5, 1974, agreement No. 3438 of the Ministry of Public Education was published, stipulating that the studies offered by Instituto Tecnológico y de Estudios Superiores de Monterrey anywhere in Mexico, will be fully and officially valid in accordance with the Regulations for the Revalidation of Degrees and Certificates granted by free university schools, published in the Official Journal of the Federation on July 26, 1940, exactly as set forth in Public Deed No. 22,243 dated December 20, 1988, witnessed by Fernando Arechavaleta Palafox, head of the Notary Public Office No. 27 operating in this city and registered in the Public Commercial Registry under No. 286, vol. 27, Book 6 Section III Civil Association, on December 23, 1988. The term includes all the campuses, liaison offices, sites and international offices of Tecnológico de Monterrey.



This document presents information on the Undergraduate and Graduate Student Regulations for International Programs of Tecnológico de Monterrey. Its content reflects the information available in official media at the time of publication.

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TECNOLÓGICO DE MONTERREY

