

TECNOLÓGICO DE MONTERREY



**General  
Regulations  
for Students**



# **GENERAL REGULATIONS FOR STUDENTS**

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

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At Tecnológico de Monterrey, the prescripts contained in its regulations are formulated in generic masculine or masculine of a collective nature; consequently, they do not refer only to the masculine gender, but to all the genders that form part of the community



## AMENDMENTS IN THIS EDITION

This version of the General Regulations for Students was updated on July 21, 2023, and includes the adjustments reported in Official Email 750:

1. Article 7 has been modified, replacing tuition payment protection insurance in the event of the death of the tuition payer by the program for tuition payment coverage in the event of the death of the tuition payer, for undergraduate and high school students.
2. Article 34 includes a new subsection regarding sharing content on social media related to the incitement of violence through the display of weapons, physical abuse or aggression.
3. In Article 35, the disciplinary consequence for students who are caught carrying weapons and/or dangerous devices has been modified.
4. Article 48 has been modified to clarify that the Student Leadership and Development Leader is the person who can determine whether to form a Disciplinary Committee.
5. Article 49 has been modified to establish that protection measures can be imposed for the matters related to student conduct to be addressed by the Disciplinary Committee or by the Development Support Committee.
6. Article 57 has been modified to specify the areas of the Institution to which the resolutions of a Disciplinary Committee will be communicated, in the case of temporary suspension or definitive dismissal.
7. Article 61 has been modified to stipulate that the Dean of Student Leadership and Development will be notified of definitive dismissal cases before the student is informed of such decision. In addition, the Director of the Campus and National Dean of the School to which the student belongs will also be notified.
8. Article 73 has been clarified with respect to the consequences to be imposed on adult students who attend school with a blood alcohol content (BAC) of 0.05% or higher per deciliter of blood.
9. The Entry Director and Wellbeing Mentor have been incorporated into articles 51, 52 and 63.
10. The transitory articles have been updated with respect to the approval of this document, based on the General Statutes of Tecnológico de Monterrey.





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# INTRODUCTION

Since its foundation, Tecnológico de Monterrey has contributed to the preparation of its students as ethical, responsible citizens, active members of society and promoters of a fairer, more caring and upright country for all.

Each and every member of this academic community is committed to the principles of honesty, respect for the dignity of others, justice, equality, responsibility, trust, solidarity, a culture of work and fulfillment of duties, to contribute to a healthy university experience in an environment that fosters the realization of our students' full potential, with social responsibility.

The aim of these regulations is to offer a framework of freedom. Freedom is understood to end where a behavior affects the freedom of others. Therefore, the objective of these regulations is to establish guidelines for students and to serve as a guide for action at Tecnológico de Monterrey.

The structure of the regulations foresees the existence of students' rights and their inherent obligations, in the understanding that rights and obligations live side by side and subsist in harmony, and that one cannot exist without the other. The regulations are of an educational nature, seeking to foment individual responsibility to strengthen an environment of a responsible, respectful, harmonious and upright coexistence.

For members of Tecnológico de Monterrey, these regulations reflect the commitment of our educational community to individual, professional and social responsibility, thus contributing to the common good as a member of Tecnológico de Monterrey, we would like to invite you to participate in our community with responsibility, respect, autonomy and solidarity to construct a shared environment that impacts personal, professional and community growth.

Student Leadership and Development  
Tecnológico de Monterrey  
August, 2023



# GENERAL DEFINITIONS

The following terms have been defined for the purposes of this document:

**Academic community.** A group of people comprised of the educators from all the Tecnológico de Monterrey campuses.

**Academic level.** Set of courses defined in a curriculum which 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.

**Academic regulations.** Document that brings together the academic provisions and administrative procedures that Tecnológico de Monterrey deems to be optimal for adequately developing the task of educating students according to the educational level in question.

**Adult.** In accordance with Mexican law, a person who is 18 years old or older.

**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 low-calorie or calorie-free long drinks that contain the aforementioned level of alcohol.

**Anti-doping test.** Clinical test or analysis for detecting residue of illegal or controlled drugs.

**Area manager, area director, area head, service center manager or director, director.** Includes all the people who work as coordinators and have subordinate staff, an office, department, head office, service center or area who are not directly related to teaching practice.

**Associate Dean of the School or equivalent.** The person who coordinates all the academic and extracurricular matters related to high school undergraduate and graduate students.

**Authority.** Understood also as the school authority, which consists of those responsible for making decisions within the Institution. The individuals who govern

or exercise legal control in any of the jurisdictions corresponding to federal, state and municipal contexts.

**BAC.** Term used for the abbreviation of blood alcohol concentration.

**Bladed weapons.** Instruments in the form of a blade, made of any material, with the hardness and sharpness or edges with which an attempt against a person's physical wellbeing can be made. The term includes, but is not limited to, swords, switchblades, single or double-edged knives, and sharp pointed objects, or any sharp artefact used with the intention of injuring a person or that generates an injury.

**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 liaison offices, sites and international offices of Tecnológico de Monterrey.

**Common areas.** The campus's areas or facilities other than classrooms and service centers. This term includes corridors, walkways, sidewalks, small squares, bathrooms and green areas, among others.

**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.

**Dangerous devices.** Accessories that can cause harm. This category includes sticks, cudgels or equivalent, as well as devices that generate electrical discharges, among others.

**Degree program or academic program to which the student belongs.** The high school, undergraduate or graduate academic program in which the student is enrolled.

**Director of Student Leadership and Development.** Heads at the campus all the matters related to the comprehensive education of our students in order to drive their individual talent and make them part of an inclusive community. The objective is also for students to value and define a healthy lifestyle, strengthen their sense of belonging, become agents of change and define their professional development path, in order to contribute to a memorable experience and to

the accomplishment of their self-fulfillment. The director heads the following programs: Art and Culture; Athletics and Sports; Student Leadership and Experience; Student Wellness Department as well as the Life and Career Center, Student Conduct and Residence Halls, impacting the High School, Undergraduate and Graduate levels, and Undergraduate Student Success Mentors.

**Disciplinary case.** Also called disciplinary matter. Situation in which a disciplinary offense occurs that implies a violation of these regulations.

**Disciplinary committee.** A group of people who gather to review cases of possible disciplinary offenses that might warrant sanctions, loss of rights, temporary suspension or definitive dismissal from the Institution.

**Disciplinary offense.** Disciplinary offenses encompass all the individual or collective actions that undermine or tend to undermine the seriousness and effectiveness of the educational process. Disciplinary offenses are behaviors or omissions by students that disturb the peace at Tecnológico de Monterrey, damage its prestige, harm the rights of individuals and the community in general, violate the provisions of its regulations, or hinder or obstruct the use of the goods and services employed or provided therein. Disciplinary offenses that disrupt the institutional life of Tecnológico de Monterrey encompass individual or collective actions that on being implemented or omitted seek to interrupt, interrupt or obstruct the Institution's activities, violate the institutional Principles, seek to disregard or disregard its authorities, or interfere with the facilities or assets used.

**Entry Directors, Degree Directors, Program Directors, Academic Department Directors, Division Directors, High School Directors, Director.** Person who coordinates student-related academic affairs.

**Educational community.** A group of people comprised of the students, faculty, employees and directors from all or each of the Tecnológico de Monterrey campuses.

**Emotional instability.** In the case of a student who presents attitudes, behaviors, thoughts that denote a state of psychological instability, which prevents him/her from functioning properly in social, affective, cognitive and personal areas or that could even be putting their life at risk.

**Energy-booster drinks.** Different from vitamin drinks. These are beverages with stimulating properties that supposedly provide consumers with relief from fatigue and exhaustion, and enhance mental abilities and detoxify the body. They contain caffeine, vitamins and other organic substances such as taurine,

which eliminate the sensation of exhaustion in the person who consumes them. They do not usually contain alcohol and must not be mixed with the same, since the combination blunts the depressant effect of alcohol in the central nervous system. They should not be confused with rehydrating beverages or any other type of beverages, such as fizzy drinks. Since they contain a high level of caffeine, they can produce dependency and the manufacturer recommends consuming no more than a small can (255 ml) per day.

**Equipment.** Collection of special utensils, instruments, devices and apparatus for a specific purpose. They include, but are not limited to, computers, laptops and scanners; projection equipment, such as overhead projectors, projectors, videocassette players, television sets and screens; laboratory equipment, such as burners, Petri dishes, test tubes and scales; cafeteria equipment, such as tableware, silverware, salt shakers and napkin holders; sports equipment, such as boards, balls, goal nets and hoops; and others, such as wastebaskets, soap dishes, towel rails and mirrors.

**Evidence, pieces of evidence.** Evidence shows what happened in an event or the circumstances in which it occurred, for example the case of a disciplinary offense to be analyzed. It is used in evidentiary hearings within the case analysis process in which a Development Support Committee or Disciplinary Committee participates.

**Facilities, own facilities, facilities under control and in use.** Premises provided with the necessary means to carry out a professional or recreational activity. This includes, but is not limited to, sports facilities, such as running tracks, grass, concrete or wood sports fields or courts; classrooms, buildings, administrative offices, service centers and support centers.

**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, post, rubber, paint, 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 or by its appearance.

**Furniture.** Set of movable property in premises, in a facility.



**Gender violence.** They are all behaviors executed by members of the Educational Community that result or participate directly or indirectly in physical or verbal events that involve gender-based violence and cause real or possible physical, sexual or psychological harm, including threats, coercion, or the arbitrary deprivation of liberty, occurring in public life or in private life. These behaviors apply to all those related to aggressions based on sex, gender, and identities.

**Government authority.** The individuals who govern or exercise legal control in any of the jurisdictions corresponding to federal, state and municipal contexts.

**Habituation.** Habituation is a decrease in the intensity of response to a specific stimulus. In this case, it is used to describe an individual's desensitization owing to the consumption of a substance (alcohol, tobacco, pharmaceutical drugs, illegal drugs) that might occur as the result of the frequent use of the same, which could eventually lead to an addiction.

**Hearing.** Procedural stage that forms part of the disciplinary process, designed so that Tecnológico de Monterrey authorities can give students the opportunity to express themselves and be heard regarding everything they think it is important to say. During this stage, students will have the opportunity to provide any evidence they deem useful to support their claims.

**Institutional.** Related to Tecnológico de Monterrey.

**Leadership and Development Dean.** Person who leads, at the national level, the strategy and management of all matters related to the comprehensive education offered to the student body with the objective of driving their personal talent and enabling them to belong to an inclusive community, build a healthy lifestyle, become agents of change, and achieve self-fulfillment.

**Student Leadership and Development Director.** Person who leads, at the campus level, all matters related to the comprehensive preparation of our students, seeking to drive their personal talent and integrating them into an inclusive community. The Director will also help them to value and define a healthy lifestyle, strengthen their sense of belonging, become agents of change, and define their career path, with the objective of contributing to a memorable experience and achieving their self-fulfillment. The following programs fall under his or her leadership: Art and Culture; Athletics and Sports; Student Groups; Student Wellbeing; Center for Liaison and Professional Development; and Student Conduct and Halls of Residence, impacting the High School, Undergraduate and Graduate levels.

**Minor.** In accordance with Mexican law, a person who is not yet 18 years old.

**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 by law, such as in the General Health Act, including, though not limited to:

- Prohibited stimulants, such as amphetamine, cocaine and crack or rock.
- Legally permitted stimulants such as nicotine, alcohol and caffeine.
- Depressants, such as barbiturates, tranquilizers, and methaqualone.
- Hallucinogens, such as LSD, acid, PCP, angel dust, peyote, MDA, DMT, STP and psilocybin.
- Narcotics such as heroine, morphine, opium, codeine, meperidine and methadone.
- 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 drugs 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.

**National Director of Student Leadership and Development.** The person who heads at the national level the strategy and management of all the matters related to the comprehensive education of our students in order to drive their individual talent and make them part of an inclusive community. The objective is also for students to value and define a healthy lifestyle, strengthen their sense of belonging, become agents of change and define their professional development path, in order to contribute to a memorable experience and to the accomplishment of their self-fulfillment. The director heads the following departments: Art and Culture; Athletics and Sports; Student Leadership and Experience; Student Wellness Department; as well as the Life and Career Center, Student Conduct and Residence Halls, impacting the High School, Undergraduate and Graduate levels, and Undergraduate Student Success Mentors.

**National Gender and Safe Community Office.** This office is responsible for developing the Institution's gender violence prevention and intervention strategy.

It is also in charge of receiving, investigating, and executing the procedure established in the Protocol for Gender Violence Prevention and Intervention Actions.

**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 that they receive a suitable education. For the purposes of these regulations, parental authority will be deemed to have been lost when established by law, i.e. by legal resolution or emancipation of the minor.

**Premises.** For the purposes of this document, it is equivalent to the term campus.

**Professor, adjunct professor, assistant professor, trainer, instructor.** These terms refer to the people who perform academic or extracurricular work. They teach one or more classes to a group of students at any of the educational levels.

**Program directors, academic department directors, division directors, high school directors, directors.** The person who coordinates academic affairs related to students.

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

**Property of Tecnológico de Monterrey.** This refers to assets that include, but are not limited to, land, facilities, appliances, equipment, furniture, that have been purchased by or are leased or lent to the Institution for its use. In all cases, Tecnológico de Monterrey is responsible for them and for the purposes pursued with their use.

**Protection Measure.** They comprise the provisions imposed by the Director of Student Leadership and Development on the presumed offender, for a specific length of time, in order to assure and facilitate the development of the procedure and, at the same time, support the student and his/her emotions. .

Correctly applied, the protection measures provide:

- a. Certainty and collaboration with the Institution's legitimate concern to comply with procedures while supporting people.
- b. A safe, respectful environment which makes it possible to take the pressure off and attention from the student community for the person reported, helping him/her to contribute to the disciplinary procedure in a

calm environment and, in this way, manage to determine, at the end of the procedure, if he/she is or is not responsible and subject to disciplinary consequences.

- c. Peace of mind for students with protection measures since they can continue to fulfill, remotely, their academic and development activities, such as the completion and submission of work and assignments and the preparation of evaluations.

**Protocol for Gender Violence Prevention and Intervention Actions.** The objective of this protocol is to prevent, address, investigate, and sanction gender violence events that occur among members of the Educational Community and of the work centers, to assure the prevalence of the principles and values established in the Institution's Vision. It is a plan for immediate action by our institutional departments for gender violence prevention, which includes violence against LGBTTT+ community members, and for unbiased intervention and transparency in reported cases; this plan of action is aligned with internal regulations and human rights.

**Regional Support Centers for Human Dignity.** These centers have been created by the National Gender and Safe Community Office to deal, at the campuses and work centers, with the reception and handling of cases and behaviors classified as gender violence by the Protocol for Gender Violence Prevention and Intervention Actions.

**Recognition of Human Dignity Center.** The purpose of this center is to promote the recognition of human dignity in the Institution. At the national level, it is responsible for: addressing human dignity situations, coordinating the gender equality, diversity, and inclusion strategy; educating, creating awareness, and generating experiences so that all the members of the Tec Community will recognize and respect human dignity; and bringing together the different voices of the Tec Community to generate participative actions and strategies. This center forms part of the Vice-Presidency for Inclusion, Social Impact and Sustainability.

**Regional Vice President or Campus Director.** The individuals who serve as the maximum authority in the operation of a campus.

**Service centers.** These are the campus facilities where a service is offered to the academic community. This term includes, among others, the cafeteria, cybercafé, library, copy center, gymnasium, bookshop, treasury office or the promotional merchandise store.

Development Support Committee. A group of people who gather to support students who might require some form of psychological and educational counseling, in order to improve their academic and personal performance.

**Smoking.** Inhaling or exhaling nicotine smoke or that of any other substance using the combustion method, such as cigarettes, cigars or pipes; or the vaporization method, such as electronic cigarettes.

**Student.** Person who is enrolled in any of the programs offered by Tecnológico de Monterrey, at the High School, Undergraduate or Graduate level and at any school, campus, liaison office, site or international office of Tecnológico de Monterrey.

**Student community.** A group of people comprised of Tecnológico de Monterrey students.

**Student group.** A group of students created for a common purpose and that is registered with the Student Leadership and Development Office. It can adopt the name association or society, terms that, for the purposes of this document, are considered equivalent to student group.

**Student mentor.** The main objective of the student success mentor is to contribute to the success of undergraduate students during their studies at Tecnológico de Monterrey. This means that students will complete their degree and graduate, develop their talent, integrate into the community, maintain a healthy lifestyle, and generate a sense of caring for others and of belonging to the community. They will also live Tec to the full and forge a memorable personal university experience.

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

**Support staff, support professional, service staff, administrative staff.** These terms refer to all the people who perform a non-academic function.

**Tecnológico de Monterrey.** The term Tecnológico de Monterrey means, for all purposes, Instituto Tecnológico y de Estudios Superiores de Monterrey. Tecnológico de Monterrey is a Free University School with its own legal personality, established by presidential decree and with recognition of the official validity of studies.





# CHAPTER I





# CHAPTER I

## General Student Rights and Obligations

### Article 1

The General Regulations for Students expresses the rights and obligations inherent to students' activities, regardless of the chapter's name. All the precepts contained herein are complementary regulations to those included in the Academic Regulations.

### Article 2

All students at Instituto Tecnológico y de Estudios Superiores de Monterrey, here in after Tecnológico de Monterrey, have the same rights, obligations, freedoms and opportunities, acting under the principle of equal opportunities regardless of ethnicity, nationality, skin color, gender, age, sexual orientation, disability, social, economic, health or legal position, language, religious beliefs, political ideology and anything that is an affront to human dignity. The proper exercise of rights and faithful fulfillment of obligations are, primarily, an individual responsibility of students as members of the educational community to which they belong.

### Article 3

All students must know and comply with the Institution's relevant Principles and regulations, and accept and behave in a manner that is consistent with the values set forth in the Vision, Code of Ethics and culture of Tecnológico de Monterrey.

### Article 4

All Tecnológico de Monterrey students undertake to know, read, understand and comply with all the legislation in effect at the Institution. Students cannot allege ignorance of any institutional rule or regulation to release them from compliance of the same. Moreover, neither ignorance nor unawareness of the institutional regulatory framework will be a valid argument to avoid the application of a disciplinary consequence.

### Article 5

The obligations set forth in the previous article are endorsed by signing the admission application. In the case of minors, they are endorsed with the signature

of the parents, legal guardian or the person responsible for paying the tuition fees. These commitments are effective for the duration of and across student life at every academic level, even if the student signed the admission application as a minor, assisted by the due representation of the parents, legal guardian or the person responsible for paying tuition.

## **Article 6**

To assure a safe environment for students, every member of the Tecnológico de Monterrey community must carry and show, when so requested, their valid institutional ID in order to access and make use of the facilities and to receive the services offered in them. Carrying and showing the institutional ID can be a requirement for students to participate in activities organized or promoted by the Institution itself, inside or outside its facilities. Students who do not carry and show the institutional ID can be denied the exercise of these rights.

## **Article 7**

For their own physical wellbeing –and the financial security of their families– all students are under the obligation to be protected by major medical insurance. Additionally, the education of high school and undergraduate students must be protected through the program for tuition payment coverage in the event of the death of the tuition payer.

Students, their parents, legal guardians or the tuition payer are responsible for ensuring that the insurance policy will be valid for the entire period of their studies at Tecnológico de Monterrey.

Regarding major medical insurance, students can acquire these services from the insurance companies offered by Tecnológico de Monterrey or must prove that they have acquired equivalent services from another insurance company, particularly in relation to the sum insured and insurance coverage.

In the case of students who fail to demonstrate in a timely and adequate manner that they have current insurance or who have insurance that is different or with less coverage, Tecnológico de Monterrey will complete the necessary procedures and payments to be debited to the student's balance. The student, his or her parents, legal guardians or the tuition payer will cover the expenses made on their behalf for the acquired insurance. Tecnológico de Monterrey will complete the procedure for the student, transferring the cost to the insurance company that issues the corresponding policies.

Since the program for tuition payment coverage in the event of the death of the tuition payer is designed as a program that benefits students and specifically

targets studies offered at the Institute, its fee must be paid every academic period and will be reflected in the statement issued by Tecnológico de Monterrey.

### **Article 8**

Tecnológico de Monterrey is not responsible for the theft or loss of any property of any members of its community, or for reimbursing the cost of the property in question

## **CONFIDENTIALITY OF INFORMATION**

### **Article 9**

The information that Tecnológico de Monterrey possesses about a student will be used inside the Institution so that it can perform its academic and educational task and thus fulfill its Vision.

### **Article 10**

Tecnológico de Monterrey undertakes to maintain the confidentiality of its students' personal information, including information related to their academic performance, except in situations that threaten the life of students, third parties or the Institution, or when it is officially requested in writing by a competent authority, in accordance with the admission application agreed upon and signed by the student and/or parent or legal guardian.

### **Article 11**

Students have the right to expect their information to be confidential. Reports on conduct, character and other aspects of a student's life will not be included in officially valid certificates of studies.

If students, when they come of age, wish to change the conditions in relation to their parents, the person who exercises parental authority or the person responsible for paying tuition, they must apply in writing to the Student Services Office, clearly expressing the change that is being requested.

### **Article 12**

Students, on completing, signing and submitting the admission application together with the supporting documents, acknowledge their awareness of the academic objectives, educational and institutional purposes, and confidential

use of the same, and give their consent for the treatment of their personal information.

The information that Tecnológico de Monterrey possesses on a student will only be provided to:

- a. The student him/herself, when expressly requested in writing.
- b. A third party, when the student is a minor and the information is requested by the person who exercises parental authority over the student or the legal guardian or the person responsible for paying tuition. The same criterion will be in place when the student, having entered Tecnológico de Monterrey as a minor and in the admission process was represented by legally authorized adults, comes of age and has not requested in writing a restriction on information from the Student Services Office.
- c. A third party, when duly authorized by an adult student in writing.
- d. The competent authorities when requested officially in writing.

In addition, students' information that Tecnológico de Monterrey possesses will be provided freely in the following cases:

- a. When a law or treaty in which Mexico participates so indicates.
- b. When the transfer is necessary for medical or emotional prevention or diagnosis purposes, the provision of healthcare assistance, medical treatment or the arrangement of healthcare services.
- c. When the transfer is necessary by virtue of a contract entered into or about to be entered into that is of interest to the subject, DPO and a third party.
- d. When the transfer is necessary or legally required to safeguard a public interest or for the pursuit or administering of justice.
- e. When the transfer is necessary for the recognition, exercise or defense of a right in a legal process.
- f. When the transfer is necessary for maintaining or fulfilling a legal relationship between the DPO and the subject.

## **THE RIGHT TO FORM STUDENT GROUPS**

### **Article 13**

Students have the right to form groups in order to promote their education and development, healthy integration, coexistence, personal growth, teamwork, leadership and solidarity.

As members of student groups, students will be able to increase their sense of belonging to and appreciation for the Institution, their commitment to serving the community, their capacity for innovation, their entrepreneurial spirit and leadership, while performing their activities.

The Institution, with the aim of fomenting respect for any form and expression of diversity, recognizes the student groups that are interested in forming an association whose purposes do not contravene the institutional Principles, Values and regulations. The purposes, activities, ideological stances and points of view of the registered student groups do not necessarily reflect the point of view of the Institution.

#### **Article 14**

Tecnológico de Monterrey's authorities will only recognize as legitimate representatives of student interests the groups that meet the requirements and guidelines established by the Institution.

A campus's or school's student groups can meet in a student federation, as long as the federation is made up of the majority of these groups and the aforementioned applicable conditions are met.

All students can participate as spectators of the activities generated by the student groups. Students' participation as organizers or board members in religious, political and sexual diversity student groups, as well as those determined explicitly by Tecnológico de Monterrey, is exclusively for undergraduate and graduate students, considering that the practice and exercise of these topics correspond to adult students only.

#### **Article 15**

As part of their integral education, students have the right to organize academic, cultural, sports, community outreach and recreational events, such as: conferences, congresses, themed symposia, workshops, courses film festivals, information stands and forums, among others, in accordance with the requirements and guidelines established by the Institution.

#### **Article 16**

Students who organize an academic, cultural, sports, community outreach or recreational student event must guarantee that it is conducted with respect

for the current laws, government authorities and society in general, and in compliance with the guidelines provided for health, safety and use of space and the Principles of Tecnológico de Monterrey.

### **Article 17**

Tecnológico de Monterrey's flag is one of the most important symbols of our Institution. It represents our history, values, Mission and Vision.

Therefore, it is used exclusively in academic and ceremonial events, and only the Institutional authorities can use the flag or authorize its use.

Students will have the right to use logos and trademarks solely for educational purposes. The use of the same must be carried out with absolute respect and in keeping with the Institution's regulations on brand identity and image. Opinions that accompany the use of the institutional brand, logo or symbols cannot be detrimental to the Institution.

## **THE RIGHT TO FREEDOM OF EXPRESSION**

### **Article 18**

All Tecnológico de Monterrey students have the right to express themselves freely. The right to freedom of expression is based on respect and tolerance that will consist of the capacity to disagree with opinions that differ from their own with the duty of respecting the right of others to express themselves and be heard.

Students can voice their points of view or opinions that differ from those of the other students, faculty, authorities and members that comprise Tecnológico de Monterrey, when they:

- a. Express their well-reasoned opinions in an orderly manner and with the due consideration and respect for all individuals and the premises or place in which they are located.
- b. Listen to and respect the person who is speaking.
- c. Promote dialogue and deliberation among the members of the student community.
- d. Use appropriate language consistent with personal development and human decency, adhering to the Institution's Principles and Values.
- e. Express their opinions without affecting or hindering student life and

- experience, academic and administrative work. Exercising the right to express opinions cannot interrupt the educational process of the Tecnológico de Monterrey community.
- f. Express opinions that do not contain expressions that attack, belittle, and/or incite violence or hatred against individuals or groups, based on specific characteristics such as physical appearance, religion, ascendancy or descent, national or ethnic origin, sexual orientation sexual, gender identity or any other. When expressions of this type occur, they will be reported to the Regional Support Center for Human Dignity so that, based on the Protocol for Gender Violence Prevention and Intervention Actions, they can be reviewed and, where appropriate, the corresponding consequence applied.

The limits to students' freedom of expression during the exercise of this recognized right consist of abstaining from making unsubstantiated and unfounded claims that could affect the image, integrity, or prestige of individuals or institutions.

### **Article 19**

Tecnológico de Monterrey recognizes and respects the right of its students to uphold their own points of view as individuals and as citizens, as long as upon exercising this right they do so in a personal capacity and not on behalf of the Institution.

The use of electronic media, social networks and the Internet to promote the freedom to express ideas and voice points of view is subject to these regulations. The members of the student community must respect everyone and their opinions.

### **Article 20**

Students and the different official student groups, through their representatives, can discuss and disseminate the topics of their interest, and express their opinions by any oral, written or electronic medium, as long as they do so with dignity, order and respect for others and adhere to the provisions of article 18.

### **Article 21**

Students can produce publications as a means for stimulating intellectual development and driving a free, responsible academic environment within Tecnológico de Monterrey.

In order to design, edit, publish or distribute these publications in print and electronic media, students must comply with the specifications of the section “the right to form student groups” herein and establish themselves as a student group.

## **Article 22**

In order to produce a student publication at Tecnológico de Monterrey, the interested student group must meet at least the following requirements:

- a. Be officially established and recognized at the campus in question.
- b. Mention the names of the participating students; in the case of electronic media, reference must clearly be made to the authors.
- c. Notify the Tecnológico de Monterrey authorities and comply with the regulations related to brand identity, use of logotypes and other components.
- d. Maintain in each publication respect for:
  - i. The Principles upheld by Tecnológico de Monterrey.
  - ii. The Institution, its logo and brand, authorities, faculty, employees, students and other members of the educational community.
  - iii. The law, government authorities and society in general.

## **Article 23**

Publications that do not comply with the aforementioned requirements cannot be distributed within or outside the facilities of Tecnológico de Monterrey, or use the name of the Institution. Failure to comply with this article will be considered a disciplinary offense and will be sanctioned in accordance with these regulations.

## **STUDENTS’ RIGHT TO PARTICIPATE IN INSTITUTIONAL MANAGEMENT AND LIFE**

### **Artículo 24**

All new-entry students to Tecnológico de Monterrey or students who are participating in a specific activity within the Institution, have the right to be welcomed. This right will be reflected in the participation in activities that are consistent with institutional principles and values that will give them a sense of belonging to the student community, seeking to build a safe, respectful community.

### **Article 25**



Students can participate in institutional management and life, in accordance with the provisions set forth herein. Students are expected to participate responsibly in the enhancement and development of the Institution, in accordance with the Principles of Tecnológico de Monterrey.

### **Article 26**

For matters concerning student life, proposals must be submitted in writing to the campus Office of Student Leadership and Development of the corresponding national graduate school, either in person or through a duly incorporated student group.

The proposals will be analyzed in conjunction with the students. Students have the right to be informed of the status of the analysis of their proposals and to be notified, within a reasonable time period, of the decision of the corresponding authorities.

### **Article 27**

Students can participate in opinion or design groups, in the departments that direct academic and extracurricular activities, at the invitation of the directors of these areas.

### **Article 28**

When students, while exercising their right to participate in the Institution, observe situations that requires improvement, they can inform the authorities in a letter of complaint. Students have the right to submit their complaints in writing and in a respectful manner. Complaints can only be submitted individually by the interested student. If the student who submits a complaint is a minor, Tecnológico de Monterrey will inform the parents, the person who exercises parental authority or the person responsible for paying tuition of this situation.

### **Article 29**

In order to address all types of complaints, the campuses offer students mechanisms that expedite a response to their concerns. Academic complaints are submitted to the director of the degree program or the student mentor to which the student belongs. General complaints must be submitted to the area related to the student's complaint.

### **Article 30**

Once the complaint has been received, it will be dealt with according to the following procedure:

- a. The corresponding authority will conduct an analysis in order to determine whether the reason for the complaint is clearly expressed and the person responsible for filing the complaint is fully identified. If any part of the complaint is missing or unclear, the person who filed the complaint will be asked to explain.
- b. The authority to which the complaint has been submitted will decide whether it requires formal treatment or if it can be dealt with verbally and immediately.
- c. In all circumstances, the complaint will receive a response within no more than five business days.



## CHAPTER II



# CHAPTER II

## Disciplinary Offenses

### Article 31

Given their nature, disciplinary offenses are classified in two categories:

- a. Offenses that interfere with the educational process and experience.
- b. Offenses that disrupt the institutional life of Tecnológico de Monterrey.

In addition to the inappropriate behaviors stated herein, there could be others that are contemplated under the perspective of indiscipline in the guidelines, policies or any other type of legislation of the Institution. In the event that students incur in such inappropriate behaviors, they could face immediate disciplinary consequences, as provided in each piece of legislation, or, when the disciplinary offense so warrants, the consequence for the behavior could be suspension for more than one semester or definitive dismissal, with the student being subject to the disciplinary procedure set forth herein.

Academic integrity violations will be dealt with in accordance with the provisions of the Academic Regulations for the corresponding level.

Any behaviors incurred by students deemed to imply violent events with regard to gender, that are discriminatory, and are stipulated in the Institution's Protocol for Gender Violence Prevention and Intervention Actions, will be observed in accordance with such institutional legislation.

### Article 32

Offenses that interfere with the educational process comprise all individual or collective acts that undermine or tend to undermine the seriousness and effectiveness of the same. In the same way, disciplinary offenses also comprise the behaviors or omissions by students that interfere with order at Tecnológico de Monterrey and damage the prestige and rights of individuals and of the Institute consist of all individual and collective acts that interfere with order at Tecnológico de Monterrey, damage its prestige, violate the rights of individuals and the community in general, infringe upon the provisions of its regulations, or prevent or obstruct the employment of the goods and services used and provided in the same.

Student actions or omissions which imply a disciplinary offense that interferes with the educational process can occur in person or virtually, inside or outside the classroom, in laboratories, training fields, common spaces and in all spaces on technological platforms, such as “Blackboard”.

### **Article 33**

Disciplinary offenses that disrupt the institutional life of Tecnológico de Monterrey encompass individual or collective actions that on being implemented or omitted seek to interrupt, interrupt or obstruct the Institution’s activities, violate the institutional Principles, seek to disregard or disregard its authorities, or interfere with the facilities or assets used.



## CHAPTER III





# CHAPTER III

## Inappropriate Behavior

### Article 34

The category of offenses that interfere with the educational process and experience, defined in Article 32, include, among others, all specific behaviors related to:

1. Using offensive, verbal, nonverbal or written language to address classmates or faculty.
2. Using diverse mobile or electronic devices during class, when they are not expressly required for the learning activity.
3. Carrying out, in the classroom, activities that do not correspond to the educational process, creating an environment that does not contribute to the purpose of the activity.
4. Hindering the educational process by failing to participate actively in the same.
5. Violating any municipal, state, federal or international laws (the latter while abroad). Behaviors considered as disciplinary offenses, corresponding to this subsection, will first be sanctioned by the competent authority in accordance with the law and subsequently analyzed and, where appropriate, sanctioned within the educational framework, according to the regulations in effect at Tecnológico de Monterrey. When the competent authority has issued a final resolution of punishment for the gender-related sexual or violent events, the offense will be viewed at Tecnológico de Monterrey from an ethical-moral perspective that will be analyzed and, where appropriate, penalized in the light of the Protocol for Gender Violence Prevention and Intervention Actions by the Recognition of Human Dignity Center.
6. Using electronic media or technological facilities to produce, distribute or access information with content such as nudity, pornography, implicit or explicit violence, vulgar language, sex, offensive or inappropriate dialogues, racism, sexuality, scatology, or other topics that are not appropriate for the comprehensive development of students or affect the rights of others.
7. Submitting and/or using any apocryphal, public or private 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 ID, carpark cards, driver license, INE (voter) cards, doctor's notes, among others, to complete any process inside or outside the Institution.
9. Organizing or participating in bets 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 or 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 jointly 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 persons who do not belong to the Institution.
19. Taking, keeping or defending another person's property as their own.
20. Verbally or physically offending or mistreating any member of the Institute's educational community, either in person or through any electronic or written medium. The reiterated offense or mistreatment or harm of the same student will be considered aggravating circumstances.
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 events -without gender violence or discrimination connotations -that harm the Principles and image of Tecnológico de Monterrey.
26. Disrespecting the Institute's students, collaborators, and authorities, or the Institution itself, or expressing, inside or outside the facilities of Tecnológico de Monterrey, unfounded claims regarding individuals or actions related to any member of the Institution's community, which could affect or that do in fact affect its image or good reputation.
27. Engaging in excessive displays of affection or performing obscene activities or making obscene comments.
28. Smoking inside the facilities, in the specific case of high school or minor students.
29. Smoking outside the areas authorized for this activity.
30. Entering the facilities or reporting for activities with alcohol on their breath, in the specific case of high school students and students who are minors.
31. Using the Institution's logotypes, brands, name, flag, or any institutional image or symbol without authorization, without justification, or issuing disrespectful or aggressive expressions regarding the same.
32. Organizing or participating, individually or collectively, in any activity imposed by students upon other students (hazing), particularly students who are new to the Institution or students who are participating in a specific activity. Such activities include obligations, tasks or challenges that involve physical abuse, engaging in vandalism or illegal acts, generating taunts and/or ridicule, or endangering the integrity of the person or that of others, under the pretext of being accepted or integrated into the community.
33. Sharing on social networks and/or digital media graphic and/or audiovisual materials that incite violence through the display of weapons, physical abuse or aggression and that could produce fear or anxiety in or affect the image of the student body, collaborators or faculty.

### Article 35

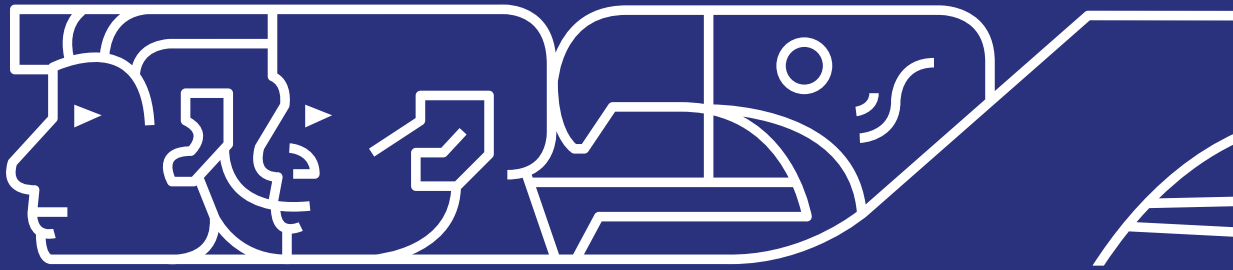
For students' peace of mind and physical safety and that of the academic community, it is strictly forbidden to carry or enter the Institution with devices that are dangerous, either because they are explosive or because on activating them they could voluntarily or involuntarily harm another person; with knives, air or fire arms, or any other tool or mechanism whose objective is to immobilize people by causing them some sort of pain, that endanger people's physical integrity, or whose use is expressly prohibited by law.

Such prohibition will apply when they are found in any facility owned by or under the control and use of Tecnológico de Monterrey, its service centers, liaison

offices, sites and international offices; in any official, academic or development activity held inside or outside its premises; or social service activities or any other type of activity organized by a registered student group.

The same restrictions will apply to any objects or mechanisms that constitute or simulate a weapon or dangerous device.

In the presence of any type of weapon or any object that is a simulated weapon, such behavior will immediately be presented to a disciplinary committee, applying the protection measure or measures deemed necessary. Once the procedure has been completed, and if the student is found responsible for a disciplinary offense, the corresponding disciplinary consequence will be **until** definitive dismissal from the Institution.



## CHAPTER IV



# CHAPTER IV

## Disciplinary Consequences

### Article 36

Given their nature, disciplinary consequences are classified as follows:

- a. Warning.
- b. Corrective measure.
- c. Suspension of services.
- d. Probation.
- e. Loss of rights.
- f. Temporary suspension.
- g. Definitive dismissal.

When necessary, the Disciplinary Committee formed for each case will have the power to impose one or more disciplinary consequences on a single student as applicable.

### Article 37

For the purposes of these regulations, a warning is defined as a verbal or written caution.

### Article 38

A corrective measure consists of imposing duties or obligations for the 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.

### Article 39

The suspension of services means that students will not be able to use the facilities or have access to the regular services or activities offered at the campuses. Each department or area will have the faculties, according to their own policies, guidelines or procedures, to suspend their services temporarily.

**Article 40**

Probation consists of informing students that their continuance at Tecnológico de Monterrey is conditional on not committing another violation of these regulations or on not repeating the offense they committed. Students will fulfill the duties or obligations imposed as a corrective measure. Notification of probation will be expressed in writing, indicating the duration of the disciplinary consequence and any other circumstances related to its fulfillment.

**Article 41**

The loss of rights consists of preventing students who cause with an inappropriate behavior or with the omission of an obligation set forth in any institutional legislation, from enjoying the benefits they might have as a result of their appropriate behavior consistent with the rules and regulations of Tecnológico de Monterrey.

**Article 42**

The temporary suspension of students implies their separation from all the activities and use of the facilities and access to the services of Tecnológico de Monterrey, except those required for the fulfillment of the disciplinary consequences set by the Disciplinary Committee created for this purpose, at any of its campuses, during a specific period of time. The Disciplinary Committee will expressly indicate in the corresponding resolution the duration of the suspension and the conditions relating to its incorporation and permanence, as well as the provisions of Article 58.

**Article 43**

Definitive dismissal concerns the students' permanent exclusion from Tecnológico de Monterrey and therefore they will be unable to reenroll at any of the Institution's campuses. In these cases, the Disciplinary Committee will determine whether the possibility exists for these students to reenroll at a higher educational level than the one at which the sanction was imposed, and indicate the conditions that must be met in order to be admitted to said level and their continuance in the same.





## CHAPTER V



# CHAPTER V

## Procedures for Imposing Disciplinary Consequences

### Article 44

Any student, collaborator, faculty member, instructor or director of Tecnológico de Monterrey who is aware of any event that constitutes a disciplinary offense and considers that warrants analysis by a Disciplinary Committee must report this in writing to the campus Director of Student Leadership and Development.

When a student behavior that is reportable, having been deemed a disciplinary offense, has a gender-violence connotation or exactly coincides with the behaviors considered in the Institute's Protocol for Gender Violence Prevention and Intervention Actions, the analysis and follow-up of the inappropriate behavior, and its consequences, will be the responsibility of the Recognition of Human Dignity Center.

The same criterion will apply when a report encompasses more than one behavior and any of them is or are considered violent or discriminatory in relation to gender issues. In the case of health science students who are participating in the Multicenter Medical Residency Program, the procedure for imposing disciplinary consequence will be based on these regulations and can be complemented with the provisions set forth in the Regulations for Health Science Students in Clinical Activities.

### Article 45

Disciplinary consequences will be applied as follows:

- a. Warnings and corrective measures can be imposed by Tecnológico de Monterrey collaborators, faculty, instructors or directors; by the Director of Student Leadership and Development; or by the Disciplinary Committee formed to analyze the case.
- b. Probation can be imposed by:
  - i. The Academic Program Director, with the approval of the campus Director of Student Leadership and Development. The duration of the disciplinary consequence can range from one summer period up to one year.

- ii. The Disciplinary Committee formed to analyze the case. The duration of this disciplinary consequence can range from one academic period up to the remainder of the program at the level being studied by the student in question.
- c. The loss of rights and suspension of services can be imposed by:
  - i. The faculty member and the instructor who teaches the class. The duration of this disciplinary consequence can range from one to two sessions.
  - ii. The Director of the area in which the offense is committed, with the approval of the Director of Student Leadership and Development. The duration of this sanction can range from one hour up to the equivalent of an academic semester.
  - iii. The Disciplinary Committee formed to analyze the case. The duration of this sanction can range from one hour up to the remainder of the program at the level being studied by the student in question.
- d. Temporary suspension and definitive dismissal can only be imposed by the Disciplinary Committee formed to analyze the case.

#### **Article 46**

When the students' behavior is considered to be inappropriate and warrant a simple warning or corrective measure, such consequences can be applied directly and immediately.

The Director of the area in which the offense is committed can impose as a consequence a warning, or if the student has reoffended, the loss of rights or suspension of services. In the classroom, for disciplinary violations in academic activities, the faculty member or instructor can impose consequences ranging from a warning to the loss of the right to attend up to two class sessions for the course in which the offense was committed. If the faculty member or instructor consider that the students should be suspended for more than two sessions, they must notify the Director of Student Leadership and Development so the case can be documented and studied.

#### **Article 47**

If students repeatedly incur in unacceptable behavior, have an inappropriate attitude or speak disrespectfully to a collaborator, faculty member, instructor or director who is aware of such behavior, the Director of Student Leadership and Development will have the power to apply a temporary suspension of up to two business days without the need to form a Disciplinary Committee. In this case, the director will listen to the student's defense and, if applicable, notify him/her in writing of the disciplinary consequence imposed. If the student involved is a

minor, the parents, the person who exercises parental authority or the person who is responsible for paying tuition must be notified so that the suspension applied to the student can be enforced.

### **Article 48**

When there is a report of a disciplinary offense that at first sight could appear to warrant a disciplinary consequence such as temporary suspension for more than two days or up to definitive dismissal, the Director of Student Leadership and Development will be the person who decides whether to call for the formation of a Disciplinary Committee or Development Support Committee, as appropriate, in accordance with the provisions of these regulations, so that the committee can determine the disciplinary consequence to be applied.

### **Article 49**

When the Office of Student Leadership and Development (LiFE) has received the report and deemed it appropriate to form a Disciplinary Committee or Development Support Committee that will be informed of the reported offense, the Director of Student Leadership and Development will adopt the use of protection measures.

According to the circumstances of the report, one or several protection measures can be adopted.

The protection measures imposed by the Director of Student Leadership and Development will be temporary and remain in effect throughout the disciplinary procedure or development support could even encompass the time during which an appeal is resolved, in accordance with the General Regulations for Students.

The aim of imposing protection measures is to protect the person who was reported and the student community in general, providing certainty within the framework of the procedure and preventing factors outside the same from obstructing it.

### **Article 50**

One or several of the following protection measures can be imposed:

- a. Restriction on attending the Campus or any institutional activity in person
- b. Restriction on communicating with other people linked to the possible disciplinary offense. This limitation applies to any medium, be it written, verbal or electronic media, optical or any other technology.

- c. Restriction on publishing content on social media.

The adoption of one or several protection measures takes into consideration the circumstances surrounding the report.

### **Article 51**

Offenses that interfere with the educational process will be analyzed and sanctioned, where appropriate, by a Disciplinary Committee made up of at least:

- a. The Director of Student Leadership and Development of the campus where the student is enrolled, or his or her representative, who will act as President.
- b. The Director of the High School, Entry Director, Wellbeing Mentor, the Director of the Degree Program or the Director of the Program to which the student belongs or the Student Mentor.
- c. The Director of the academic department that offers the course in question, when a faculty member has been affected in the case.
- d. The Director or leader of the service or research center in question, when a person from such center has been affected in the case.

### **Article 52**

Offenses that disrupt the institutional life of Tecnológico de Monterrey will be analyzed and sanctioned, where appropriate, by a Disciplinary Committee made up of at least:

- a. The Regional Vice President or the Campus Director or the Student Success Mentor, who will act as President.
- b. The Director of Student Leadership and Development of the campus where the student is enrolled.
- c. The Director of the High School, the Director of the Division, Entry Director, Degree Director, Student Mentor, Wellbeing Mentor or the Director of the Program to which the student belongs.

### **Article 53**

At the formation meeting, the Disciplinary Committee will open a file related to the case and formulate an agreement that contains at least the following information:

- a. Place, date and time of the formation of the Disciplinary Committee.
- b. Name and position of the committee members.

- c. Reason for its formation.
- d. Name and ID number of the student or students involved in the case.
- e. Report on the events and evidence related to the case.
- f. A document that informs the student or students involved in the case of the formation of the Committee, the reasons for its formation and the evidence in its possession, the identification of the people who requested the formation of the Committee, mention of the right to provide evidence in their best interest, the term set for providing such evidence, and the place, date and time when the Committee will meet to determine the validity of the evidence offered by the interested party or parties.
- g. Name and position of the person who will give notice of the Committee's decision.
- h. Signature of the Committee members.

## **Article 54**

When the behavior of a student is going to be analyzed in a hearing, by a Disciplinary Committee or Development Support Committee, the Director of Student Leadership and Development, or his/her representative, will give notice –either through the institutional email account or by physical delivery– of the formation of the Disciplinary Committee. Notice will be given to the student or, if the student is a minor, to his/her parents, the person who exercises parental authority or the person who is responsible for paying tuition, so he/she can represent the student.

If the student or his/her parents, the person who exercises parental authority or the person who is responsible for paying tuition does not appear before the Committee, the sanction imposed by Tecnológico de Monterrey will be considered as accepted and the disciplinary procedure will continue, with only the presence of the other party.

Considering that the institutional email is an official means of communication between Tecnológico de Monterrey and the student, its use will also be valid during the disciplinary process. Students are responsible for keeping their email account active and with sufficient space to receive mails.

The necessary arrangements will be made in all disciplinary matters for the student or his/her parents, the person who exercises parental authority or the person who is responsible for paying tuition to attend the hearing. The resolution will be obligatory and the absence of the aforementioned people cannot be used as defense. Failure of the aforementioned to attend the hearing cannot be invoked as a defense argument.

**Article 55**

The evidence offered by the student involved in the matter being addressed by the Disciplinary Committee must be presented before the hearing, during the same, or within the period specified by the committee, and must serve to clarify or prove the events.

**Article 56**

The Disciplinary Committee decides which proof will be accepted and which will not be admitted as it is unrelated to the events under discussion. Once the proof has been presented and examined and the hearing concluded, the Committee must issue the appropriate resolution, within the period it has specified.

**Article 57**

The written resolution provided by the Disciplinary Committee either in its physical or digital version, as decided upon by the Committee itself, must contain:

- a. Reference to the Articles of these regulations that establish the competency of the Disciplinary Committee.
- b. A brief summary of the facts and documents in the case file.
- c. A summary and analytical evaluation of the evidence submitted.
- d. A statement describing the responsibility of the student and, if necessary, the sanction to be imposed upon them.
- e. The provision that the student involved will be notified in writing of the resolution.
- f. In the specific cases of temporary suspensions lasting more than one academic period and of definitive dismissal, the Office of the Campus Director and the Office of the Regional Dean, in the case of central campuses, or the Office of the Division Director, for all other campuses, must be notified in writing of this resolution. The Student Services Office must also be notified in order to include the resolution in the records of the student involved.

**Article 58**

The decision of the Disciplinary Committee is unappealable and final. Only the decisions in which the disciplinary consequence for the offense committed consists of temporary suspension for at least one academic period or definitive dismissal can admit an application for reconsideration, as long as the key requirements for the same are met.



## Article 59

The procedure for analyzing any reconsideration request is as follows:

- a. The reconsideration request regarding the disciplinary consequence for the offense committed can only be considered for review when, as part of their educational process, students who have incurred in an offense reflect on their behavior and demonstrate their understanding of the importance of acting in accordance with the Institution's legislation.
- b. The reconsideration request must be made in writing and submitted by the student to the campus Director of Student Leadership and Development no more than five business days as of the date on which the Disciplinary Committee issued its decision. If the student refuses to receive the notification of the decision, the five business days will be counted as of the date on which the decision was sent by email to the student's institutional account. The document with which reconsideration was requested must contain the arguments and evidence that support this request.
- c. The campus Director of Student Leadership and Development will ask the Disciplinary Committee to meet so as to inform the same of the reconsideration request. The Disciplinary Committee will analyze the elements exposed to consider the possibility of changing the disciplinary consequence attributed to the offense being assessed. The analysis will be limited to understanding the reasons given by the students as to why they consider that, even though they committed the offense, the disciplinary consequences resulting from their actions could be less severe.
- d. The Director of Student Leadership and Development will notify the student of the final decision no more than ten business days as of the date on which the reconsideration request was received.
- e. The decision of the Disciplinary Committee regarding the reconsideration request will be final, unappealable and will not admit any further reconsideration.

## Article 60

Students who are conducting studies or projects of Tecnológico de Monterrey with external organizations, Weeks i, Semesters i, internships or research stays abroad and violate any of the Articles described herein, will be sanctioned in accordance with these regulations and with the Student Regulations for International Programs for the corresponding level of studies.

### **Article 61**

When the consequence imposed by the Disciplinary Committee is definitive dismissal, the Campus' Director of Student Leadership and Development will inform the Dean of Student Leadership and Development before notifying the student.

In addition, the Disciplinary Committee will also inform the Director of the Campus and the National Dean of the School to which the student belongs, as well as the Student Services Office, of such resolution for all necessary purposes in order to fulfill the definitive dismissal resolution and will communicate the same to all the campuses.

### **Article 62**

In order to be re-admitted, students who have been sanctioned with temporary suspension for an academic period must apply to the Dirección de Servicios Escolares of the corresponding campus for readmission, on the understanding that they have fulfilled the conditions indicated for their reentry. They must also indicate their intention of returning by means of a formal signed application, addressed to the Disciplinary Committee that issued the resolution.



## CHAPTER VI



# CHAPTER VI

## Emotional Support for Students

### Article 63

Students who present behaviors that can be defined as emotional or psychological instability must be reported to the Student Wellness Department, or its equivalent, where an initial evaluation will be conducted and, if necessary, the department will recommend that the student should receive external professional support, according to a list of health professionals recommended by the Tecnológico de Monterrey.

This situation will be communicated to the students' parents, the person who exercises parental authority or the person responsible for paying tuition so that the student can look for appropriate attention and select the external health professional, whose diagnosis must be presented in writing with his or her signature and professional license number by the student to the Student Wellness Department no more than 10 business days after the notification date.

When the situation so warrants, the Student Wellness Department must communicate the result of the diagnosis to the campus Director of Student Leadership and Development, who will assess whether the case requires the formation of a Development Support Committee to determine the actions to be taken.

This committee must be made up of at least:

- a. The Director of Student Leadership and Development, or his or her representative, who will act as President.
- b. The Director of the Student Wellness Department.
- c. The Director of the High School, the Director of the Degree Program, Entry Director, his or her Student Mentor, Wellbeing Mentor, or the Director of the Program to which the student belongs.

The functions of the Development Support Committee and its procedures are the same as those of the Disciplinary Committee, as defined in Chapter V herein. If a student is in this position and continues to be enrolled at Tecnológico de Monterrey, the parents, the person who exercises parental authority or the person responsible for paying tuition must provide evidence that the external health professional is treating the student.

Those responsible for the student who requires support must authorize the external health professional to provide the Institution with information on the student's condition, while he or she is being monitored.

The recommendations of the external specialist will be reviewed with the members of the committee to periodically assess the student's emotional stability and ensure that the student will be in optimal conditions to interact in a group and deal with academic rigor.

If the diagnosis is not presented by the parents, the person who exercises parental authority or the person responsible for paying tuition within the established time or manner, the campus Director of Student Leadership and Development will continue with the procedure without such report, and both the student and his or her representative must accept the decision adopted by the Development Support Committee.

#### **Article 64**

If a student has been assigned a temporary suspension from Tecnológico de Monterrey for reasons of emotional instability or physical or psychological health and applies for readmission, he/she should submit to the Student Wellness Department, this intention by means of a formal signed application, together with a written report from the external health professional who treated him/her, including a functioning and adaptability forecast and any future treatment, when required. This Department will also perform any evaluations it deems necessary to recommend whether the campus Office of Student Leadership and Development should authorize or reject the student's application for readmission.

If the student 's admission is accepted, he/she must go to the Student Services Office and comply with the academic legislation provided to this end.

#### **Article 65**

The cost of external psychological services or any other specialist services will be covered by the student.

#### **Article 66**

Students who consider that they have been affected by gender-violence behaviors and require support must receive the same from a Support Center for Human Dignity in accordance with the provisions of the Protocol for Gender Violence Prevention and Intervention Actions.

The Support Center for Human Dignity will provide them with psychological and legal orientation, and safe listening spaces.

Psychological orientation is a process aimed at addressing gender violence cases in a timely manner, provides immediate attention in a crisis situation, assesses the person's situation, and encourages their autonomy in decision making and in actions, in order to seek, with the specialist's guidance, the comprehensive wellbeing of the affected person.

Legal guidance is a process aimed at providing timely assistance for members of the Tecnológico de Monterrey community who have experienced a gender-violence situation, in which basic and reliable information is offered so that the person can make decisions in a conscious, informed manner regarding the handling of the case outside the institution, in legal and criminal matters, if applicable.

Listening spaces are meetings organized for the Tec community to provide the community with an accessible, warm meeting place to discuss concerns and doubts, share information transparently, exchange experiences, retrieve initiatives from the members of each campus, and serve as a containment and healing space for basic concerns or the detection of problems that can be identified and dealt with in a timely manner.







## CHAPTER VII



# CHAPTER VII

## Promotion of Student Wellbeing

### Article 67

Tecnológico de Monterrey promotes students' comprehensive wellbeing through an environment that drives a mentality of growth in order to enhance their sense of personal and professional achievement. To this end, efforts are focused on:

- a. Generating educational programs in the seven dimensions of our comprehensive wellbeing model so that student can learn how to take care of themselves and choose a healthy lifestyle.
- b. Counseling and prevention, through a set of activities aimed at avoiding new cases of alcohol and tobacco abuse and first contact with narcotics, or illegal or controlled drug abuse.
- c. Early intervention, to prevent students from developing addictions, targeting students who have come into contact with narcotics, or illegal or controlled drugs, or who find it difficult to control the amount of alcohol they consume.

Tecnológico de Monterrey will intervene to identify any problematic cases and to avoid greater consequences or subsequent complications. When the consumption of alcohol, narcotics, or illegal or controlled drugs is detected, the student will be referred, in coordination with his/her parents, the person who exercises parental authority or the person responsible for paying tuition, to professionals in this field, who will assess the case and recommend treatment.

### Article 68

Supporting community protection initiatives and in order to prevent and avoid health risks, Tecnológico de Monterrey will perform clinical analyses to detect alcohol, narcotics, or illegal or controlled drug use (anti-doping tests) and blood alcohol concentration tests (breathalyzer or the equivalent in any other measurement system) on its students. For this purpose, students must 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.

The tests will be performed by trained personnel and under the supervision of the Medical Department or the department that assumes these functions on the campus.

The tests can be performed as a result of any of the following situations:

- a. A random, unannounced system.
- b. For equality questions in competitions, targeting a student group, representing Art and Culture or the Athletics and Sports Office, as well as the organizers of student events.
- c. Follow-up of a letter of commitment signed previously by the student.

All students who are selected for an anti-doping test will be given the opportunity to admit whether they have used narcotics or illegal drugs before they are tested. When students answer negatively and the results are positive, the campus Director of Student Leadership and Development will create a Disciplinary Committee to define the preventive, support and corrective measures, and, where appropriate, consequences to be applied.

If students admit that they have used narcotics or illegal drugs, regardless of the anti-doping test results, they will be referred to the Student Wellness Department at their campus, where they will have to sign a letter of commitment to collaborate in the execution of the duties and responsibilities imposed on them. In the case of minors who are in this situation, the letter of commitment must be signed by their parents, the person who exercises parental authority or the person responsible for paying tuition.

If positive results are obtained for a narcotic or drug that is not illegal but is controlled, and the students cannot prove that it was prescribed or is being taken under the supervision of a health professional legally authorized to do so, the Medical Department will immediately send a report to the Student Wellness Department to assess the situation in conjunction with the student's parents and to recommend options for external attention. If a student tests positive for blood alcohol, the provisions of Article 73 herein will be applied.

## **Article 69**

If the tests prove that a student is under the influence of a narcotic or illegal or controlled drug, he/she will be referred to the Student Wellness Department, in order to evaluate the severity of the problem.

As a result of this evaluation, the campus or site will guide and support the student and, if necessary, determine the corresponding disciplinary sanction in accordance with the procedures described herein.

If as a result of the consumption of a narcotic or illegal or controlled drug a student violates any of the articles of these regulations, he/she will receive the corresponding disciplinary consequence as provided herein.

### **Article 70**

Students who are caught consuming or in the possession of any narcotic or illegal drug will receive a disciplinary consequence imposed by a Disciplinary Committee, following the procedures set forth herein.

### **Article 71**

Students who use or consume controlled narcotics, which have not been prescribed or whose use is not under the supervision of a health professional legally authorized to do so, will be dealt with in as if they were consuming illegal narcotics or drugs.

### **Article 72**

If a student is caught attempting to introduce, distribute, sell or give away any narcotics or illegal or controlled drugs can receive a disciplinary consequence imposed by a Disciplinary Committee, following the procedures set forth herein. Any suspicion or report that a student selling or giving any narcotics or illegal or controlled drugs, will justify an investigation by the competent authorities of Tecnológico de Monterrey.

### **Article 73**

Students who are minors or who are enrolled at high school level and whose breath smells of alcohol, inside Tecnológico de Monterrey's facilities, will be referred to the Student Wellness Department or its equivalent to evaluate their blood alcohol level. Their parents, the person who exercises parental authority or the person responsible for paying tuition will be notified of this situation. Moreover, these students might receive a disciplinary consequence imposed by a Disciplinary Committee formed by the Campus' Director of Student Leadership and Development.

Adult students whose breath smells of alcohol, or whose behavior suggests the consumption of excessive amounts of alcohol, will be referred to the Student Wellness Department, or the person who at that moment can apply blood alcohol test, to assess whether the student's blood alcohol content (BAC) is 0.05% or higher per deciliter of blood (or the equivalent in any other measurement system).

If the concentration is equal to or higher than the aforementioned one, such student may receive a disciplinary consequence..

If the student's blood alcohol content is at the level set forth in the previous paragraph and as a result of consuming alcohol he/she infringe any of the articles of these regulations, he/she will receive the corresponding disciplinary consequence in accordance with the procedures provided herein, or if it can also be proved that:

- a. He/she is in possession of alcohol, in which case the procedures set forth in Article 74 herein apply.
- b. This is a reoffence in relation to this behavior by a student.

#### **Article 74**

If a student is caught attempting to introduce, distribute, sell or give away, or has introduced, distributed, sold or given away, any alcoholic or energy booster beverage a Disciplinary Committee will be set up and the student will have to explain the reason for this offense to said committee.

#### **Article 75**

When students acknowledge that they have an alcohol, narcotics, or illegal or controlled drug use or abuse problem, and ask for help to solve this problem, they will be referred to the Student Wellness Department where they will sign a letter of commitment to collaborate in recovering their health and to receive support from the necessary external professionals for their recovery.

In the case of students who are minors, the letter of commitment must also be signed by their parents, the person who exercises parental authority or the person responsible for paying tuition. This situation will be treated with the utmost confidentiality and will not affect the academic status of the student in question. If necessary, the Student Wellness Department will refer the student to a professional in this field.

If for reasons attributable to the student, or to the person who exercises parental authority or the person responsible for paying tuition in the case of minors, the letter of commitment is not fulfilled or the student uses alcohol, narcotics, or illegal or controlled drugs again, he/she will receive a disciplinary consequence that could be definitive dismissal, in accordance with the procedures described herein.

Proof of reoffending will be based on the clinical analyses described in Article 68 herein or on the student's acknowledgement of having used alcohol, narcotics, or illegal or controlled drugs, regardless of the test result.







## CHAPTER VIII



## CHAPTER VIII

# Observance and oversight of these regulations

### Article 76

Given their nature, knowledge and observance of these regulations are obligatory for all students enrolled in any educational level offered by Tecnológico de Monterrey. This includes those students who come from other universities within the International Exchange Program. In the case of students who are minors, the parents, person who exercises parental authority or the person responsible for paying tuition must promote the observance of these regulations by the minor. Ignorance of these regulations can never be invoked as an excuse to avoid the application of the corresponding disciplinary consequences.

### Article 77

All the articles of these regulations will be applicable to events that take place in:

- a. Universities or educational institutions attended by students of Tecnológico de Monterrey who participate in national or international exchange programs.
- b. Any facility belonging to or under the control and use of Tecnológico de Monterrey or its service centers.
- c. The campuses, liaison offices, sites, and international offices of Tecnológico de Monterrey.
- d. Any official academic or extracurricular activity which is held inside or outside the premises of Tecnológico de Monterrey.
- e. Activities organized by any student group of Tecnológico de Monterrey.
- f. Activities not related to Tecnológico de Monterrey in which the behavior of a student that has been made public through the media can be considered inappropriate in disciplinary issues and involves the name of the Institution.

### Article 78

Observance of these regulations implies that students will respect the regulation in effect at Tecnológico de Monterrey or other universities when they are visiting or participating in activities as guests or as exchange students.

Violation of these regulations and of the laws of the states or nations visited by students will also be sanctioned according to these regulations.

**Article 79**

When the organizational structure of a campus does not include the offices, departments or areas mentioned in these regulations or the specified directors, the functions implied by these regulations will be performed by the directors or departments responsible for equivalent activities, or the person appointed by the Campus Director.

# **TRANSITORY**

## **Articles Legality of these Regulations**

### **Article One**

So ordered.

Therefore, based on the General Statutes of Tecnológico de Monterrey 2022, Title Four, Chapter II, Article 15, subsection 2, these regulations were approved on July 21, 2023.

### **Article Two**

All provisions that conflict or are incompatible with these regulations are hereby rendered invalid.



This book presents information on the **General regulations for Students 2023** of Tecnológico de Monterrey. Its content reflects the information available in official media at the time of publication.

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