

TECNOLÓGICO DE MONTERREY



# Academic Regulations for Graduate Students



# **ACADEMIC REGULATIONS FOR GRADUATE 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 TO THIS EDITION

1. The General Definitions section has been updated.
2. The numbering of the articles has been adjusted.
3. The roles and names of offices have been changed in several articles.
4. Article 1.2 now includes flexibility for undergraduate graduation candidates to complete their admission process to graduate programs.
5. Adjustments in the writing of the Article 1.4 regarding program changes, different from the one the student was originally admitted to.
6. In Article 1.6, the possibility of submitting admission documents before the last day of classes of the first academic period is extended.
7. Adjustments in the writing of the Article 1.10 by adding the term educational units.
8. The graduate program delivery modality has been updated in Article 4.1.
9. The terms credit and educational units have been updated in Articles 4.2 and 4.5.
10. Article 4.6 specifies a student's academic load in credits and defines regular load.
11. The previous Article 4.7 has been eliminated and the numbering updated. In the new Article 4.7, the maximum number of additional credits in which students can enroll has been changed to two.
12. In Article 4.9, the maximum number of total credits has been changed to six for an academic load in intensive courses.
13. Adjustments in the writing of the Article 4.10 regarding the educational units students can drop.
14. Submitting partial grades to the Office of the Registrar is removed in Articles 5.4, 5.5, 5.7 and 5.11
15. Article 5.6 now includes the estimated length of time for designing and administering a exit exam, where appropriate.
16. The writing of Article 7.1 has been adjusted and its transitory nature has been removed.
17. Academic conditions have been updated in Article 8.2.
18. In Article 8.5, the conditions of the student's academic dismissal status were modified.
19. The previous Article 10.7 has been eliminated and the numbering adjusted. The conditions for academic degrees for EGADE graduates are added to the new article.
20. Article 10.9 has been eliminated.





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# INTRODUCTION

These Academic Regulations comply with the provisions and regulations included in the General Academic Policies and Regulations of Tecnológico de Monterrey.

This academic legislation refers exclusively to the graduate education level and contains the rules to be followed by students enrolled in graduate programs, in all delivery modalities, to support their academic activity, and to the provisions and administrative procedures Tecnológico de Monterrey deems optimal for the adequate execution of the task of student education.

This edition includes amendments to the Academic Regulations for Graduate Students, authorized and published in the Official Academic Mails and those authorized by the undersigned –based on the proposals of the Office of the Educational Innovation Academic Norms Vice Rectory– as of July 2017 to the date of this publication.

The formulation of these regulations is the responsibility of the Academic Senate of Tecnológico de Monterrey. Therefore, any amendment to this document must be agreed upon by this entity, with the approval of the Office of the Educational Innovation and Academic Norms Vice Rector and the Rector for Higher Education of Tecnológico de Monterrey.

Juan Pablo Murra Lascurain  
Rector for Higher Education of Tecnológico de Monterrey  
June 2024



## GENERAL DEFINITIONS

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

1. **Incoming students.** Students who have never been Tecnológico de Monterrey students at any of the levels -high school, undergraduate or graduate- in which the priority educational services of Tecnológico de Monterrey are offered.
2. **Continuing students.** Students who are returning to Tecnológico de Monterrey and were previously enrolled in the same level and campus at Tecnológico de Monterrey.
3. **Internal transfer students.** Students enrolled at a given Tecnológico de Monterrey campus who were previously enrolled at a different Tecnológico de Monterrey campus.
4. **External transfer students.** Students regularly enrolled at foreign universities who study educational units at Tecnológico de Monterrey for a period of time that is less than the duration of an academic program.
5. **Visiting students.** Students who study educational units at the Institution even though they have not been admitted to an academic program.

The following terms are also defined for the purposes of these regulations:

**Academic credit.** It is the unit that represents the amount of work time a student dedicates to a learning unit to meet its objectives. This includes class hours, as well as the time dedicated to independent student work.

**Average for the period.** This average considers the final grades (pass and fail) of all the academic educational units completed during the period.

**Average on the certificate of studies.** This average only considers the educational units from the curriculum passed by the student and that are recorded on the certificate of studies. This average is printed on the full certificates of studies with the caption "Average for the educational units included in this certificate".

**Capstone exam.** Examination designed to assess the fundamental competencies and knowledge of students enrolled in a doctoral program and their capacity to integrate them into the solution of complex research problems.

**Clinical practice.** Educational units in the area of Medicine and Health Science in which students conduct practical work, either in a hospital or doctor's office, related to the practice of medicine.

**Collaboration agreement.** A joint academic agreement between universities in which they establish an academic collaboration commitment.

**Curriculum.** List of educational units that comprise an academic program.

**Curriculum average.** This average considers the grades (pass and fail) of all the educational units completed from the curriculum. This average is used for the award of highest honors in master's programs and for considering the minimum average required to obtain academic graduate degrees.

**Double degree.** An academic degree from Tecnológico de Monterrey associated with another degree from another university under the conditions specified in a collaboration agreement.

**Educational unit.** Courses or subjects taught in an academic period (semester, trimester or intensive).

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

**Evaluation.** Academic activity in which a grade is assigned to an activity included an educational unit.

**Exit exam.** A public act that takes place after the preliminary thesis defense, in which students present and defend their thesis orally in order to receive a decision from the thesis committee. This decision must be recorded in the student's transcript.

**Force majeure.** An event beyond the control of the student and produced despite the same with irrefutable force, absolving the student from being held accountable for the nonfulfillment of an obligation. This must be provable.

**Grade.** Record of the learning assessment that reflects the student's level of performance; it can be either numerical or non-numerical.

**Graduate competencies.** A combination of attributes –regarding knowledge and its application, attitudes and responsibilities –that refer to the capacities a students should have developed by the time they graduate and that contribute to the achievement of a program’s objectives.

**Intensive period.** Summer or winter academic period with a duration of five weeks for semester graduate programs and six weeks for trimester graduate programs.

**Preliminary thesis defense.** Act by which students defend their thesis to a thesis committee, according to the procedure specified by the corresponding graduate school.

**Proficiency exam.** Exam that evaluates the knowledge that can support the award of credit for certain educational units.

**Program academic council.** The academic council consists of faculty who teach courses and/or advise theses or projects in the program, according to the corresponding guidelines. It is an academic body orientated toward planning, enhancing, and developing the program.

**Program delivery modality.** General means by which an educational program is delivered, taking into account the proportion in which its composition of educational units and experiences throughout the student curricular path present variations in the use of time, spaces, use of technology, teacher-student mediation and requirements for the development of the educational process.

**Remedial courses or remedial educational units.** Educational units that seek to standardize the knowledge required to study a graduate program at Tecnológico de Monterrey.

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

**Syllabus.** List of educational units that comprise an academic program that has been registered with the Mexican Ministry of Education.

**Thesis committee.** A group comprised of the thesis advisor, members of the program’s academic council, and professionals or academics with expertise in

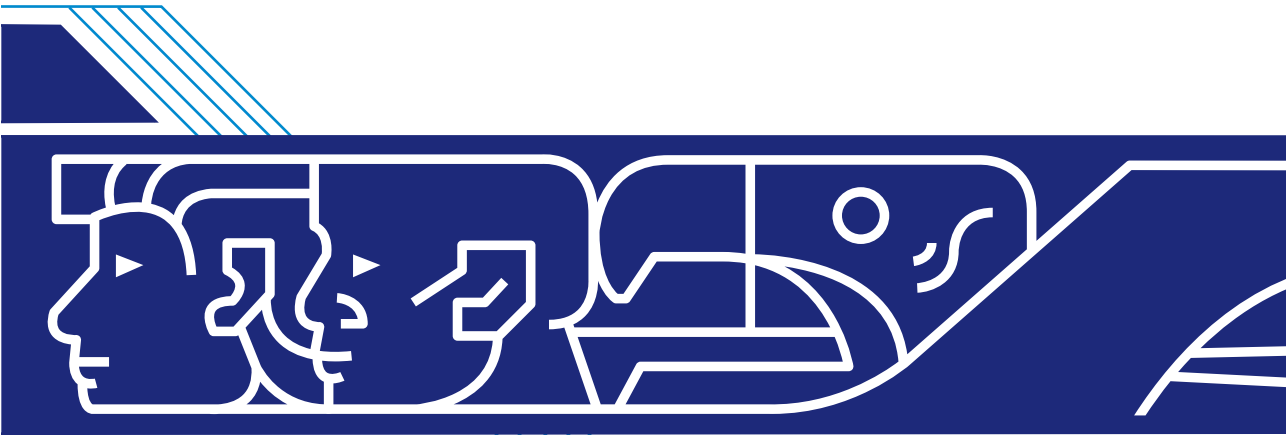
the corresponding discipline. This committee must be approved by the Program Director and its objective is to evaluate the thesis of a student from a graduate program. This committee is approved by the program's Academic Council.

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

**Undergraduate degree.** A set of academic and professional strategies, the fundamental aim of which is for students to acquire the competencies and knowledge required to practice a profession.

**Undergraduate degree certificate.** Diploma issued to an individual upon the complete accreditation of a professional degree program and fulfillment of graduation requirements.





# CHAPTER I



# CHAPTER I

## Student admission and readmission

### Article 1.1

Individuals who wish to be admitted to Tecnológico de Monterrey as students must demonstrate a high level of probability of academic success. The following criteria will be considered for accepting applications:

1. Result of the admission test defined by the Institution.
2. Prior academic history.
3. Academic and professional achievements.

The Schools can establish additional requirements for their programs, which must be approved by the Office of the Vice Rector of Educational Innovation and Academic Legislation.

In the case of students who participate in double or dual degree programs in conjunction with foreign institutions, the admissions process of each of these foreign institutions will be considered equivalent for students participating in the program. This consideration is also valid for external transfer students.

The student admissions process is conducted with the support of each program's admissions committee. These committees are responsible for reviewing the applicant's file and recommending admission on the basis of the official admissions regulations.

### Article 1.2

In order to be admitted to the graduate level at Tecnológico de Monterrey, candidates must submit the documentation required by the Institution, meet the requirements established to study the program of their choice and comply with the legal requirements in effect in Mexico.

In the case of applicants who completed their undergraduate studies abroad, such studies must be equivalent to programs from the same level offered by higher education institutions in Mexico and recognized by the Mexican Ministry of Education.

Foreign students who study a graduate program at the Institution must fulfill the

corresponding legal requirements for these studies to be recognized in Mexico.

### **Article 1.3**

The deadline for submitting the documentation required by the Institution, including the documents that prove the completion of the previous academic level, is sixty calendar days after the first day of classes of the academic period in which the student enrolled. Tecnológico de Monterrey will revoke the admission of students who fail to submit the documents by the established deadline.

### **Article 1.4**

Students who wish to change to a graduate program other than the one to which they were admitted must comply with the requirements of the program to which they wish to change.

### **Article 1.5**

Admission regulations can be applied in special cases for students who have taken a leave of absence for more than five years and apply for readmission.

### **Article 1.6**

When so required by the graduate program, admitted applicants must prove they have the knowledge required for the program of their choice with evidence of prior studies, professional experience or proficiency exams, before the last day of classes of the first academic period. Students who do not have this knowledge must enroll in the corresponding remedial.

### **Article 1.7**

A student cannot be admitted to two programs simultaneously at Tecnológico de Monterrey.

### **Article 1.8**

Students who wish to change to another program must apply to the Office of the Registrar. The deadline for submitting this application is two weeks before the first day of classes of the regular academic period in which they wish to effect the program change. The program change will only be authorized if the student meets the admission requirements of the new program and have the written

authorization of the director of the program in which they originally enrolled.

Given the nature of the medical residency programs, students will not be permitted to apply for a program change in this case.

### **Article 1.9**

Students who have been dismissed definitively for unsatisfactory academic performance in any of Tecnológico de Monterrey's graduate programs cannot be readmitted to the same academic level at the Institution.

Students who have been dismissed for academic integrity violations cannot be readmitted to Tecnológico de Monterrey.

### **Article 1.10**

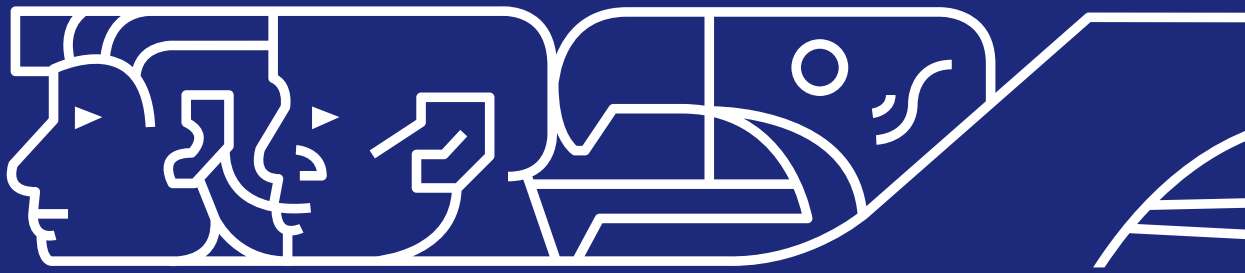
Individuals who wish to study educational units as visiting students must request admission from the Office of the Registrar, and may be required to take an entrance exam in order to be accepted. They can study no more than three educational units while holding visiting student status.

Individuals enrolled as visiting students will receive documentary proof of the studies completed. However, this document will not be officially valid for equivalency purposes in Mexico.

Individuals who wish to extend their enrollment as a visiting student for a further academic period must request confirmation of their admission for each period from the Office of the Registrar. Such confirmation will be granted depending on the student's academic performance and compliance with the General Regulations for Students.

Individuals who have studied as visiting students can apply for admission and be accepted as regular students to study a graduate program if they meet the admission criteria and standards. They will receive official credit only for the educational units they studied as visiting students and only if credit can be earned by means of a proficiency exam in that particular program.





## CHAPTER II





## CHAPTER II

# Revalidations, award of credit, equivalencies and transfer credit

### Article 2.1

In order to validate, at a particular Tecnológico de Monterrey campus, the educational units passed at an institution other than Tecnológico de Monterrey by a specific student, the legal terms defined in the following paragraphs are utilized, together with the term stipulated for the recording of passed or failed educational units at Tecnológico and at the universities with which it has entered into a collaboration agreement.

1. **Revalidation.** Action by which the educational units completed and passed by a specific student at a foreign educational institution are validated. This action currently requires, for Tecnológico de Monterrey, a revalidation agreement issued by the Mexican Ministry of Education.
2. **Equivalency.** Action by which the educational units completed and passed by a specific student at another Mexican educational institution are validated. For Tecnológico de Monterrey, this action currently requires an equivalency agreement issued by the Ministry of Education.
3. **Award of Credit.** Action by which a record is made in the student's transcript of the educational units –passed and failed– completed by the student at:
  - a. The same campus, but in a different curriculum when the educational units are equivalent in content.
  - b. Another Tecnológico de Monterrey campus or online program.
  - c. A foreign university with which Tecnológico de Monterrey has entered into a collaboration agreement. This action replaces the action of revalidation described in subparagraph 1 of this article.

### Article 2.2

In accordance with the effective legal regulations and the provisions set forth in this chapter the Office of the Registrar, at the request of the applicant, will apply to the Mexican Ministry of Education for:

1. The revalidation of graduate studies completed at a foreign institution, or

2. The equivalency of graduate studies completed at a Mexican institution other than Tecnológico de Monterrey.

The revalidation and equivalency agreements are proposed by Tecnológico de Monterrey and subject to assessment by the Ministry of Education, which –where appropriate– will authorize said agreement. The revalidation or equivalency agreement cannot be modified after the completion of the first academic period during which the student studies at Tecnológico de Monterrey.

In the case of medical residencies, studies completed at a Mexican or foreign institution other than Tecnológico de Monterrey cannot be validated.

### **Article 2.3**

The graduate classes recorded as passed by means of revalidation or equivalency on the student's transcript must be similar to the educational units offered by Tecnológico de Monterrey with respect to content and duration. The following requirements must be met in order to generate a revalidation or equivalency agreement:

1. Only educational units studied at institutions or from programs recognized by the Mexican Ministry of Education can be revalidated or subject to equivalency.
2. Students must have achieved a grade of at least 80/100 or the equivalent on another grading scale for educational units studied at another institution.
3. At least 80% of the content of the educational units completed at the other institution and of the Tecnológico de Monterrey educational unit for which the revalidation or equivalency agreement is being requested must be similar.
4. Revalidation or equivalency will not be accepted for an educational unit whose academic requirement has not been accredited.
5. The program's specialization educational units cannot be recorded as passed by means of revalidation or equivalency, since they define the exit profile and are peculiar to Tecnológico de Monterrey programs.
6. Research educational units cannot be recorded as passed by means of revalidation or equivalency.
7. Educational units passed at another institution cannot be recorded as passed by means of revalidation or equivalency if the student previously completed and failed the same educational unit at Tecnológico de Monterrey.

Tecnológico de Monterrey can require proficiency exams to be administered in order to evaluate the student's knowledge of the educational units for which revalidation or equivalency is being requested.

Students will be awarded an A (Passed) grade for the courses in which the student obtained a revalidation or equivalency agreement for studies completed at another university.

#### **Article 2.4**

No more than 50% of the educational units in the curriculum of a master's or doctoral program can be recorded in a student's transcript as a result of a revalidation or equivalency agreement for studies completed at other institutions.

#### **Article 2.5**

No more than the equivalent of 67% of the total number of educational units for master's programs established in conjunction with foreign universities can be recorded in a student's transcript as a result of a revalidation or equivalency agreement.

#### **Article 2.6**

If students wish to study a second graduate program at Tecnológico de Monterrey, credit can only be awarded for up to 50% of the curriculum of the second program, with the exception of the research educational units.

#### **Article 2.7**

The Program Director can authorize the substitution of an educational unit from the student's curriculum if this is justified academically. Authorization can be given for the substitution of just one course.

#### **Article 2.8**

Educational units completed at another educational institution cannot be validated as the result of a revalidation or equivalency process if the student was enrolled simultaneously at Tecnológico de Monterrey. However, credit can be awarded for educational units in the circumstances set forth in this article if there is a collaboration agreement with the other institution and if the Program Director gives his or her authorization. The Program Director must ensure that the

student's academic load at both institutions does not exceed the limit permitted at Tecnológico de Monterrey.

### **Article 2.9**

The revalidation or equivalency agreement obtained by a student for a particular educational unit and program will be valid for any face-to-face and online programs that offer this educational unit.

### **Article 2.10**

In the case of graduate programs, educational units studied at other universities may not necessarily be eligible for revalidation or equivalency. The academic council of the program in question, through the Program Director, will determine the appropriate criteria for these cases, based on the applicants' universities of origin.

### **Article 2.11**

In the specific case of doctoral programs, award of credit and equivalencies for courses completed prior to the doctoral research will be analyzed by the Program Director and Registrar, and must be approved by the Graduate Associate Dean from the corresponding graduate school.

### **Article 2.12**

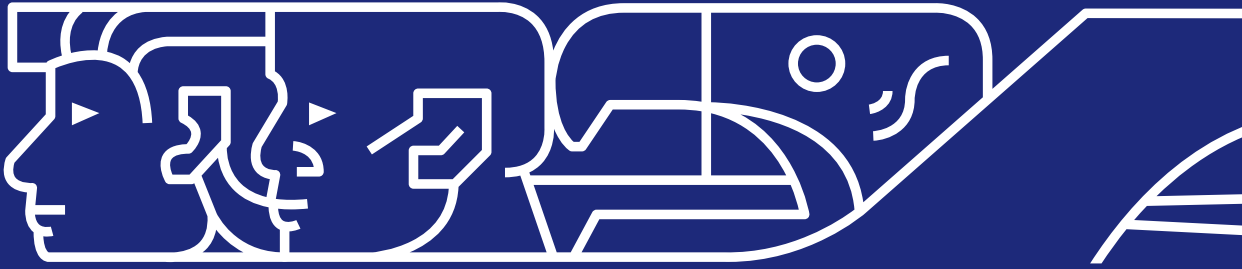
Students must complete all the revalidation and equivalency requirements during the first academic period in which they are admitted or readmitted after a leave of absence to the program in which they have enrolled at Tecnológico de Monterrey through the Office of the Registrar, with the prior authorization of the corresponding Program Director. The resulting revalidations or equivalencies can not be modified once the agreement has been granted by the Mexican Ministry of Education.

### **Article 2.13**

Students who wish to transfer permanently or temporarily to another campus or school, or from a face-to-face program to an online program or vice versa, must request the authorization of the director of the program to which they are transferring and of the director of their current program, both of whom must make sure that the student meets the corresponding academic requirements. In

addition, students must comply with the requirements for transfers provided by the Office of the Registrar. Once the transfer has been authorized, the student's full record will be transferred to the receiving campus or school. The record is not transferred in the case of permissions for temporary transfers, for one summer session or semester.





## CHAPTER III





## **CHAPTER III**

### **Academic periods**

#### **Article 3.1**

Graduate educational units are offered in semester or trimester periods, in accordance with the official calendar of Tecnológico de Monterrey. Other periods may exist for programs offered in collaboration with prestigious organizations or universities.

#### **Article 3.2**

During the summer period, intensive courses are offered for some of the educational units on the current curriculum. The intensive courses should comprise the same number of total study hours as in the semester or trimester periods, as appropriate. This article does not apply to medical residency programs.





## CHAPTER IV



## CHAPTER IV

# Enrollment

### Article 4.1

All programs, in all their delivery modalities (face-to-face, mixed or online), are guided by these regulations.

### Article 4.2

Credit is the unit that represents the hours of work per week that a student is expected to devote to an educational unit in order to meet its objectives. In the case of face-to-face educational units, credits include class hours as well as the time students devote to their independent work. Academic load is the total number of credits in which a student enrolls in a specific academic period. Academic load is the total number of units in which a student is enrolled during a specific academic period. Academic programs in the area of healthcare that include clinical activities are exempted from this regulation. Students are expected to devote at least 70 hours per week in these programs.

### Article 4.3

The following individuals have the right to enrollment:

1. Those who were enrolled as students in and completed the previous academic period, and were not dismissed definitively for academic or disciplinary reasons.
2. Those who have been admitted or readmitted by the Admissions Office at the recommendation of the corresponding Graduate Program Director.

Students who do not complete the enrollment procedure before the deadline set for this purpose by the Office of the Registrar renounce their right to enrollment. These students will have the right to apply for readmission when they wish to return to Tecnológico de Monterrey, in accordance with the regulations and procedures provided.

**Article 4.4**

All students must follow the curriculum in effect at the time of their enrollment. If students fall behind in their curriculum, they will be subject to any modifications and academic implications that might be adopted in the corresponding curriculum.

**Article 4.5**

In order to enroll in any educational unit, students must fulfill the academic requirements stipulated for the same, in accordance with the corresponding curriculum.

**Article 4.6**

A student's academic load is measured in credits, as defined in Article 4.2 herein. The Tecnológico de Monterrey considers that an adequate academic load for full-time students is between 9 and 12 credits for curricula prior to 2024 and between 6 and 8 credits for curricula for 2024 and subsequent curricula.

**Article 4.7**

Students can enroll in up to 2 credits in addition to those specified in Article 4.6 when they fulfill any of the following conditions and have obtained authorization from their Program Director:

1. They have obtained a final grade average equal to or over 85 in the previous academic period.
2. They are enrolling in the penultimate academic period of their program and did not fail any of the educational units in the previous academic period.

**Article 4.8**

The academic load for the Medicine and Health Science programs can be adjusted in the cases that so require, in accordance with their internal regulations.

**Article 4.9**

The full academic load that can be authorized for students in intensive courses is limited to a maximum total of 6 credits for curricula prior to 2024 and 4 credits for 2024 and subsequent curricula.

**Article 4.10**

Students can drop one or more educational units before the last day of classes. During their academic program, students can drop the same educational unit no more than twice.

**Article 4.11**

Students who are enrolled in educational units that include both face-to-face and online components must comply with the educational unit policies stipulated by the professor at the beginning of the academic period, in order to assure attendance, punctuality and participation.







## CHAPTER V



# CHAPTER V

## Learning assessment

### Article 5.1

Students' academic performance is assessed in each of their educational units by means of partial evaluations and a final evaluation per academic period. The results of the partial evaluations can lead to partial grades; the result of the partial evaluations and final grade will lead to a final grade.

There are also placement tests, make-up exams, institutional exams and evaluations conducted by external organizations, determined by Tecnológico de Monterrey, in order to assess the level of student learning.

### Article 5.2

The educational unit assessment system used by faculty should incorporate:

1. The way in which the grades will be integrated to obtain the final grade for the educational unit.
2. The weight of the partial evaluations, the learning activity grades and the final evaluation.
3. The assessment instruments.
4. The way in which feedback will be provided to students.
5. The dates on which the assessment activities will take place.
6. The assessment and grading criteria

The professor must inform students of the assessment policies and criteria, and of the possible impact of academic integrity violations, for each educational unit at the beginning of the educational unit.

Students have the right to receive feedback promptly from the professor regarding their academic performance and to be informed about the partial evaluations, the final evaluation grade, the learning activity grade and the final grade for the educational unit.

### Article 5.3

All students have the right to participate in all the assessments of an educational unit in accordance with the policies stipulated by the professor and the rules and regulations of the corresponding Office of the Registrar.

**Article 5.4**

The professor must submit the final grade of the educational unit to the Office of the Registrar within the periods indicated by such office.

**Article 5.5**

The final grade of the educational unit represents the level of learning and academic performance achieved by the student upon completion of the same. It is drawn from the partial evaluations, grades for the learning activities and the final evaluation grade, in accordance with the assessment system described by the professor at the beginning of the educational unit. Both the partial and the final evaluations are considered to make up the final grade.

**Article 5.6**

The final evaluation of student learning must be conducted in accordance with the general educational unit objectives and have the following characteristics:

1. It is carried out for each educational unit at the end of the academic period.
2. It is compulsory and no student can be exempted from it.
3. It is conducted by means of assessment instruments, such as an exam, the presentation of final assignments, the outcome of projects and, in general, the activities designed by the professor to assess the student's overall performance in the educational unit.
4. If the final evaluation is an exam, it must be designed to last approximately two hours and its administration must not exceed three hours.
5. The final evaluation grade must be supported by physical or digital documentation to prove that at least one assessment activity was administered.

**Article 5.7**

In a partial period, the student learning assessment process must be conducted in accordance with the particular objectives covered in the corresponding period and have the following characteristics:

1. Assessment is carried out by means of evaluation instruments, such as exams, assignments, the presentation of work and of progress in projects, and, in general, activities designed by the professor to assess the students' performance in the educational unit. Any type of assessment activity that

does not form part of the final evaluation must be completed by the deadline set by the professor, which cannot be after the last day of classes.

2. The partial evaluation must be supported by print or digital documentation, proving that at least one evaluation activity was administered.

The professor must provide timely feedback to the students on the results of the evaluations. Students who require clarification must first talk to their professor and, if necessary, the director of the corresponding academic program. Clarifications must be requested before the last day of classes, according to the academic calendar.

This article also applies to intensive courses.

### **Article 5.8**

In the doctoral programs, students must pass and/or earn credit for evaluations or capstone exams, in accordance with the provisions of each national graduate school.

### **Article 5.9**

In the master's programs that so require and in the doctoral programs, in order to earn a degree, apart from fulfilling the graduation requirements, students must defend and earn approval for a thesis before a committee, in an act known as thesis defense, under the terms of the regulations stipulated by the corresponding graduate school.

The committee must be made up of three or five members. When there are three committee members, at least two of them must be Tecnológico de Monterrey faculty members. When there are five committee members, at least three must be Tecnológico de Monterrey faculty. The committee will be chaired by the thesis advisor and can be made up of members of the corresponding program's academic council, Institution faculty, and professionals or academics with expertise in the corresponding discipline.

A majority vote is required and is sufficient to receive a pass grade in the preliminary thesis defense; otherwise the student will receive a fail grade for the preliminary thesis defense.

The committee will issue one of the following grades:

- a. Passed,
- b. Passed pending revisions to the document to be specified in writing by the committee together with a deadline for submission, or
- c. Failed.

The committee will request a second defense if necessary. Students can defend their thesis no more than twice. If they receive a failed grade, students must abide by the committee's recommendations and present their thesis again, within the deadline recommended by said committee.

The result of the preliminary thesis defense will be the final grade of the last thesis course or its equivalent, and will be assigned by the committee. If the aforementioned requirement is not met, at the end of the period in which the student enrolled in the last thesis course or its equivalent, the committee can assign an IN grade to indicate that the project or thesis is incomplete.

### **Article 5.10**

Once students have passed the last educational unit in the program and the committee members have approved the thesis document with the revisions recommended in the preliminary defense, they can present an exit exam that can be either public or private. In this exam, candidates may have to answer questions on their thesis and general knowledge related to the curriculum. A majority vote is required and is sufficient to obtain a pass grade on the exit exam; otherwise the student will receive a fail grade for the exit exam.

On issuing the exit exam act, the jury can issue one of the following qualitative grades:

- a. Unanimously approved outstanding thesis (applies only to doctoral programs). Each graduate school will set criteria for defining an outstanding thesis, which will be approved by the Vice President of Research.
- b. Unanimously approved.
- c. Approved by majority vote.
- d. Not approved.

The assignment of a unanimously approved outstanding thesis grade must comply with the guidelines provided for this purpose by the Vice President of Research.

## Article 5.11

Grades are expressed in whole numbers on a scale of one to one hundred. This scale must be used for all student evaluations. The following non-numerical grades can also be assigned:

1. **IN (Incomplete).** The final evaluation of an educational unit can be left pending and the provisional grade IN will be submitted to the Office of the Registrar for the educational units in which:
  - a. Research work is conducted and progress in its schedule is incomplete owing to the nature of the work or reasons beyond the student's control.
  - b. Work is being carried out with physical resources whose availability is limited or cannot be controlled by the student.
  - c. The particular teaching method requires this grading system, such as personalized instruction.

In these cases, the IN grade will be modified by the professor responsible for the educational unit no later than the last day of classes of the following academic period, assigning a numerical grade. In order to assign this grade, the professor needs the endorsement of their program director. The IN grade is not a failing grade for the purposes of grade average calculation or academic standing definition.

2. **SC (No grade).** SC will be used by the Office of the Registrar when, for reasons of force majeure, professors do not meet the deadline for submitting grades corresponding to the final evaluation. In the case of a final grade, the Department Director and the educational unit professor must assign a numerical grade no more than 48 hours after the final grade submission deadline. An SC grade will not be considered for grade average calculation purposes.
3. **NP (Noncompletion).** NP is assigned as a final grade by the educational unit professor when a student did not complete the corresponding final or partial evaluation or did not complete the elements defined for the integration of such evaluation. This grade will be equivalent to a numerical grade of 1 (one) on a scale of 1 to 100, for grade average calculation purposes.

In the final evaluation, NP can be replaced by a numerical grade in accordance with the final grade review policies provided in Article 5.15 herein.

4. **A (Credit Transfer).** An A grade (Credit Transfer) will be assigned for the educational units in which the student has obtained a revalidation or equivalency agreement for studies completed at another university; the educational units in which the student has enrolled by means of a credit transfer process, as stipulated in Article 2.1; and in special cases in which the credit transfer is implemented in order to obtain a double degree. An A grade will not be considered for grade average calculation purposes.
5. **ND (No Defense).** The thesis advisor professor will assign an ND (No Defense) grade in the doctoral defense educational unit when the student, after the thesis pre-defense, has not satisfied the criteria established by the thesis committee designated for this purpose. Otherwise, an A (Credit Transfer) grade will be assigned, under the terms set forth in point four of this article. Students must enroll in the thesis defense educational unit as many times as necessary on receiving an ND grade, until they pass the educational unit. ND is not considered as a failing grade for grade calculation purposes nor for defining the student's academic standing.

## Article 5.12

In order to pass an educational unit, students must complete it, comply with all the required assessments and obtain a final passing grade, which must be equal to or higher than seventy. Students can also pass educational units if:

1. They have obtained a revalidation or equivalency agreement for studies completed at another university; an "A" grade will be assigned.
2. They have enrolled in the educational unit by means of a transfer credit process.
3. The curriculum provides that they can earn credit by means of proficiency exams; an "A" grade will be assigned.

An educational unit is considered as failed if the student:

1. Obtains a grade lower than 70.
2. Obtains a final failing grade as a consequence of an academic integrity violation, in accordance with the provisions of Chapter IX herein.
3. Obtains NP as a final grade.



**Article 5.13**

Students can request a final grade review for the educational units in which they were enrolled in a specific academic period. This request should be made directly to the Program Director, who will then study said petition and, if it proceeds, form an evaluating committee that will judge the case. This committee will be made up of three faculty members, other than the professor who taught the educational unit. The right to request a review of the final grades expires ten business days after the last day established on the academic calendar for reporting final grades. The evaluating committee will issue a definitive final grade, which cannot be appealed, within five business days as of the date on which the petition was accepted.

A grade review cannot be requested after the student has graduated or in the cases in which the final failing grade is linked to an academic integrity violation on the part of the student.

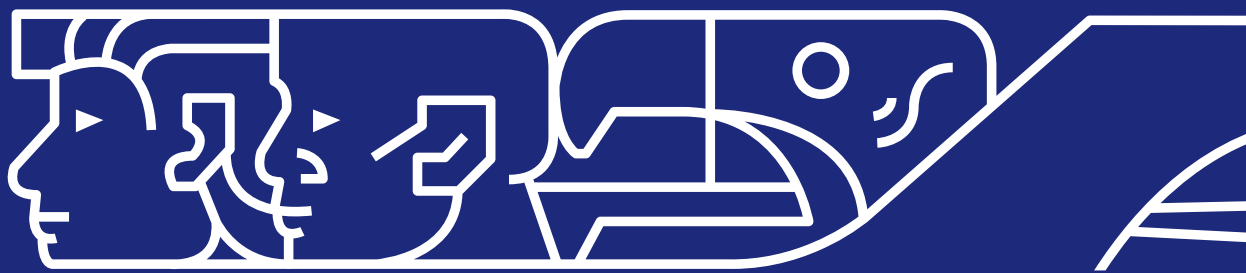
**Article 5.14**

For students who are enrolled in the educational unit Medical Care or Hospital Practice, missing one on-call session will be sufficient to be assigned a final grade of one (on a scale of 1 to 100) for the educational unit.

**Article 5.15**

When students fail to take the exit exam due to force majeure events, they can petition the corresponding Program Director for a make-up exam, explaining the reasons for this petition in writing. The right to take the make-up exam expires one week before the first day of classes of the following academic period. The Program Director will review the student's request to decide whether or not it is appropriate; the Program Director's decision is final. If the request is deemed to be appropriate, the Program Director will submit it to the corresponding Academic Department Director. The final grade, which includes the result of the make-up exam, must be recorded before the first day of classes of the following academic period.





## CHAPTER VI



# CHAPTER VI

## Graduation requirements

### Article 6.1

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

1. Fulfilled, in accordance with the regulations in effect, the preliminary academic requirements for the corresponding curriculum, by means of the corresponding placement exams, proficiency tests or remedial.
2. Obtained an undergraduate degree or its equivalent recognized by the competent Mexican authorities.
3. Completed all the educational units in the curriculum in question, either by passing all the educational units at Tecnológico de Monterrey, or obtaining revalidation or equivalency agreements, -consistent with the corresponding regulations-, for part of the educational units studied at other institutions, and passing the remaining educational units at Tecnológico de Monterrey. Educational units studied at foreign universities with which an agreement has been signed will be considered, for the purposes of this article, as having been studied at Tecnológico de Monterrey, as long as they do not exceed a specific percentage of the curriculum stipulated for each program in particular.
4. Obtained a final grade average for all the educational units included in the curriculum equal to or higher than 80. In order to calculate this average, all the educational units completed corresponding to the student's curriculum will be taken into consideration. Therefore, preliminary or remedial educational units and those passed by means of proficiency tests are excluded from the grade average calculation.
5. Completed, when stipulated in a curriculum, a research project or thesis that was presented and passed in an exit exam before an academic jury. The result of this exit exam will be recorded in the student's records by means of an act signed by the corresponding academic jury. In order to take the exit exam, students are required to submit:
  - a. The originality report of the research project or thesis generated using the technological tool stipulated by Tecnológico de Monterrey for this purpose and signed by the academic jury and the student.
  - b. A signed statement declaring that the student's work was completed in accordance with Tecnológico de Monterrey's academic integrity values, regulations and standards.

6. Studied at Tecnológico de Monterrey at least the equivalent of the second half of the corresponding curriculum, in the case of students who have obtained revalidation or equivalency agreements for this level. This rule can be flexible in the case of graduate programs that are created in conjunction with other universities by means of an agreement.
7. One scientific product from the research conducted within the doctoral thesis published or accepted for publication, in the case of doctoral programs. The scientific product(s) will be defined by each graduate school.
8. Students who incur in an academic integrity violation during the last period of the graduate program in which they are enrolled, be it semester, trimester or intensive, must comply with the measures determined by the corresponding Committee, otherwise, through such noncompliance, they will delay their graduation process, as stipulated in article 9.4.
9. Students must fulfill the academic requirements for graduating from the graduate program in which they are enrolled within the time limit defined for the corresponding program. Such time limit cannot be greater than double the duration of the program, considering a full academic load. When a student exceeds this time limit, a committee of professors designated by the Graduate Associate Dean of the corresponding School will evaluate, as of that moment and in each subsequent academic period, the student's performance based on his or her academic record, progress and potential to complete the program, and will determine his or her possible continuance in the same. Students who, according to the committee's decision, do not remain in the program, will not be deemed to have academic dismissal standing and can apply for admission to another program at the Institute.
10. Tecnológico de Monterrey can annul a previously granted specialization, master's degree, medical residency, or doctoral degree diploma, and request that the Ministry of Public Education revoke the professional license, when the authorized committee determines that the graduate incurred in a serious academic integrity violation in his or her research project or thesis that was a final requirement for obtaining a graduate degree, consistent with the provisions of the procedure determined by the Office of Graduate Studies.

## **Article 6.2**

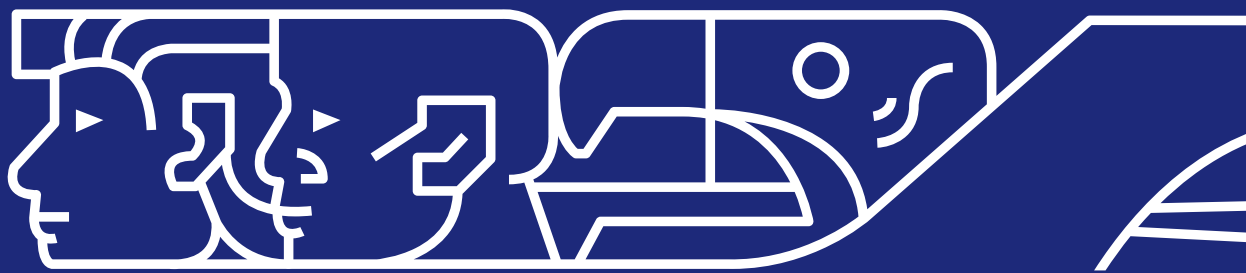
Academic degrees are issued by the graduate schools and, in the case of online programs, will be awarded to the students at the campus at which they are registered.

**Article 6.3**

In the case of academic degrees offered with a dual/double degree agreement with foreign universities, students can obtain one degree from Tecnológico de Monterrey and another from the participating foreign institutions, as long as the legal and academic requirements stipulated for dual/double degrees are met by the participating institutions. The undergraduate degree/graduate degree awarded by Tecnológico de Monterrey to students from the foreign university in the agreement will only serve for academic purposes, and these students cannot apply for the registration or issuance of a professional license in Mexico.







## CHAPTER VII



## **CHAPTER VII**

### **Academic honors**

#### **Article 7.1**

At the master's level, the Institution awards:

“Highest Honors” to the top student in the program and class at the corresponding campus, provided that he or she has obtained a final grade average higher than 95; obtained the highest average of the class; and has not failed any of the educational units from the curriculum.

#### **Article 7.2**

In order to obtain highest honors, candidates must meet these requirements:

1. They must not have committed a disciplinary offence that explicitly indicates in the resolution the loss of this honor.
2. They must not have acquired Conditional Standing for Academic Integrity Violation.





## CHAPTER VIII



## CHAPTER VIII

# Unsatisfactory academic performance and student standing

### Article 8.1

Academic standing is the students' status based on their grades. A graduate student can have the following types of academic standing:

1. Regular.
2. Conditional.
3. Conditional for Academic Integrity Violations.
4. Academic Dismissal.
5. Dismissal for Academic Integrity Violations.

The particularities of the academic integrity violations are addressed in Chapter IX of these regulations.

### Article 8.2

Students will have regular academic standing if they have not acquired an academic status of Conditional, Conditional for Academic Integrity Violations, Academic Dismissal or Dismissal for Academic Integrity Violations. Students with Regular Standing will have no academic impediments to reenroll at any of Tecnológico de Monterrey's campus.

### Article 8.3

Regular standing changes to Conditional when, at the end of an academic period, any of the following are applicable:

1. Students have obtained an accrued grade average lower than 80 for their curriculum.
2. Students have obtained a grade lower than 75 in two educational units of their curriculum.
3. Students have failed one educational unit from their curriculum.

Regarding subsections 1, 2 and 3 of this article, the remedial courses completed completed by the student will not be taken into account.

Subsections 2 and 3 of this article do not apply to specializations, since they refer to academic dismissal standing, as indicated in Article 8.5.

Students will receive a notification when their standing changes to Conditional, in accordance with the procedure established by the Office of the Registrar.

#### **Article 8.4**

Students who have been sanctioned by the Campus Academic Integrity Committee, in accordance with Chapter IX herein, will acquire Conditional Standing for Academic Integrity Violations.

#### **Article 8.5**

Students will have Academic Dismissal standing when, at the end of an academic period, any of the following conditions are applicable:

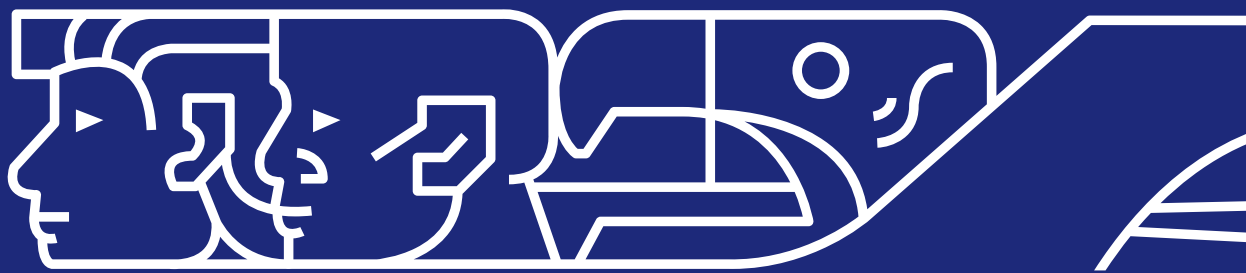
1. For specialization students: Students fail one or more educational units from their curriculum; or obtain a final grade lower than or equal to 74/100 in two or more educational units.
2. For master's, doctoral or medical residency programs: Students fail two or more educational units from their curriculum; or obtain a final grade lower than or equal to 74/100 in three or more educational units.

For the purposes of this article, one educational unit is equivalent to two academic credits; the final grades of remedial courses are not taken into consideration.

Students can request readmission to Tecnológico de Monterrey one time only, as long as their grade average at the graduate level is equal to or higher than 80/100.

Students submit this request to their Program Director, who sends it to a National Committee. The decision of this committee is final.





## CHAPTER IX



# CHAPTER IX

## Academic integrity

### Article 9.1

Academic integrity means acting in an honest, committed, reliable, responsible, fair and respectful manner in learning, research and cultural diffusion. Academic integrity violations are considered to be any individual or collective action or omission committed by students, inside or outside the classroom, which violates the principles of academic integrity and/or seeks to obtain or facilitate an academic benefit or advantage. Some examples of these undue actions or omissions are copying or attempted copying in any type of exam or learning activity; partial or total plagiarism; facilitating any activity or material so that it can be copied and/or presented as the student's own; identity theft; accessing and/or managing, without express authorization, email accounts or institutional systems; falsifying information; tampering with academic documents; selling or buying exams or distributing them by any means; wrongfully removing or obtaining information or attempting to bribe a faculty member or any collaborator at the institution; and wrongfully altering clinical records, among other actions.

The examples set forth in the previous paragraph are illustrative but not exhaustive.

### Article 9.2

Any student, member of the academic staff, institutional authority, member of the educational community or external bodies linked to the academic process who are aware of any act that could constitute an academic integrity violation, must report it to the Campus Academic Integrity Committee, including evidence of the event through the channels assigned for this purpose, including all the information and evidence available at the time of the report and that demonstrate the event. The Campus Academic Integrity Committee will analyze the case and notify the reported student of the process and the possible consequences.

### **Article 9.3**

Academic Integrity violations will be managed as follows:

1. When students commit a violation of academic integrity, their professor will assign a failing grade for the activity, exam or partial or final period. The failing grade assigned by the professor is unappealable, and is in addition to the consequences determined by the Campus Academic Integrity Committee.
2. Once the violation has been identified, the professor will inform the student of the situation, assign the failing grade, and report the violation to the Campus Academic Integrity Committee. To this end, the professor must describe the situation, indicate the failing grade assigned, and attach the existing evidence.
3. The Campus Academic Integrity Committee will analyze the case, determine the gravity of the violation and the applicable sanction. When the Committee deems that, owing to its gravity, the violation warrants probation, temporary suspension or definitive dismissal, it informs the student of the initiation of the procedure and calls the student to an audience in which they can contribute evidence and express anything they deem to be in their favor.

### **Article 9.4**

The consequences that can be determined by the Campus Academic Integrity Committee can be any of the following:

- a. Formative measure: activities whose purpose is to encourage the student to reflect on what happened, thereby developing his or her ethical conscience and providing tools for making ethical decisions in difficult circumstances. If the student does not complete the formative measure under the terms and in the periods set by the Committee, the consequence will be probation status for the academic integrity violation.
- b. Formative measure in the final period: this is a consequence applicable to students who are graduation candidates and have incurred in academic integrity violations, implying that the student will delay the graduation process until he or she has completed the formative measures determined by the Academic Integrity Committee. Students who fulfill the measure in due time and form can continue with their graduation process; otherwise, their noncompliance could delay such process for two academic periods, be they semester, trimester or intensive, without exceeding one calendar year.

- c. Probation Status for Academic Integrity Violations: An academic condition through which the students is subject to no committing another integrity violation throughout the remainder of his or her studies, since any reoffence could affect his or her continuance at the Institution. This status is maintained in the student's academic record and has the following implications:
  - 1. It prevents the students from receiving honors upon graduation.
  - 2. Probation status remains on the student's academic record and is valid until he or she completes the current level of studies.
- d. Probation and temporary suspension: this implies, apart from probation with the characteristics described in the previous point, the student's separation from the institution for 1 to 4 academic periods, be they semester, trimester or intensive, without exceeding one calendar year. During this period, the student must fulfill the accompaniment plan indicated by the Campus Academic Integrity Committee in order to apply for reincorporation into the institution, maintaining the probation status for academic integrity violations.
- e. Definitive withdrawal: consists of the separation of the student from the Institution in all its campuses or locations, during the level of studies that they are studying or permanently.

### **Article 9.5**

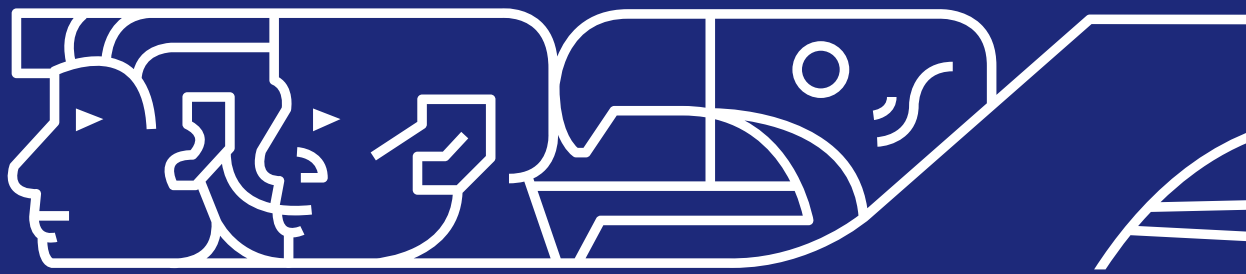
Only violations whose consequence was the assignment of temporary or definitive dismissal from the institution can be appealed. Any appeal must be presented in writing to the Campus Academic Integrity Committee no later than five working days of the academic calendar, as of the date on which the Committee notified the student of the consequence. In turn, the Campus Academic Integrity Committee will send the appeal to the National Academic Integrity Committee, who will notify the student of the final decision within no more than ten working days of the academic calendar of the date on which the appeal was received. The decision of the National Academic Integrity Committee is final and unappealable.

### **Article 9.6**

Students who are executing studies, internships or research stays at organizations and universities with which Tecnológico de Monterrey has signed a collaboration agreement, and violate any of the precepts related to academic integrity, will be sanctioned in accordance with its regulations and the provisions set forth herein.

### **Article 9.7 (transitory)**

These regulations apply to all students as of the date of promulgation. Hereinafter, the cases recorded as “AD” or “Academic Dishonesty” will be treated by the Campus Academic Integrity Committee as an “academic integrity violation.” The grade “AD” will continue to be considered as a failing grade under the previous terms, for the calculation of academic standing and the grade average, and for the award of academic honors.



## CHAPTER X





# CHAPTER X

## General and transitory provisions

### Article 10.1

All students enrolled at Tecnológico de Monterrey are required to familiarize themselves and comply with these Academic Regulations for Graduate Students, given their importance. Ignorance of these regulations cannot be used as a valid argument for failing to comply with the provisions contained herein.

### Article 10.2

In exceptional cases, the Vice Rector of Educational Innovation and Academic Legislation can take temporary measures other than those stipulated herein.

### Article 10.3

Tecnológico de Monterrey is an Institution that seeks to provide educational opportunities on the basis of equity and non-discrimination. Nevertheless, in each and every case Tecnológico de Monterrey reserves the right to approve or deny admission and enrollment.

### Article 10.4

The regulations apply equally to all graduate students, regardless of their entry period.

### Article 10.5

The written or electronic publication on the portals of these academic regulations for graduate students abrogates the academic regulations for graduate students that were in force before the current regulations, as well as any other legislation that is similar or is related to the graduate academic environment that might subsist for organizational purposes, thus revoking all provisions that are contrary to these regulations.

**Article 10.6**

Despite the provisions of the previous article, for the consideration of cases that could be deemed to be transitory, students must present their request in writing to the corresponding registrar for his or her consideration. This document must contain their explanation and justification of the reasons why they believe that they are an exception owing to the transitory nature of this academic legislation.

**Article 10.7 (transitory)**

All students who graduate from the area of Business, in 2024 or subsequent curricula, will receive an academic degree from EGADE Business School. For curricula prior to 2024, students who graduate from the graduate programs in the area of Business that are not associated with EGADE Business School, will receive an academic degree issued by the corresponding campus. For online graduate programs in the area of Business that are not associated with EGADE Business School, students will receive the academic degree for online programs.

**Article 10.8**

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

**Article 10.9**

Cases not otherwise provided for herein will be studied and resolved by a committee made up of three directors or faculty members representing the Registrar and Academic areas. In all cases, agreements must be documented and included in the student's record.

This book presents information on the **2024 Academic Regulations for Graduate Students** of Tecnológico de Monterrey. Its content reflects the information available in official media at the time of publication.

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