

TECNOLÓGICO DE MONTERREY



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

UNDERGRADUATE AND GRADUATE STUDENT REGULATIONS FOR INTERNATIONAL PROGRAMS

INSTITUTO TECNOLÓGICO Y DE
ESTUDIOS SUPERIORES DE MONTERREY

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Ave. Eugenio Garza Sada 2501 Sur, Col. Tecnológico. C.P. 64700, Monterrey, N.L., México.

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AMENDMENTS TO THIS EDITION

1. The General Definitions section has been updated.
2. The terms academic credit, educational unit, and student have been updated.
3. The guidelines regarding the requirements for participating in international programs have been updated.
4. The guidelines for educational support when a student participates in international programs have been defined.
5. The guidelines related to disciplinary provisions during an international program have been updated.
6. The guidelines related to credit transfer for educational units have been updated.
7. The guidelines regarding payment commitments for any expenses not included in the cost of the international program, and for immigration procedures, contracts, and related expenses have been updated.
8. The academic load in which students should enroll at the foreign institution has been updated.

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INTRODUCTION

Based on the General Academic Policies and Regulations and with the objective of incorporating international experiences into its students' education, Tecnológico de Monterrey signs international academic cooperation agreements with foreign educational institutions. Through these agreements, Tecnológico de Monterrey's undergraduate and graduate students have the opportunity to study part of their academic program at foreign universities, as long as they meet the participation requirements and provisions contained herein.

The formulation of these regulations is the responsibility of the Internationalization Vice Rectory. Therefore, any amendments to this document must be proposed to the Internationalization Representatives Committee and approved by the Rector for Higher Education.

Juan Pablo Murra Lascurain
Rector for Higher Education
July 2024

GENERAL DEFINITIONS

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

The academic advisor may have any of the following roles:

- Entrance Director to advise on General Education educational units.
- Program Director for the focus and specialization stages,
- Student Success Mentor as cross-curriculum support.

Academic level. Set of courses defined in a curriculum which when passed culminates in the award of a diploma or degree certificate or academic degree. 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 optimal to adequately develop the task of student education, according to the education level they are studying.

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

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

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

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

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

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

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

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

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

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

- a. The same campus, but in a different curriculum, when such courses or educational units are equivalent in content.
- b. Another Tecnológico de Monterrey campus.

- c. A foreign university with which Tecnológico de Monterrey has entered into an international academic collaboration agreement. This action replaces revalidation.

Director of Student Leadership and Development or his/her representative.

Person who, at the campus, leads all matters related to the comprehensive education offered to our students with the aim of enhancing their personal talent and making them part of an inclusive community.

Disciplinary case, also known as disciplinary matter. Situation in which a disciplinary offense that implies a violation of these regulations occurs.

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

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

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

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

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

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

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

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

Parental authority, the person who exercises parental authority, parents, legal guardian. Institution or person that has control or legal function over non-emancipated minors, with the aim of assuring they receive a suitable education. For the purposes of these regulations, the loss of parental authority is that established by law, i.e., by judicial resolution or by the emancipation of the minor.

Prohibited. Behaviors forbidden by law or by regulations.

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

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

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

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

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

Tecnológico de Monterrey. The term Tecnológico de Monterrey means, for all purposes, Instituto Tecnológico y de Estudios Superiores de Monterrey. Tecnológico de Monterrey is an independent university school with its own legal personality, granted by presidential decree and with official recognition of the validity of its educational activities.



CAPÍTULO I

CAPÍTULO I

International Program Opportunities

Article 1

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

Article 2

Students can transfer credit to Tecnológico de Monterrey for studies completed at a foreign educational institution through a Tecnológico de Monterrey cooperation agreement, as long as they meet the requirements stipulated in the Regulations for Managing and Operating International Programs of the corresponding level without exceeding 50 percent of the academic credits of their curriculum.

The courses or educational units studied abroad at the direct instruction of Tecnológico de Monterrey will not be considered as courses studied at a foreign institution for the purposes of this article. For double degree programs established in conjunction with foreign universities with which an agreement has been signed, no more than the equivalent of 75 percent of the total number of academic credits that make up the curriculum can be incorporated as a result of de credit transfer, revalidation and equivalency procedures.

Article 3

In trimester, semester and annual international programs, students have the right to transfer credit per academic period up to the full academic load corresponding to their curriculum, as long as they are studying the full academic load of the foreign institution. Otherwise, the student's academic advisor will define the number of educational units or credits for which credit can be transferred, according to a review of the courses studied abroad, their content, their academic load and the policies provided for this purpose. This credit transfer proposal must be authorized by the Office of the Registrar of the student's campus of origin. In

summer or winter intensive programs, undergraduate students can transfer a maximum of six academic credits.

Article 4

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

Article 5

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

Article 6

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



CHAPTER II

CAPÍTULO II

Participation Requirements

Article 7

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

- a. Have regular or conditional academic standing, in accordance with the academic regulations in effect both at the time when they applied to the program and when they leave Mexico.
- b. They must not have lost the right to participate in an international program, in accordance with the provisions of Chapter IV Of the General Regulations for Students:
 - i. Be free from any sanction such as:
Dismissal from an international program, loss of the right to participate in any other program, temporary suspension from Tecnológico de Monterrey at their current educational level.
 - ii. Comply with the minimum grade average for participation set by the foreign partner universities or Tecnológico de Monterrey for certain international programs.
- c. Have the documented authorization of their academic advisor to participate in an international program. If students, once they are abroad, are forced to choose unauthorized courses, they must obtain again, and in advance, the digitally documented authorization of their academic advisor so that the change in courses effected will be valid and they can proceed to transfer credit for the educational units.
- d. Comply with the specifications of the program in which they wish to enroll.
- e. Satisfactorily complete the procedures for participating in an international program, including, but not limited to, participation application, selection and authorization of the educational units to be studied, submission of documents, payment of fees, and completion of immigration procedures with the corresponding official entity.
- f. Carry out their academic and administrative enrollment in order to be officially enrolled at Tecnológico de Monterrey during the period they will be studying abroad.

- g. Have international medical insurance that will be valid throughout the period of their international program and their stay abroad and includes at least the following:
 - i. Medical and hospital expenses for accidents or illness abroad.
 - ii. Repatriation of the student for health reasons.
 - iii. Medical examination and diagnosis abroad.
 - iv. Civil liability.
 - v. Repatriation of mortal remains.
 - vi. Organ loss.
 - vii. Legal defense.Students cannot cancel the international medical insurance policy if it is included in the cost of the program.
If the program does not include international medical insurance and the foreign institution does not require the acquisition of a specific policy, the student, parents or legal guardian will be free to choose any insurance company they wish. Before leaving Mexico, participating students, or their parents or legal guardian, must prove compliance with this requirement.
- j. Have national major health insurance.
- k. Have tuition fee payment insurance.

Article 8

Students can participate in international programs in any period of their academic program, as long as they meet the specific requirements of the program in which they wish to participate. Students should take into consideration that their graduation must take place at least one semester after returning from abroad, in which they must study at least 8 units or 3 academic credits for undergraduate programs or 2 academic credits for graduate programs.

Article 9

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

Article 10

Students must demonstrate proficiency in the language in which classes will be taught at the foreign university. Each internationalization opportunity specifies the language proficiency requirements in terms of minimum length of time the

language has been studied and/or the score that the students should obtain in the defined tests, which must be valid when completing the participation application. In addition to the language requirements, the foreign institution reserves the right to establish the minimum requirements for participating in the program.



CHAPTER III

CAPÍTULO III

Application Process

Article 11

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

Article 12

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

Article 13

Students must adhere to the dates, hours and specifications (submission of paperwork, payments, meetings) indicated on the official calendar for International Programs.

Article 14

Students must attend all the informative meetings and be familiar with the information presented there, since ignorance of the same does not excuse them from the commitments and responsibilities established in the meeting.

Article 15

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

Article 16

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

Article 17

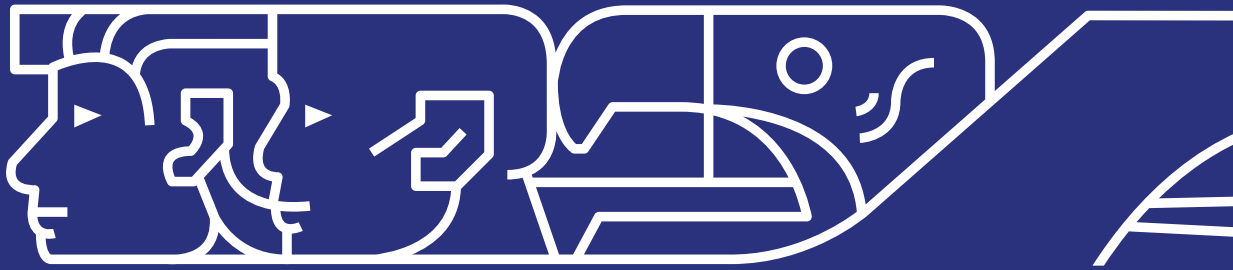
Students who receive some form of financial aid from Tecnológico de Monterrey may participate in international exchange programs, provided that they meet the academic requirements of the program and the collaboration agreement with the foreign institution states that tuition costs must be covered at Tecnológico de Monterrey. Students must only enroll at the foreign institution in courses for which they can transfer credit for their curriculum.

Article 18

If students who receive some form of financial aid participate in Double Degree programs with foreign universities, by means of an agreement authorized by Tecnológico de Monterrey, or in programs that, by definition, have a duration of one year, they can count on receiving such financial aid.

Article 19

For students who receive scholarships from external funds, their participation in international programs will be subject to the policies and guidelines provided for the fund.



CHAPTER IV

CHAPTER IV

Considerations Before Going Abroad

Article 20

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

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

Article 21

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

Article 22

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

Article 23

Students, their parents or legal guardian must undertake to pay any expenses not explicitly included in the cost of the international program in which students are enrolled. Examples of such expenses include, but are not limited to, the following:

- a. Illness or death of the student while abroad and the paperwork related to such events.

- b. Damage, theft or loss of the student's belongings and the processes for their repair or replacement.
- c. Damages to third parties, individuals or items, caused by the student.
- d. Damages and losses caused by the student's participation in walkouts, strikes, riots, any type of demonstrations, fights, rallies, mob violence and/or disturbances.
- e. When students suffer any form of physical or psychological harm or aggression.
- f. Damages caused to the student during the provision of emergency medical services, transportation to the hospital or medical treatment given.
- g. Doctors' and lawyers' fees.
- h. Noncompliance with the admission criteria and deadlines set by the foreign institution.
- i. Any immigration procedures and expenses derived from delays in these procedures (changes in plane tickets, accommodation, among others).
- j. Expenses derived from the student's non-participation in the international program for any reason.
- k. Processes resulting from the student's early return.
- l. Procedures and payments required for the student's accommodation, food and transport, as well as expenses arising from changes in accommodation decided by the student. They will also be responsible for complying with the rental contracts they sign, observance of any clauses provided in said contract, relations with the lessor, any possible problems or setbacks that may arise from the interpretation or non-compliance of said contracts, and for covering any kind of debts generated.
- m. Students' participation in trips not organized by the international program.
- n. When students travel separately from the group.
- o. Owing to any omission or false information provided by students, or their parents or legal guardian.
- p. Courier services for sending documents.
- q. Any expenses not included in the program or not covered by the insurance acquired by the student.

Article 24

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

review of the requirements for finalizing their academic program at Tecnológico de Monterrey.

Article 25

Students and, if they are minors, their parents or legal guardian, must know and accept in writing, before leaving Mexico, the grade scale and equivalence that will be used for transferring credit for the courses or educational units to be studied at the foreign institution. Courses or educational units that are failed at the foreign institution will be considered as failed at Tecnológico de Monterrey in their respective academic load and grade equivalence. They will be recorded as such on the student's transcript.

Article 26

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

Article 27

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

Article 28

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

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

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

Article 29

All programs have a limited capacity and there is a minimum capacity in some programs. In the case of programs that demand a minimum capacity, Tecnológico de Monterrey will confirm the implementation of the program so that students can proceed with their participation procedures.



CHAPTER V

CHAPTER V

While Abroad

Article 30

If the student's participation is cancelled for reasons attributable to the foreign institution, payments made by the student for the cost of the international program will be reimbursed. In these cases, Tecnológico de Monterrey is not obligated to reassign the student to another international program.

Article 31

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

Article 32

Tecnológico de Monterrey or the foreign institution can implement, without prior notice, modifications to any international program.

Article 33

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

Article 34

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

Article 35

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

Article 36

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

Article 37

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

Article 38

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

Article 39

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

- a. The foreign institution sends the certificate directly to its contact at Tecnológico de Monterrey.
- b. The foreign institution gives the certificate to the students, who, in turn, give it to the person responsible for International Programs at their campus of origin.

Article 40

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

Article 41

Students who are interested in extending the period of their studies during their stay abroad must participate in the international program rounds process again, for the period of interest. If approved, students are responsible for complying in due time and form with the processes corresponding to the program and will be subject to the policies stipulated by Tecnológico de Monterrey.

Article 42

Students must:

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

Article 43

If students become involved in an unexpected or extraordinary event while they are abroad, they must immediately notify the International Programs Department of the host institution and the person responsible for International Programs at their campus of origin. Unexpected or extraordinary events will be understood as, though not limited to: a natural disaster, an act of terrorism, a serious accident or any act considered illicit in the host country, or any other extraordinary event, among others.

Article 44

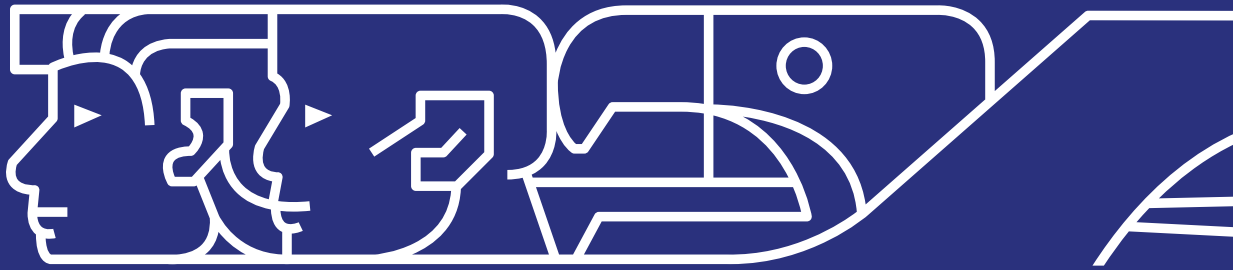
If for any reason students withdraw from their overseas studies before completing the international program, Tecnológico de Monterrey will not transfer credit for the courses or educational units and will not refund any expenses whatsoever.

Article 45

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

Article 46

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



CHAPTER VI

CHAPTER VI

Disciplinary Provisions

Article 47

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

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

Article 48

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

1. Using offensive verbal, non-verbal or written language when addressing their classmates or professors or any other member of the Tecnológico de Monterrey community.
2. Using diverse mobile and electronic devices when they have not been expressly required for the learning activity.
3. Carrying out activities that are inconsistent with the educational process,

creating an environment that does not contribute to the purpose of the activity.

4. Hindering the educational process by not participating actively during the same.
5. Violating any municipal, state, federal, or international legislation while abroad. Conduct considered as a disciplinary infraction as per this section will first be sanctioned in accordance with the law by the competent authority, then analyzed, and, if applicable, sanctioned within the educational setting, in accordance with the current regulations of Tecnológico de Monterrey.
6. When using electronic media or technological facilities, participating in aggressive or offensive dialogues or making remarks or comments about a person that may be hurtful, humiliating or may affect their image before the student community, that are not appropriate for students' comprehensive development, or that affect the rights of third parties.
7. Submitting or using any public or private apocryphal, documents from Tecnológico de Monterrey or any other institution or person, with the aim of revalidating or transferring credit for any educational unit, or meeting any requirement, or completing any process at the Institute or any other institution. Fake documents submitted to Tecnológico de Monterrey by students will not be returned and could be forwarded to the institution mentioned in such documents, for all legal purposes.
8. Buying, selling, exchanging, manipulating, altering, forging or exhibiting another person's document as one's own, which was issued by any unofficial or official institution or authority, such as: student IDs, carpark cards, driver licenses, INE (voter) cards, doctor's notes, among others, to complete any process inside or outside the Institution.
9. Organizing or participating in betting inside the campus facilities or at the foreign institution.
10. Misusing or accessing without authorization institutional email accounts, social networks, websites or information systems.
11. Consuming, introducing, possessing, distributing, giving away or selling alcoholic energy booster beverages, without the express permission of the Institution's authorities.
12. Consuming, introducing, possessing, distributing, giving away or selling narcotics or drugs.
13. Using inappropriately the facilities, furniture and all the resources that Tecnológico de Monterrey makes available to students for the execution of their educational activities and student life.

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

30. Entering the facilities or reporting for activities with alcohol on their breath.
31. Using the logos, brands, name of the Institution, its flag or any institutional image or symbol without authorization and/or without justification, or by making disrespectful or aggressive remarks about the same.
32. Organizing or participating, individually or collectively, in any activity in which students impose on other students, particularly those who are new to the Institution or who participate in a particular activity, obligations, tasks or challenges that imply receiving physical abuse, carrying out vandalism or illegal acts, that generate mockery, ridicule or that put their own integrity or that of other people at risk, under the pretext of being accepted or integrated into the community.

Article 49

For the tranquility and physical safety of the entire student body and that of the educational community, students are prohibited from carrying or entering with dangerous devices, either because they are explosive or because when activated they may voluntarily or involuntarily injure someone; with knives, air or firearms, or any other tool or mechanism the purpose of which is to immobilize people by causing them some type of pain, that endanger physical integrity, or whose use or possession is expressly prohibited by any legislation. This prohibition will apply when they are in any facility owned by or under the control and use of the Tecnológico de Monterrey, its service centers, liaison offices, international sites and offices; in any official, academic or training activity that takes place inside or outside its premises; or social service activities, or any other activity organized by a registered student group in accordance with the provisions of Article 35 of the General Student Regulations.

Article 50

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

Article 51

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

Article 52

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

Article 53

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

- a. Perform anti-doping tests for prohibited or controlled narcotics or drugs. Such tests will be administered by personnel trained for this purpose.
- b. Perform blood alcohol concentration tests (breathalyzer or the equivalent in any other measurement system). These tests can be applied by the overseas international program academic advisor.

To this end, students sign their consent on the admissions application form. In the case of minors, the consent form must be signed by their parents, the person who exercises parental authority or the person responsible for paying tuition. Any student who refuses to be tested will receive a disciplinary consequence imposed by a Disciplinary Committee, following the procedures described herein. Since said committee must be convened in Mexico and at the students' campus of origin, the overseas international program academic advisor imposes on the student the consequence specified in subsection f, Article 57 herein, and decrees the suspension of the students' participation in the international program, sending them back to their campus of origin.

Article 54

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

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

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

Article 55

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

Article 56

If, in the opinion of the overseas international program academic advisor, students have an addiction or serious physical health or emotional or psychological instability issues that affect their performance or endanger their integrity or the integrity of others, the overseas international program academic advisor will review the case directly with the international program administrating entity, which will report the situation to the student's campus of origin and act in accordance with the provisions of Chapter VI of the General Student Regulations. The foregoing does not exempt students from receiving the corresponding sanctions, if they have violated these regulations.

Article 57

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

- a. **Warning:** defined as a verbal or written caution.
- b. **Corrective measure:** consists of imposing duties or obligations for students in order to make them aware of and rationalize the significance of the effects of their disciplinary offense and thus modify their conduct and not reoffend. The corrective measure imposed must clearly indicate

the duration of the consequence, the way in which it will be fulfilled and the implications of its nonfulfillment.

- c. **Suspension of services:** students will not be able to use the facilities or have access to the regular services or activities offered by the international program. The overseas academic advisor will have the faculties, according to policies, guidelines or procedures, to suspend services temporarily.
- d. **Probation:** consists of warning students in writing that their continuance in the international program is conditional on not repeating the offense committed and not committing a new disciplinary offense. Students must comply with the duties or obligations imposed as a corrective measure. The exercising of conditional standing must be expressed in writing, indicating the duration of the disciplinary consequence and other circumstances related to its fulfillment.
- e. **Loss of rights:** This consists of a limitation students acquire owing to their inappropriate conduct, or omission of an obligation stated in any institutional regulation, to any of the benefits to which they would have had access as a result of their appropriate behavior, in keeping with the regulations of Tecnológico de Monterrey.
- f. **Permanent dismissal from Tecnológico de Monterrey:** this implies students' permanent exclusion from Tecnológico de Monterrey, thus eliminating the possibility of being admitted to any of the Institution's campuses, in accordance with the provisions of Article 43, of the General Student Regulations.
- g. **Loss of the right to participate in another international program:** concerns the fact that Tecnológico de Monterrey will not authorize the student's participation in another international program during his or her undergraduate studies.
- h. **Temporary suspension:** this implies students' separation from all activities and from the use of the facilities and access to the services of Tecnológico de Monterrey, except those required for compliance with the disciplinary consequences or conditions established by the Disciplinary Committee created for this purpose, at any of its campuses,

for a period of time determined in accordance with the provisions of Article 42 of the General Student Regulations.

- i. **Permanent dismissal from the international program without receiving credit for the educational units:** This involves students' permanent exclusion from participating in the international program in which they are enrolled and their immediate return to their campus of origin, with the academic and financial consequences this entails. These consequences include, but are not limited to, not receiving credit for the educational units, no reimbursements for the international program, having to cover the expenses generated by the students' return to their campus of origin, among others.

Article 58

When a student behavior that is subject to being reported as a disciplinary violation also has gender violence connotations or exactly matches those contemplated in the Institution's Protocol for Actions to Prevent and Address Gender-Based Violence, the analysis and follow-up of the inappropriate behavior, and its consequences, will be provided by the Center for the Recognition of Human Dignity.

Article 59

The overseas international program academic advisor will have the following faculties to administer the disciplinary consequences:

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

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

Article 60

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

Article 61

Once the overseas international program academic advisor becomes aware of an event or act that could place the student's integrity at risk, or could be related to the violation of any of the provisions described in articles 47, 48 and 49 herein, he/she will proceed to conduct the corresponding investigation and, at his/her discretion, decide whether to document the related information formally. In every case the overseas international program academic advisor will inform the student or students involved that they have the right to provide all the proof they wish that will lead to the actual knowledge of the event. Moreover, the overseas international program academic advisor will present all the proof deemed appropriate that has been offered by the students.

Article 62

If the investigation initiated by the overseas international program academic advisor shows that a disciplinary offense has been committed and its gravity can be sanctioned in accordance with the provisions of article 57 herein, he/she will

proceed to generate documentary proof of all the procedures of the investigation in accordance with these regulations and the General Student Regulations.

Article 63

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

Article 64

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

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

Article 65

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

1. The Director of Student Leadership and Development of the student's campus of origin or his or her representative, who will act as president.
2. The person in charge of the international program administrating entity.
3. The academic advisor at the student's campus of origin.
4. The Director of International Programs from the campus that manages the international program.

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

Article 66

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

Article 67

At the formation meeting, the Disciplinary Committee will formulate a written agreement which, apart from opening the file related to the student's case, must contain the aspects indicated in Article 53 of the General Student Regulations.

Article 68

The written resolution of the Disciplinary Committee will contain:

1. References to the articles of these regulations and the General Student Regulations which indicate the competency of the Disciplinary Committee.
2. A brief account of the events and a list of the documents included in the case file.
3. A list and evaluative analysis of the evidence presented.
4. Express reference to the student or students' responsibility and, if necessary, the disciplinary consequence to be imposed.
5. The order to notify in writing the Office of the Registrar and Academic Support Services of the resolution in question so it can be included in the records of the student involved.
6. The name of the person designated to notify the resolution and the position he/she holds.
7. Place, date, name and position and signature of the committee members.

8. Confirmation of the acknowledgement of receipt of the notification by the student or students involved and, in the case of minors, by their parents, the person who exercises parental authority or the person responsible for paying tuition



CHAPTER VII

CHAPTER VII

Academic Integrity

Article 69

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

Article 70

Students will be deemed to have incurred in academic integrity violations when they commit individual or collective acts, either inside or outside the classroom, which threaten the principles of academic integrity and/or seek to obtain or facilitate an academic benefit or advantage.

- Copying or attempted copying in any type of exam or learning activity.
- Partial or total plagiarism, whether or not it is intentional.
- Facilitating any activity or material so that it can be copied and/or presented as the student's own.
- Identity theft.
- Accessing and/or manipulating, without express authorization, email accounts or institutional systems.
- Falsifying information.
- Altering academic documents.
- Selling or buying exams or distributing them by any means.
- Extracting or obtaining information inappropriately or attempting to bribe a faculty member or any collaborator at the institution.
- Wrongfully altering clinical records.

The list of examples mentioned in the previous paragraph is not exhaustive.

Article 71

Academic Integrity violations will be dealt with as follows:

1. When students commit a violation of academic integrity, their overseas academic advisor will assign a failing grade in the corresponding academic activity, module or in the final grade of the educational unit. When the failing grade is for the final grade and concerns an educational unit taught by a team of overseas academic advisors, they should come to a mutual agreement on this matter. The failing grade assigned by the overseas academic advisor is final, and this sanction will include the consequences determined by the Campus Academic Integrity Committee. The confirmation of this committee takes place at the student's campus of origin and must include the person responsible for the entity that manages the international program of the campus, or the person designated to take his or her place.
2. Once the offense has been applied, the professor will inform the student about the situation, apply the failing grade, and report the offense to the Campus Academic Integrity Committee. The professor must describe the situation, indicate the failing grade assigned, and attach any available evidence.
3. The Academic Integrity Committee of the student's campus of origin analyzes the case, and determines the seriousness of the offense and the applicable sanction. When the committee considers that, owing to its seriousness, the violation could entail conditional standing, temporary suspension or definitive dismissal, it will inform the students that the process is being initiated and summon them to a hearing to provide evidence and state whatever they deem to be in their favor.

Article 72

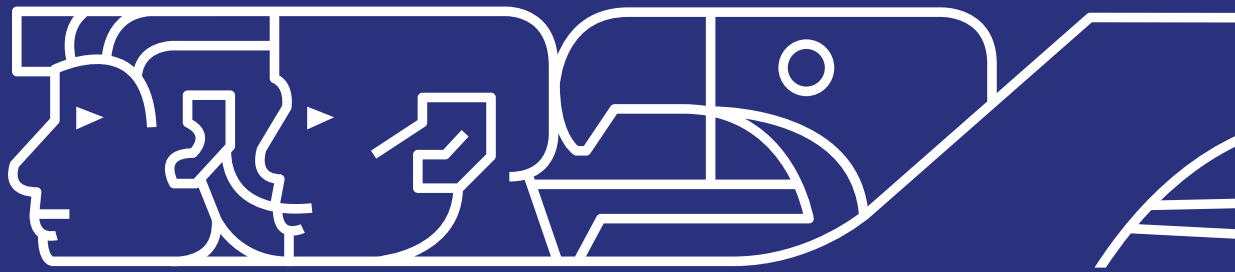
If students receive a report from the foreign university or the overseas international program academic advisor, regarding Academic Integrity issues, it will be considered an offense that warrants a sanction in accordance with the provisions of these regulations.

Article 73

The Academic Integrity Committee of the student's campus of origin analyzes the case,

Article 74

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



CHAPTER VIII

CHAPTER VIII

Returning to Tecnológico de Monterrey

Article 75

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

Article 76

Students will answer the feedback survey for the program in which they participated on the dates set for this purpose.

Article 77

Students must record, on the international program enabler, their credit transfer proposal, which is then authorized by their academic advisor in order to officially initiate the credit transfer process for the educational units completed abroad.

Article 78

Credit transfer for the educational units completed by students at a foreign institution requires the digital recording of the credit transfer proposal for the educational units authorized by the academic advisor and the certificate of studies (transcript) issued by the foreign institution.

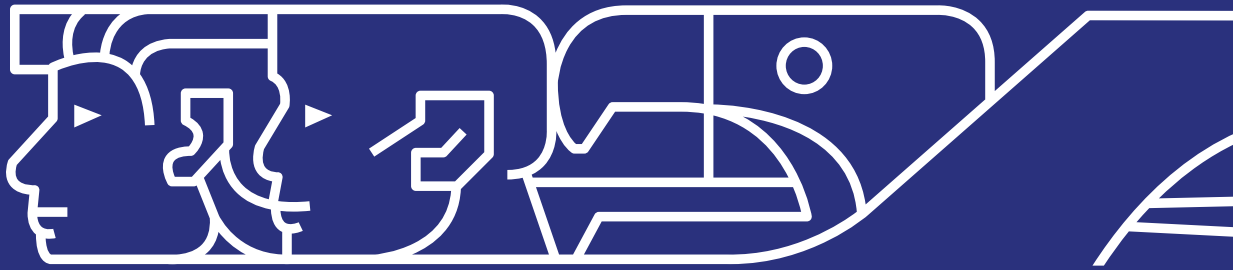
For the international programs in which Tecnológico de Monterrey awards academic credit, only the digital recording of the credit transfer proposal authorized by the academic advisor will be required.

Article 79

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

Article 80

Credit transfer for the educational units completed abroad is subject to the student's having paid in full all the expenses derived from their participation in the international program.



CHAPTER IX

CHAPTER IX

Tecnológico de Monterrey Disclaimer

Article 81

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

Article 82

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

Article 83

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

Article 84

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

Article 85

Tecnológico de Monterrey is under no obligation to transfer credit for courses studied by students at a foreign institution if authorization for the same has not been recorded on their academic advisor's international program system.

Article 86

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

Article 87

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

Article 88

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

Article 89

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

Article 90

In the event that students have an accident during any activity in which they participate in the program, the academic coordinator or the organizations involved in said program may assist them in seeking emergency medical care and legal aid. Any non-urgent treatment or matter must be authorized by the students or their parents or guardian.



CHAPTER X

CAPÍTULO X

Observance and Oversight of these Regulations

Article 91

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

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

Article 92

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

Article 93

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

Article 94

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

Article 95

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

Article 96

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

Article 97

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

Article 98

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

This document presents information on the **2024 Undergraduate and Graduate Student Regulations for International Programs of Tecnológico de Monterrey**. Its content reflects the information available in official media at the time of publication.

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TECNOLÓGICO DE MONTERREY

