

CENTRO DE ENSEÑANZA TÉCNICA Y SUPERIOR

REGULATIONS FOR GRADUATE STUDIES STUDENTS

June 2011

CHAPTER I GENERAL DISPOSITIONS

ART. 1

These regulations rule the academic activity of Graduate Studies students in school and mixed programs from the CETYS University System.

ART. 2

These regulations shall conform to the dispositions emanating from the Department of Education and Social Welfare of the Government of the State of Baja California, through the Department of public education and other relevant departments, so that the changes occurring in these dispositions will be amended according to them.

ART. 3

All students must be familiar with these Regulations; its lack of knowledge does not exclude the responsibilities that imply its non-compliance.

ART 4

The standards set by these Regulations apply to all types of curricular and extra-curricular activities that are developed within and without the Institution.

ART 5

Cases unforeseen in these Regulations will be solved by the Academic Department of the campuses together with the Academic Coordinator of the Program in the campus where the students is registered in.

ART 6º.

These Regulations can only be modified by the Office of the Academic Vice-President proposed by the Campus Academic Departments.

ART. 7º .

ART. 8

All students must identify themselves immediately with the official CETYS i.d when requested by any member of the institution. The id is non-transferable.

ART. 9

Students who are in debt of any kind with the institution will be suspended from all the services offered at CETYS University.

ART. 10

Expenses caused by destruction to the facilities, furniture or equipment of the institution intentionally will be at students' expenses. If the damage is intentional, it will also be considered as disciplinary sanction.

ART. 11

All students must commit themselves to comply with the working dispositions set by the instructor of the course program. Students cannot fail due to accumulated absences.

CHAPTER II ASSESSMENT OF EDUCATION

ART. 13

The need to maintain permanent assessment of the education development of students in the following aspects will be considered: knowledge, skills, and attitudes; it is established that instructors will present the group with the criteria and forms of assessment that they consider appropriate for the course and his group of students, always observing the guidelines that the Study Plan sets within the assessment criteria points.

ART. 14

The score reported to the School Department through the Academic Coordination of each program will be the result of the criteria and assessment presented by the instructor at the beginning of the course.

ART. 15

The scale of final grades will be according to the study program in which students are registered in, having a minimum passing grade of 8 in a scale of 10, or 80 in a scale of 100.

ART. 16

Assessment must be continuous. However, the instructor will only report final grades to the School Department through the Academic Coordinator according to the dates set in the school calendar.

ART. 17

In case a student disagrees with the grade assigned by the instructor, considering the assessment criteria agreed upon at the beginning of the course, students may request a review of grade before the instructor and the academic coordination of the program in writing (email is acceptable), within the following five working days that the grade was reported and published by the Department of School Services.

If there is disagreement in this matter, the procedure will be according to the following points: :

- a) Students will proceed directly with the instructor to request explanation or review of the assigned grade.
- b) In case the situation cannot be solved with the instructor, students can request their academic coordinator of their program a review of the final grade.
- c) The academic coordinator will integrate a Technical Board to carry out the requested review, which must be communicated to the student in a period no longer than three working days. The resolution of the committee is inappealable.

ART. 18

CETYS University shall not credit studies or examinations carried on without registration in the Department of School Serviced, outside the dates set in the authorized calendar or outside the facilities authorized for these purposes.

ART. 19°

All plagiarism reports or substitution in any kind of examination or learning activity for assessment purposes shall remain in the student's file, who will fail the course involved. A second report of this nature during studies at CETYS University will cause the student to be discharged in final form from the institution.

CHAPTER III ADMISSIONS, REGISTRATIONS AND SCHOOL PROMOTION

ART 20

The Institution, through the Admissions Committee, reserves the right to accept or reject admissions applications of students.

Art 21

Students who are in the following situations will be discharged from the program taken:

- a) Fail the same course twice.
- b) Those failing 40% of the courses of the study plan, rounding to the lesser integer number.
- c) Those who do not comply with the conditionality imposed by the Admissions Committee.

ART. 22

Students must abide to the graduate studies school calendar of the present year to carry out their registration process.

ART. 23

Students may drop out from a determined course only within the period set in the official school calendar: corresponding charges will apply according to Art. 38.

ART 24

Extemporary discharge can be requested at no charge in the following cases:

- In case the course where the student is registered at has not initiated sessions.
- On weekend sessions, when the student has requested his discharge in a maximum of two working days after the first session of the course on which the discharge is requested.

ART 25

Students who have taken part of their study courses in other institutions and that has been admitted under a validation or equivalence procedure can be credited with up to 50% of the courses of the study plan from CETYS University.

ART° 26°.

Students who have been admitted conditionally for not complying with the entrance requirements at the time of registration will be suspended academically from CETYS University, when not complying with this in the period established by the Department of School Services. Academic suspension implies that students will not be able to register in future periods or participate in graduation events.

ART 27

Students who do not show up on the attendance roster of the instructor must go to the Department of School Services to clear out the situation. Students who do not do so are in risk of losing their right for registration.

ART 28

Students may remain active in a same graduate studies plan for a maximum period of six years. In case students do not conclude their studies in this period, their academic credits will have to be transferred to the existing plan in the moment and according to the rules of equivalence established. The maximum amount of transferred credits cannot be greater than 50% of the credits in the new plan.

ART 29

Courses or transferred credits by validation of study plans cannot be carried out more than eight years before the validation date. This article will be in force starting the third trimester on 2012.

CHAPTER IV DISCIPLINARY SANCTIONS

ART. 30

The following are considered as sanctions:

- a) Those committed within or without the institution that harm its honor and good name.
- b) Students harassing other students.
- c) The lack of respect to any member of the institution or its visitors.
- d) Ignore orders, directions, instructions, preventive measures, etc., from any teacher, officer or employee of the institution.
- e) Carry out acts that compromise the health of any member of the institution.
- f) Those which disrupt academic activities.
- g) Impersonation of people.
- h) Theft, destruction or deliberate damage to property belonging to the institution, the staff or students.
- i) Drink alcohol on the premises of the institution without previous authorization of the institution.

j) Smoke inside the classrooms or buildings of the institution.

k) The use or possession of illegal drugs; or be at the institution under the influence of the effects before mentioned.

l) Incite other people to use illegal drugs, traffic with them, in which case the expelling from the institution is immediate.

m) Perform acts or manifest behavior that is traditionally considered as immoral.

n) Trade, ask for things or money using the name of the institution without its previous authorization.

o) Do religious or political proselytism within the institution.

p) Carry fire or cutting arms or weapons of any kind within the institution.

ART. 31

All members of the institution, including students, may report to the campus departments any sanction caused by the previous article so a corresponding action is exercised.

ART. 32 The following will be the applicable sanctions, according to its severity:

- a) Private reprimand.
- b) Place students in conditional situation.
- c) Written reprimand, attached to the file.
- d) Temporary suspension from the institution.
- e) Final suspension from the institution.

Its application will not necessary be in the order presented in this article; any sanction will be unappealable.

**CHAPTER V
USE AND ABUSE OF ALCOHOL AND ILLEGAL
DRUGS**

ART. 33

If a student uses or possesses illegal drugs or is under their influence within the campus or in any activity from the institution outside the campus, he will be reprimanded according top art e) of article 32.

ART. 34

If a student at CETYS University sells, gives away, or distributes illegal drugs, or incites others to do so within or outside of the campus, he will be expelled from the institution in a final form, and submitted to the corresponding authorities.

**CHAPTER VI
MERIT ACKNOWLEDGEMENT**

ART. 35º.

CETYS University will award only one student WITH HONORS per program, to the best student who has concluded his studies on the following conditions:

- a) Having obtained the highest global average of all students who conclude the study plan within the considered period, and such average must be of at least 90% of the maximum possible in the total study plan.
- b) Not having failed any course in the program.
- c) Be recommended by the academic coordinator of the corresponding program.
- d) Be recommended by the faculty.
- e) In case of a tie on all the previous conditions, honors will be delivered to the student according to the following criteria: Having concluded the study plan in lesser time, having less minimum passing grades.
- f) If a tie still continues, the coordinator of the corresponding program, in agreement with program academic staff from the corresponding campus, will have the last word, analyzing the criteria that they think convenient.
- g) Students who have validated courses from other programs, from this institution or another, cannot graduate with honors.
- h) In order to maintain integrity in our institution before the community, no honors will be granted to those students who work at the institution upon graduating.

**CHAPTER VII
OBTAINING AN ACADEMIC DEGREE**

ART. 36

CETYS University will grant academic degrees of Master's or Doctorate to students who have concluded all the requirements of their study plan, who have a degree and professional credentials.

**CHAPTER VIII
PAYMENTS, SCHOLARSHIPS, AND DISCOUNTS**

Art. 37 Scholarships and discounts: those students who have an institutional scholarship of 50% or above can be required to participate as collaborators at the CETYS University Sweepstakes with 5 tickets each time.

In the case of Corporate Discounts, students are responsible to ensure that the discount is being applied in the formal relation submitted by the corporation requesting such discount every semester.

Those students who have obtained academic degree within the institution may request 10% discount applicable for tuition. In case there is no registration in the period, a new request of the discount will be necessary in the Credit and Collection Department.

All students with a scholarship from CETYS University must abide to the dispositions set in the corresponding scholarship regulations.

ART 38: Percentage of tuition fee caused by dropping out:

In case students decide to drop out, the following tuition percentages will be applied:

- Week 1 0%
- Week 2 20%
- Week 3 30%
- Week 4 40%
- Week 5* and 6* 60%
- Week 7* and 8* 80%
- Week 9* and 10* 100%

*This will only apply to extemporary drop outs.

TRANSITORY ARTICLES

ART. 39

These student regulations are in force starting July 1, 2011.

ART. 40º

These regulations will be in full force to all campuses of the CETYS University System.

