



# Academic Regulations

## University for International Cooperation

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## **Title I. General Dispositions**

**Article 1. Scope of the Regulations:** These regulations establish the bases that regulate the management and academic, administrative and disciplinary relations of the people involved in the formal educational system of the University for International Cooperation, in any of its modes of delivery: face-to-face, blended, or virtual..

### **Article 2. General Definitions:**

**Accessibility:** The degree to which all people can use an object, visit a place or access a service, regardless of their technical, cognitive or physical capabilities.

**Training activity:** Any non-formal educational action that facilitates the acquisition, development and updating of knowledge, attitudes and skills, required for performance and human development in the work environment, such as: courses, seminars, workshops, congresses, conferences, symposiums, internships or other similar events that have a properly structured program, based on objectives, content and teaching-learning methodology. (Dirección Nacional del Servicio Civil (2018) Instructional guide for the recognition of training activities. Available at <http://cidseci.dgsc.go.cr>)

**Admission:** Process by means of which the UCI accepts or rejects the inclusion of an applicant by virtue of the fulfillment of the requirements established in a Study Plan.

**Mobile learning:** Teaching and learning alternative that relies on devices with wireless interactive connectivity capabilities with the operator.

**Subject:** Each of the subjects or courses that make up an academic curriculum, taught in a period or teaching cycle.

**Virtual classroom:** The space in the Virtual Campus where the content, learning objects and evaluation mechanisms of a subject are housed, facilitating synchronous and asynchronous interaction for the individual and collective construction of knowledge.

**Authorization and access control:** The series of internal policies for verifying the identity, roles and permissions assigned to a user in the virtual campus and other related information systems, to ensure access to educational resources and assigned functions.

**Virtual campus:** Learning management system composed of a set of applications that facilitate the creation and administration of virtual classrooms, integrating resources, activities, communication tools, collaboration and educational management.

**Academic load:** List of subjects and corresponding credits in which a student is enrolled per academic year..

**Certification:** The official certification entity that endorses UCI's academic programs and diplomas of its learners is the National Council of Higher Education (CONESUP) in Costa Rica.

**Learning Community:** Educational model based on the principles and practices of inclusion, equality, dialogue and joint construction of knowledge.

**Credit:** The unit of measurement of the academic work required by the student to achieve professional competencies at a higher level. It may be based on different parameters such as hours/class load, independent study, field practices, laboratory work, workshop and others, or on learning outcomes. Its calculation is determined in a particular way by the legislation of each country.

**Diploma:** It is the document that proves that a person has fulfilled the requirements corresponding to a study plan with official recognition by the competent authority or by the UCI itself. This document indicates the institution that granted it, the name of the graduate, the academic degree and the title. (CONARE (National Council of Rectors of Costa Rica.) (2012). "Compendio de leyes, decretos y convenios de la Educación Superior. IV Edition. San José.)

**Instructional Design:** The means and practice to build formative experiences that dose the cognitive load along the content, are meaningful and favor meta-cognition.

**Refugee Status Document:** Letters, official letters and other official documents that grant an individual the status of refugee in a State other than that of his or her nationality.

**Gamification:** The use of the video game environment and playful applications within the training program to enhance student motivation, concentration, effort and loyalty.

**Content generator:** Teacher or pedagogical specialist who designs course syllabi and implements learning objects in virtual classrooms.

**Enrollment:** It is the process through which the applicant formalizes his/her application for admission to the first period of a UCI academic program, after fulfilling the established requirements.

**Asynchronous interaction:** Interaction in which the communication between two or more people does not occur in real time, that is, in which the participants are not connected simultaneously or obliged to respond immediately.

**Synchronous interaction:** Those that allow communication in real time, in spatial and temporal convergence, for which the people involved must be connected at the same time, using the same interaction channel, but not necessarily in the same place.

**Jury examining faults:** Group composed of a Dean, a facilitator and at least one other member of the UCI staff, related to the type of fault being evaluated.

**Thesis or dissertation examining jury:** A group of professionals with an academic degree equal to or higher than the candidate being examined and who are appointed by the Dean or the Career Director to approve a thesis, dissertation, or final graduation project.

**Enrollment or matriculation:** It is the sequential and periodic process through which the student acquires or renews his or her status as a regular student, as a consequence of his or her progress in the Plan of Studies and compliance with the associated academic and administrative requirements.

**Special educational need:** It is the difficulty of access to teaching and learning processes that occurs when the academic offerings offered to the student does not respond to their characteristics, potential or learning styles, among others.

**Netiquette:** The code of behavior and communication used by people interacting through virtual environments or tools.

**Curriculum:** The set of subjects and requirements that make up the training process that the student must pass in order to obtain the degree he/she aspires to.

**Plagiarism:** The student's most serious fault when copying totally or partially other people's works, giving them as his own, whether it is an idea, a paragraph or a sentence of another person, that is, handling them without using quotation marks and without explicitly indicating the origin, or citing the original source of the information.

**Virtual course syllabus:** The academic document that describes the composition of the course. It usually includes a description, objectives, contents, methodology, activities to meet the objectives, timetable, relevant bibliography, number of credits, number of teaching hours, requirements, evaluation conditions and the general schedule to be developed.

**Academic period:** It is the time foreseen to take a subject or group of subjects, according to the academic plan and authorized academic offer. It is expressed in weeks.

**Portfolio of academic evidence:** Collection of evidence (various documents, articles, notes, journals, diaries, papers, essays, among others) structured from a selected set of performances that have received preparation or tutoring and take the form of samples of the work of a learner, considered of interest to be retained as a mechanism for verification of compliance with the curriculum.

**Restoration:** The putting into operation of a previously created virtual course for the purpose of enrolling learners and developing its contents.

**Streaming:** The digital distribution of multimedia content (audio and video) over the Internet, directly to a web page or mobile application without the need for prior downloading to the device.

downloading it to the device beforehand. The resource is displayed as it is downloaded to the computer or mobile device.

**Roles:** Categories of functions and permissions associated with a type of user, which allow him/her

to access, manage resources and facilities of the virtual campus, depending on his/her category: student, administrator, teacher, assistant, among others.

**Ticket system:** System that integrates the reception of complaints or denunciations, creating a ticket for each request; an entity with a unique identifier, which is assigned a management cycle defined by procedure that includes all those involved in the request or complaint and ends with a response to the person who generated it.

**Usability:** Usability would be the measure of the degree of ease of use of a type of technological product and the type of satisfaction that this use generates in the user.

**Article 3. The training system:** The UCI learning system is a strategy of training, administration and development of higher education programs that includes formal undergraduate and graduate education, research activities, extension and continuing or open training, which in addition to its aim of promoting "learning to learn", also fosters the aspiration of learning to undertake, fostering the spirit of initiative, the consolidation of a new planetary ethic and collaboration, with social responsibility, regenerative awareness, critical attitude and active participation in a more egalitarian and just democratic society, through educational innovation, curricular flexibility, soft skills, diversification of knowledge, multiculturalism and the study of complexity.

The incorporation of the required knowledge, skills and abilities is achieved through the promotion of individual and collective activities, which consolidate collaborative learning communities, to enhance their status as adults and professionals, including their self-direction, professional experience, social role, expectations of applying new knowledge to their environment, their leadership skills, creativity and critical thinking in areas of conceptual or empirical strength.

Teaching innovation implies understanding the diverse and changing realities of the student body, the discipline or profession, and the current world, and with it, the openness of the faculty to new ways of teaching and learning.

#### **Article 4. Teaching and Learning Modalities:**

The educational services provided by UCI, which enable academic degrees and undergraduate degrees, as well as the technical training services of training activities, also known as non-formal education, use various teaching-learning modalities:

1. **Virtual (online):** Non-presential or semi-presential pedagogical mediation that uses tools, methodologies, computer software and hardware among other diverse resources available in the UCI virtual campus, taking into account the development and innovation of information and communication technologies applied to Education, facilitating the application of generally accepted principles related to accessibility, interactivity, equal recognition, innovation, self-learning, democratization of education, geographic coverage and equity.
2. **Face-to-face:** Synchronous interaction between facilitators and learners, in a classroom or common space.
3. **Blended or blended:** Combination of virtual and face-to-face modalities.



4. Self-training: Methodology based on self-training processes in which learning is subject to the individual responsibility, pace and discipline of the participants, who have access, at any time and from anywhere, to the contents of the training, arranged in multimedia and virtual platforms.
5. Tutoring: Direct and individualized interaction between trainee and facilitator.
6. Distance training: Methodology in which the teaching-learning process is oriented in a non-presential manner. The physical relationship between the facilitators and those who participate in the training process is replaced by various strategies and resources of pedagogical mediation, which facilitate learning from different points, without regularly attending face-to-face sessions.

**Article 5. Categories of students:** The UCI classifies students in the following categories:

1. Regular: those who comply with the admission requirements and enrollment procedures required by the formal educational offerings of the UCI, as described below in these regulations and in particular in each academic program.
2. Graduates: those who have completed and accredited 100% of the current study plan of their career and in the case of the bachelor's degree, who have also completed their social service, according to the legislation and approval of the programs; and who have pending the presentation of the graduation modality, the degree and management of professional licenses.
3. Non-regular students: are those who participate in programs or short courses, diploma courses, seminars or workshops and establish a relationship with UCI limited by the duration of the activity. Non-regular students shall be subject to these Regulations in all that is applicable to their condition and to the provisions of the Regulations for continuing education and training in force at UCI. Participation in these activities does not qualify for any degree or professional title.
4. Alumni: those who have completed the Study Plan and the graduation requirements of a particular career.

**Article 6. Loss of the status of regular and active student:** The status of student is lost when:

1. Failure to renew the enrollment within the established deadlines or the student withdraws.
2. A sanction of the academic disciplinary regime is applied.
3. The student graduates from the selected career.

**Article 7. Use and protection of personal data:** The personal data of students, facilitators and other sources are managed in accordance with current legislation on the protection of individuals with regard to the processing of personal data, as well as with the respective internal policies and regulations.

## Title II Academic Offer

### Chapter I: Careers

**Article 8 Academic Offer:** In accordance with what is established in the chapter on academic degrees and titles of the Organic Statutes, the University grants the undergraduate Diploma; the Bachelor's and Bachelor's degrees, as well as the postgraduate degrees of Specialty, Master's and Doctorate, in those study plans that are duly authorized by CONESUP. In addition, it offers continuing and open education courses, which are regulated by its own regulations.

**Article 9. Nomenclature of Degrees and Titles:** To obtain the undergraduate, graduate or postgraduate academic degree, it is required to have passed the number of subjects and credits that is determined in each career approved by CONESUP and with the specifications described in the agreement to create the nomenclature of degrees and titles of the State University Higher Education. (National Council of Rectors (2004). Convenio para crear una nomenclatura de grados y títulos de la Educación Superior Universitaria Estatal. Available at [https://www.cu.ucr.ac.cr/normativ/nomenclatura\\_grados\\_titulos.pdf](https://www.cu.ucr.ac.cr/normativ/nomenclatura_grados_titulos.pdf)

**Article 10. Access to the program of courses:** All subjects have a course program, which is made available to the trainees from the first day of lessons. This program not only includes the entry and exit profiles, the descriptions of expected results, the didactic resources available and the activities to be developed, but also the attendance times, the conditions and deadlines for evaluations, the computer proficiency required, the availability and location of technical assistance resources, among other relevant elements. In the virtual subjects, this program is available in the header or upper area of the virtual classroom; in a visible and easily located way.

**Article 11. Compulsory reading of the course program:** The first academic activity to be developed within the course, during the first week, should be to review and discuss the course syllabus with the trainees. The review of the program will be manifested by them, either by signing a form or by an explicit reading check, indication button, consultation or any other means of verification that can be configured in the course.

**Article 12. Changes to the Study Program:** All students enrolled in a degree program are subject to the modifications made to their study plan, as long as they do not involve subjects or cycles that they have already passed or are currently taking, duly enrolled. If the study plan is modified in an integral manner, the student has the right to have the Dean's Office adjust the current plan to the new one, without this meaning that he/she will have to take a greater number of subjects with respect to his/her original study plan.

**Article 13. Equality of opportunities:** In order to ensure inclusion, accessibility and non-discrimination, within the framework of its possibilities, the UCI adjusts the environment to respond to students with special educational needs. In order to ensure inclusion, accessibility and non-discrimination, within the framework of its possibilities, the UCI adjusts the environment to

provide a response to students with special educational needs, allowing them to use the different services, information, documentation and, in general, all the resources, as well as the rest of the students. The specific conditions are regulated through a specific procedure.

**Article 13. Equality of opportunities:** In order to take the tutoring course option, the student must request it in writing to the Career Direction or Dean's Office. If approved, the professor must provide the student with the corresponding program and establish the evaluation parameters, in order to avoid complaints or appeals. Tutorial courses will be developed throughout the corresponding academic year..

## **Title III Admission and Enrollment. Chapter II: Enrollment, Admission and Enrollment**

**Article 15. General Enrollment Requirements:** To enter a career offered by UCI, either in any of the modalities including Virtual Education, the applicant must meet the following requirements:

1. Complete the race registration form.
  2. Pay the registration fee (matriculation).
  3. Attach the documentation required by the Costa Rican Law and by the UCI.
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- 1) Original or authenticated original copy of the diploma certifying the most recent degree, of the studies immediately prior to the level to be studied.
    - a) To study for a master's degree or higher, the minimum degree required is a university bachelor's degree, which must correspond to the professional profile approved by the competent authority.
    - b) For university baccalaureate or bachelor's degree studies, the diploma of completion of secondary school or high school diploma in secondary education is required.
  - 2) Original transcript of grades issued by the institution where the applicant attended the program of studies with which he/she intends to validate the academic requirement for admission. This document must contain the list of the subjects, the grades obtained, the credits per subject and the period in which it was taken. It is desirable that it also contains the hours of dedication of the student applied per subject.
  - 3) Original or authenticated original copy of an official identity document valid for at least 6 months after its delivery to the UCI. This condition of validity of the identity document also applies at the moment of initiating procedures for graduation.
  - 4) One (1) recent photograph in digital format: The photographs must be clear, with good contrast, the background must be white and not older than 6 months. The size of the photograph must be at least 3.5 x 4.5 cm, but no larger than 5 x 5 cm. Profile photographs are not accepted.
  - 5) A summarized curriculum vitae, containing at least: contact information, details of all studies, work experience, language proficiency and a summary of personal skills and competencies.
  - 6) In the event that the chosen career requires advanced knowledge of a language other than Spanish, proof of knowledge of that language must be presented for each particular case.

**Article 16. Additional requirements for students abroad, taking virtual careers:** For those foreign students, the documents requested in original or authenticated original copy, described in article 15, must also be:

1. Translated into Spanish, in case they are written in a different language. Such translation must be made by an expert authorized by embassies or consulates, and then legalized or apostilled, according to the following:
2. Legalized by the Consulate of the Republic of Costa Rica established in the country of residence of the interested party or in a third country, in case there is no diplomatic representation, or
3. Visas with the Apostille of the Hague in case the country of issuance of the Diploma is adhered to said International Convention.

**Article 17. Compulsory presentation of original documentation:** The applicant may submit to UCI digital copies of all documentation at the time of enrollment and has a maximum of 90 days from the beginning of the first course of the study plan, to submit the requested documents in original or authenticated copies, to the attention of the Registration Department of UCI, otherwise the admission will be revoked without the right to reimbursement of payments made in the program in which he/she has enrolled.

**Article 18. Compulsory initial payments and formalization of promissory:** Confirmation of acceptance by the Registrar's Department of your enrollment generates an obligation that must be formalized through an initial tuition payment and the signing of an unconditional promissory note for those payment alternatives that are financed. Additional tuition payment obligations must be fulfilled within the dates in the system and payment method chosen during the initial enrollment phase, including interest payments or administrative fees for late payments. In the case of delays in the regular payment date, the student will not be enrolled in the virtual campus or will not be able to attend classes of the face-to-face programs of the next course he/she is required to take and will not be able to carry out the scheduled activities or deliver the requested products during the time of inactivity, losing the respective points of the subject in which he/she is enrolled. After the stipulated start date of the course, the student may make an extraordinary enrollment and will have up to three days to cancel, covering the corresponding administrative fee, and the student will proceed to enroll. If a student does not cancel before the expiration of the extraordinary enrollment period, before the fourth day of the course, he/she will not be able to enroll in that course. His/her reinstatement to the program and to the course that he/she could not take due to lack of timely payment will be made, on a date to be provided by the academic assistant, in another cohort, without the student being able to present any objection for this date and his/her reinstatement to another cohort, by paying the corresponding fee. in another cohort, previously paying the costs related to the corresponding administrative charges. Extraordinary cases will be evaluated by the respective Dean.

**Article 19. Documentation for the student upon approval of admission:** Upon confirmation of acceptance by the University, regular students will receive the admission voucher, the table of

dates, fees and rates corresponding to the promissory note to be subscribed, when applicable, and the access addresses on the institutional website of the Institutional Regulations, the Teaching and Learning Services Contract, as well as the UCI Code of Ethics and Academic Conduct. The student must return acknowledgement of receipt of the table of fees and rates and duly signed, the certificate of acceptance of the terms of the Student Regulations, the Code of Conduct, as well as the Teaching-Learning Contract, all before starting the first course of the program he/she has enrolled. This condition will be a sine qua non requirement to maintain active student status.

**Article 20. Validity of enrollment:** The enrollment for a course belonging to the current study plan is valid for one academic year, depending on the selected program, and is renewed by the will of the parties, based on the specific Academic Offering of the course in force at the time of the act and in accordance with the pre-requisites of the study plan. The student accredits this process before the UCI Registration Department. No economic charges are considered for this process.

**Article 21. Categories of enrollment:** The student has the option of the following types of enrollment during the training period:

1. Ordinary enrollment is that which is carried out within the dates indicated by the academic calendar of the Faculty.
2. Extraordinary enrollment takes place after the expiration of the dates established for ordinary enrollment and within the first three working days following the expiration of ordinary enrollment. After this period, extraordinary enrollment may only be authorized, in exceptional cases, by the Dean.
3. Conditional enrollment is that which, for reasons to be judged by the Career Coordinator or the Dean, is carried out by demanding extraordinary academic or disciplinary requirements from the student. The conditions must be known by the student and be recorded in a document signed by the Career Coordinator or Dean together with the student. Failure to comply with the conditions imposed by means of conditional enrollment will result in exclusion or expulsion, depending on the academic or disciplinary reason.

**Article 22. Obligation of compliance with academic requirements:** In order to be entitled to enroll in the school year and in any subject, as well as to remain enrolled in the courses, programs or courses enrolled, it is required that the student has to enroll in the courses, programs or courses enrolled, it is required that the student has complied with the academic requirements set by the study plan, and that he/she is up to date with the payment of tuition and other related services. If this is not the case, he/she will receive a single warning that must be dealt with within three working days before the failure to comply with the requirements will result in a disciplinary action.

### **Chapter III. Recognition/validation of studies from other universities**

**Article 23. Minimum residence in UCI:** The minimum residency that a student must take at UCI is forty percent (40%) of the total credits of any of the courses approved by CONESUP.

**Article 24. Recognition of subjects:** The UCI will process during the enrollment and admission process, the requests for validation of courses that a student has passed in another university or

equivalent entity recognized by the Higher Council of Education; up to 60% of the residency required by the career that validates, provided that after a detailed analysis of the curriculum of each educational program, a logical congruence is established between the objectives and contents of the courses subject to comparison and assessment, according to the criteria and conditions established by the CONESUP.

**Article 25. The validation procedure:** The validation or equalization is accredited by means of a reasoned resolution of the respective Dean of the Career and communicated to the Registrar's Office, after the comparative analysis of the curricular structure of both subjects, expressed in a certificate of validation. The validation process will consist of the following general steps:

- 1) The interested person, shall submit a formal application for recognition of studies to the Registrar and Admissions Office, to which he/she shall attach:
  - a. Original certification of subjects passed, including grade obtained, date or period taken in each one and the respective credits, in original and duly stamped and signed by the university of origin.
  - b. Programs of each of the subjects earned, duly signed and sealed by the university that issued them and that correspond to the subjects and the period in which they were taken.
- 2) The career director or dean, will carry out a comparative study of the subjects presented and the academic credits associated with the current program of the career at UCI and will issue a Resolution of Validation, where two possible statuses will be considered:
  - a) Equivalent: a course in which the correspondence and logical congruence of at least 60% of the objectives and contents is confirmed.
  - b) Not comparable: a course in which the correspondence and logical congruence of the objectives and contents is less than 60%.
- 3) The comparative table of validated subjects and the duly signed resolution is sent by the dean or the dean's office.
- 4) is sent by the respective dean or director to the Registration and Admissions Department.
- 5) The Registrar and Admissions Department will inform the interested party of the result of the equivalency and the amount of the fees to be paid. Upon confirmation of the payments, the approved course is recorded in the student's file and in the academic system, with the pertinent indicators of the type of validation and the student is formally informed of the result of the process.
- 6) The subjects that have been recognized in an academic degree may not, in any case, be recognized again in higher degrees or postgraduate courses of another career or postgraduate courses or specializations of the same career.
- 7) The cost of each validated course corresponds to the current cost of a regular course.

**Article 26. Consideration of prerequisites:** If in the validation resolution, a subject that in the UCI curriculum has a pre-requisite is considered accredited, the student may take this subject having previously accredited the subsequent subject, without considering these cases as a violation of the pre-requisite.

**Article 27. Recognition of Studies Pursued Abroad:** Applicants who have completed any type of studies abroad, must comply with the official validation procedures of such studies in Costa Rica. For foreign applicants, the certification of grades must also include the grading scale used and the course syllabus, duly legalized.

## **Title IV. Academic and Administrative Regime**

### **Chapter IV. Assistance (attendance) to academic activities**

**Article 28. Attendance at classroom and blended courses:** Attendance to all face-to-face and blended courses, including tutorials, is mandatory. The professors of each subject will make known in writing, or by document on the virtual platform, the specific rules that will apply to each circumstance.

**Article 29. Obligation to provide justification:** Students who do not show up for lessons are required to justify their absence in writing to the teacher via e-mail or in the next lesson. Three unexcused absences are grounds for failure due to absence.

**Article 30. Attendance to virtual courses:** Given its asynchronous nature, there are no specific date and time attendance requirements for a virtual course, except for the dates and deadlines for the presentation of the activities and their particular requirements. Exceptions to the above are the previous synchronous activities and adequately communicated, or those face-to-face activities that make use of synchronous interaction means as a support of the face-to-face teaching dynamics. In the latter case, the specific restrictions of the course apply.

**Article 31. System for justifying absences:** Justifications for non-attendance or non-participation in the virtual campus must be presented within three working days after the period of absence, to the respective professor who will determine whether or not to accept the excuse presented. An appeal may be made to the Program Director or the Dean, who exhausts the administrative process.

**Article 32. Failure due to absences:** If for any reason, a student is absent unjustifiably for more than two sessions in the face-to-face or blended modalities, he/she will automatically lose the course with a grade of 50%. For purposes of registration in the final grade report, the professor will record the status as unjustified withdrawal (RETI) in the case of having attended a previous session, or as no-show (NSP) in the case of not attending any of the sessions.

**Article 33. Support system for students:** In addition to the support provided by the teacher, the trainees will receive the support and accompaniment of the academic assistance unit, the academic units and even the Technological Medication Center (CMT) to attend to their queries and orientation needs. The assistance provided may be channeled through synchronous means such as telephone, instant messaging systems (chat) or videoconferencing media available at the University. Other asynchronous means available will be e-mails, news and consultation forums, within the virtual classrooms, among others available.

**Article 34. Schedules for academic and administrative assistance in general:** UCI will make arrangements to maintain active asynchronous communication systems with response preferably within 24 hours of the consultation, either by a facilitator or academic assistant, as appropriate. It will also make internal arrangements to ensure on-site technical support for previously scheduled synchronous transmissions. Synchronous consultations will be attended during the office and academic support days previously defined at the beginning of the course. Some courses require additional support and accompaniment during their development, as in the case of some evaluations, for which the UCI may activate additional synchronous support systems that will be communicated specifically to the people involved.

**Article 35. Mechanism for presenting academic or service complaints:** The UCI will keep active an automated system for the reception of academic complaints or denunciations through tickets, under the administration of the Head of Academic Assistance and the institutional Comptroller of Services. This system is accessible from the institutional web page and virtual campuses. Alternatively, such requests or complaints can be made directly to the academic assistants or academic units, who redirect the messages to the management process.

## **Chapter V. Voluntary Suspension of Studies**

**Article 36. Mechanism for Temporary Voluntary Suspension:** A student may suspend his or her studies at any time by submitting a written communication addressed to the Registrar and Admissions Office. The subsequent withdrawal procedure is established in the specific suspension procedure in force.

**Article 37. Conditions of payment linked to voluntary suspension:** If the request for temporary voluntary suspension occurs within the first two weeks of the beginning of the course



and the student is up to date with his/her financial obligations with the UCI, a note will be made in the course for justified withdrawal (RETJ) and upon reentry to the course up to four months later there will be no additional cost. If the student withdraws from the course after two weeks from the beginning of the course, he/she will lose the course and will have to cover the cost again when reentering the course. If he/she takes more than four months to re-enter, he/she will also have to pay the current re-entry fee. Upon reinstatement, you must follow the curriculum in effect at that time, and must take the courses determined by the Program Director or Dean in order to update your curriculum. In the case of a suspension of the program of studies, the prices that will apply will be those corresponding to the moment of reinstatement..

**Article 38. Re-entry to the program of studies:** Reinstatement begins with a request to the Registrar and Admissions Office, who will apply the current reinstatement procedure. This includes updating the academic and financial status of the person concerned, as well as consultation with the career directorates or dean's offices involved.

**Article 39. Continuity of the educational process at the time of reinstatement:** The reinstatement shall be made to the same subject from which the act originates, provided that it starts close to the date of reinstatement. Otherwise, the scope of the alternatives of the current procedure shall apply.

**Article 40. Reinstatement to modified academic programs:** If upon re-entering an academic program, it has undergone curricular modifications, the Program Coordinator will conduct an internal equivalency or validation study and will determine the new path of development of the curriculum and will calculate the applicable fees.

**Article 41. Change of career:** The student may request a change of career to the Program Coordinator or to the Dean he/she wishes to follow, for the respective analysis of the file in order to verify if he/she meets the admission requirements, as well as to analyze the thematic correspondence of the subjects approved in the current career, generator of an internal validation when applicable.

## **Title V. The learning evaluation system**

### **Chapter VII: Learning Evaluation**

**Article 42. The learning evaluation** The evaluation in UCI is a process of issuing value judgments made by the facilitator, based on quantitative measurements and qualitative descriptions, to assess the knowledge, competencies and learning achieved by the students in comparison with the pre-established objectives of the course or career, demonstrable throughout the course. qualitative descriptions, to assess the knowledge, competencies and learning achieved by the students in comparison with the pre-established objectives of the course or career, demonstrable throughout the course, through various instruments with predefined evaluation criteria and performance standards previously communicated to the trainees.

**Article 43. Purposes of the learning evaluation:** The evaluation has a double dimension: the formative dimension for the development of thought processes and competencies evidenced in the attainment of achievements, feedback and recommendation of corrective actions to the learners, and the summative dimension as an indicator of the attainment of the performance standards required to pass the course. Diagnostic evaluations may be applied by the facilitators at any time as mechanisms to assess previous learning or to validate current learning, without affecting the summative evaluations.

**Article 44. Responsibility for the evaluation process:** The administration of the learning evaluation process is a professional and essential responsibility of the facilitator responsible for the course, who is directly linked to the respective trainees. The evaluation proposal for each course must be incorporated into the program and presented, defined and analyzed, together with the trainees, in the first week of the course.

**Article 45. Evaluation instruments:** All academic credit qualifying subjects consider at least the completion of a final exam and/or equivalent evaluative activities as a mechanism for approval of the corresponding subject, whose conditions and the obligatory nature of these exercises are established in the specific descriptive program of each particular subject. These additional evaluative activities are linked to educational approaches to problem solving, project management, research or others available through the technological facilities applied to education in use by the University, and may include written exams, oral presentations, research reports, essays or reviews, case resolution, among others.

**Article 46. Prior knowledge of the schedule of evaluations:** The course program must establish the schedule for the examinations or deadlines for the presentation of deliverables of the other evaluated activities and their particular conditions and requirements. When the evaluation instrument is a written or oral exam, the student must know at least one week before the date of the exam, the subject matter to be evaluated and the place where it will be held. Contents that the trainees have not had the opportunity to discuss with the facilitator during the course cannot be evaluated.

**Article 47. Evaluation conditions:** The scoring of the instruments should be done by the facilitator in a reasoned manner and should contain, according to the type of test, an academic indication of the criteria used, either through direct statement, the use of checklists or rubrics, among others, as well as recommendations of the aspects to be corrected..

**Article 48. Assessment scales of the evaluation activities:** The value of each evaluation activity will correspond to the definitions described in the course syllabus. Depending on the evaluation activity, quantitative and qualitative scales may be used; however, the sum of the grades of the quantitative scales will establish the minimum performance standards required to pass the course. In general, the minimum passing percentage for a course will be 70%, on a scale of 0 to 100%, except in the case of graduation requirements, where the minimum promotion

grade will be 80%.

**Article 49. Rounding system:** The general rounding criteria corresponds to the following: "if the rightmost digit of the percentage number is less than 5, the next digit to the left is not modified; if the rightmost digit of the percentage number is equal to or greater than 5, the next digit to the left is increased by one unit and so on". The grades that a student is obtaining throughout the course, in its different deliverables (evaluative activities), are recorded as percentage numbers with a single decimal place; for example, 4.25 rounds to 4.3. The grade obtained at the end of a course is recorded as a percentage number without decimal places; for example, 79.6 rounds to 80; 79.4 rounds to 79.

**Article 50. Periods for grading of activities:** The faculty facilitator must deliver the graded evaluations and any documents or materials subject to evaluation to the trainees no later than seven calendar days after the activities or evaluations have been carried out and the documents have been received; otherwise, the student may file a complaint with the course director or the dean, as appropriate.

**Article 51. Approval of courses:** A learner passes a course when the final sum of all the scores obtained in the course activities is greater than or equal to the minimum passing percentage defined in the curriculum for the specific course. The trainees and the Registrar's Office must be notified of the passing conditions no later than fifteen calendar days after the end of the course. The maximum total grade for the course corresponds to 100%.

**Article 52: Approval levels:** The categories indicative of the passing level of a subject are: pass, fail, fail with the right to an extraordinary exam, unjustified withdrawal and voluntary withdrawal (justified):

1. AP (approved): It is assigned when the student obtains a passing final average grade, according to the scale of values of article 48.
2. REP (failed): It is assigned when the student obtains a final average grade lower than sixty percent (60%) in any subject, which does not entitle him/her to take an exam or do an extraordinary work.
3. REPE (failed with the right to retake an exam or extraordinary work): The student who obtains a grade higher or equal to 60% but lower than the minimum passing grade of the corresponding academic grade, has the right to present an exam or extraordinary work per subject.
4. RETI (unjustified withdrawal): when the student fails to participate in the academic activities in the minimum form established in the program of the subject.
5. RETJ (justified withdrawal): when the student withdraws within the first two weeks of the course, at his/her own request for suspension from the program. The notation NSP (no-show) is recorded in the transcript for those students who, once enrolled in a course, do not participate in any of the face-to-face or virtual activities.

**Article 53. Supplementary exams:** If the student obtains REPE as a level of achievement, according to the previous article, they have the right to take an extraordinary test, for which the teacher indicates the date and the syllabus. The student pays the respective fee and shows evidence of it before the test begins. A grade equal or higher than 70% indicates a passing

grade, and the minimum passing grade for the course is recorded in the minutes, at the latest three days after it has been applied at the Registrar's Office and Admissions. Extraordinary exams may be oral or written and must be taken no later than eight working days after the final grades of the respective subject are handed in; the same deadline applies in the case of the assignment of an extraordinary paper.

**Article 54. Exoneration from submitting final evaluations or activities:** It is not permitted to exempt any student from submitting tests or evaluation activities in any of the courses..

**Article 55: Lack of presentation of evaluation activities:** When the student is unable, for justified reasons, to present a product or obligatory activity, whether qualitative or quantitative, or to take a written or oral test on the scheduled date, he/she may, in the first instance, submit a reasoned written request to the professor to make it up within the following five calendar days. The professor will decide accordingly no later than two working days after the reason has been notified. The scheduling of an evaluative activity may be up to a maximum of one week after the rest of the group has taken the test with the particular conditions that the teacher decides to carry it out. In extraordinary cases of force majeure, a student may request the rescheduling of a final exam for a maximum of eight days, prior justification and acceptance of the professor, in case of being approved, the corresponding administrative fee must be paid before taking the test. The rejection of the request may be appealed before the Dean's Office, three working days after receiving the rejection from the facilitator.

**Article 56: Loss of evaluation instruments by the professor:** The teacher's proven loss of a test; entitles the student to the maximum passing grade for the instrument.

**Article 57. Requirements for proficiency examinations:** The proficiency exam is the test that a student can take when he/she considers to have the conceptual, psychomotor and affective domain on the content of a particular subject. It is governed by CONESUP's General Regulations and by the following considerations:

1. Make a written request to the Dean's Office to which the academic program belongs. The authorization or rejection of the request is the sole authority of the respective Dean.
2. The exam must be structured on the basis of the objectives and contents of the subjects that make up the study plan and not on the student's claim of knowledge.
3. The student must be enrolled in the course at the time of taking the proficiency examination. The cost of the proficiency exam is equal to the cost of the course.
4. To have passed the subjects indicated as prerequisite of the course.
5. The subject on which the sufficiency exam is taken must not have been previously taken or failed. The maximum number of attempts for the same subject is one attempt.
6. The proficiency examination may be oral or written. The written proficiency examination will be presented before a facilitator related to the subject, appointed by the Program Coordinator or Dean who administers it. The oral examination will be presented virtually or in person, depending on the type of delivery of the program, in front of a jury composed of at least two professors related to the subject.

7. In any case, a record of the proceedings and the student's performance must always be drawn up and duly signed by the members of the jury..

**Article 58. Exceptions to take proficiency examinations:** The UCI will not approve sufficiency exams in those subjects that due to their particular conditions of the teaching and learning process of clinical or practical nature, require the physical presence of the student. The above is at the discretion of the respective Dean.

**Article 59: Academic equivalence of a proficiency examination:** The grade obtained in a proficiency examination shall be recorded in the academic period in which the student is enrolled and shall have all the academic effects of a regular subject. In a given curriculum, no more than thirty-three percent of the subjects may be taken by sufficiency.

**Article 60: Compulsory delivery of results:** The professor has the obligation to deliver to the trainees the grades of the exams or other evaluation instruments that do not have implicit automatic evaluation mechanisms, maximum 8 calendar days after having taken them; otherwise, the trainee may file a complaint with the Academic Program Coordinator. The academic assistance must monitor that the delivery times of the activities are met and remind the facilitator about these aspects.

**Article 61. Claim Procedure:** If the student considers that the test has been poorly evaluated or does not share the final grade assigned, he/she has the right to:

1. Ask the professor, orally, for clarifications or requests for reconsideration of the evaluation, within a period of no more than three calendar days after the return of the evaluation. The professor will carefully and promptly attend to the request, for which he/she will have a term of no more than three calendar days.
2. In case of reinstatement of the test, the teacher shall maintain the subject matter subject to evaluation, in conditions similar to those of the annulled test.
3. If the professor does not respond or rejects the request, or if the student does not agree with the resolution received, the student may, within three working days of the professor's response or the date on which the professor should have responded, file an appeal for revocation of the request the date on which the professor should have responded, a revocation appeal in writing, duly justified, to the Career Director or to the Dean.
4. The appeal shall contain the name of the professor, a description of the reasons, the relevant evidence in support of the charge, and the specific request. The request may be submitted in original or signed with a digital certificate (signature). An e-mail address must be included for notification purposes.
5. The Receiver will make the final decision within five working days from the day following receipt of the appeal or within an additional period if required. In this instance the appeal for revocation is exhausted.

**Article 62. Loss of access permissions to virtual courses:** The participants of a virtual course may lose their permission to access the campus due to termination of the study program or course, non-renewal of enrollment, failure to comply with the code of ethics and academic conduct or applicable regulations, failure to comply with academic or financial obligations, failure, voluntary withdrawal or abandonment of the academic activity, among others. The reconnection

of the course is carried out according to the procedure for Reinstatement to Academic Programs, as long as the reasons do not correspond to the application of the Disciplinary Regime established in the Student Regime Regulations in force, in which case the scope of the respective resolution applies.

## **Title VI. The virtual academic management system**

### **Chapter VIII.- Organization of the virtual management system**

**Article 63. Composition:** The virtual academic system for the management, monitoring and evaluation specific to the modality, described in the fifth title of the Institutional Statute, serves both the purposes of virtual education, face-to-face and mixed modalities and is composed of the following organizational units and people:

1. The Center for Technological Mediation, hereinafter referred to as CMT.
2. The academic units (dean's offices, career directions and support persons),
3. The academic assistance unit,
4. The academic administrative support system,
5. The virtual facilitators, whose functions are described in the Teaching Regulations.
6. Learners, whose rights and duties are described in the Student Regulations.

**Article 64. The academic administrative support system:** It is made up of all the organizational units that accompany and complement the academic units described in the previous article. Its main functions are:

1. Assist with the efficient admission and enrollment of potential trainees in order to facilitate the CMT, academic units and academic assistance to resolve the authorization and control of access, as well as their location on campus and in the respective virtual classrooms.
2. Provide the services required by learners and facilitators, in their areas of competence, so that virtuality becomes a mechanism with adequate customer service and effective digital management of ordinary procedures.
3. Integrate the virtual communities in the UCI system, so as to promote a sense of belonging and organizational ownership, participation in university life and the creation of diverse professional networks, even after the end of the career through the Alumni Network.

**Article 65. People who generate content:** Are the teaching facilitators or sectorial or educational professionals, who assist in the design and construction of the learning objects, based on the requirements of the syllabus, the instructional design of the specific course, as well as their experience and thematic links.

1. Design the learning objects requested by the academic units or the CMT.
2. They assist in the integration of the instructional objects in the respective courses.
3. Contribute to the design of learning activities and situations based on the methodologies and resources used by the UCI.
4. Incorporate and modify new contents or didactic resources to the course.
5. Provide suggestions for the design and visual structure of the classroom, based on the knowledge of the target audience of the course.

**Article 66. Support resources:** All persons involved in the process of design, configuration and continuous improvement of virtual objects and products will have at their disposal pedagogical and technological support resources, as well as teacher training programs in the technologies and methodologies relevant to this modality, as stipulated in the Teaching Regulations.

## **Chapter IX. Design and implementation of courses in the virtual campus**

**Article 67. The need for virtual courses:** The academic units determine those courses that require virtual components, according to the curriculum or course program in Formal Education approved by CONESUP.

**Article 68. Creation of the basic virtual classrooms:** CMT will enable a virtual space for each course requested by the academic units and will provide, according to the procedure and policies for the creation and management of virtual courses, the necessary support to the team responsible for the course, with the objective of initiating the process of design, production and assembly on the platform..

**Article 69. Standardized configuration of a virtual classroom:** A virtual classroom for a basic course has the following minimum structure:

1. The general descriptive area
2. Course program
3. The code of ethics and academic conduct, and the rules of Netiquette.
4. The consultation forum
5. The notification forum
6. The social forum
7. Tutorials and support guides
8. Didactic modules
9. Module description
10. The learning path
11. Didactic resources
12. The activities and resources for learning evaluation
13. The area of feedback and closure of the virtual classroom.
14. Any other approved by the Career Direction in conjunction with CMT.

**Article 70. Replication of the basic virtual classrooms:** The restoration of a course is done at the request of the academic unit to the CMT at least 7 days prior to the start of the course. The faculty facilitator, academic assistants, dean's assistants and the CMT will review the content, bibliography and general connectivity of the resources, according to the restoration guide and the current procedure.

**Article 71. Virtual classrooms in support of face-to-face processes:** On-site courses may make use of support classrooms in the virtual campus, without this implying that they lose their on-site status. The virtual campus will function for these purposes as a document management



system

**Article 72. Curricular changes of the formal courses:** Formal courses that require curricular changes must do so through the modification procedure defined in the CONESUP Regulations in force.

## **Chapter X- Quality assurance**

**Article 73. The quality system:** All persons involved in the management of the virtual courses are also managers of the quality assurance and control system of the institutional virtual products. They also have the following functions:

- a. To apply the institutional regulations in force regarding IT and Virtual Education.
- b. Encourage the development of digital competencies applied to the education of each and every one of the members linked to the system, whether through research and innovation to ensure an inclusive information society.
- c. To ensure the consideration of the characteristics and needs of the learners enrolled in UCI; as well as the sectors they represent, in order to highlight the significance of their learning, motivate and guide their actions to practical application, as well as encourage interaction in learning communities.
- d. Design user-friendly graphic interfaces, usable and with additional functionalities to facilitate user navigation.
- e. To develop virtual learning environments, in accordance with the curricular design and using dynamic methodologies and constant evaluation processes that ensure quality in all phases of the process.
- f. Create main and complementary didactic and multimedia resources that support academic processes, facilitate communication between teachers and learners, and satisfy generally accepted principles and standards, including pedagogical mediation, accessibility, including for people with disabilities, and usability (user experience).
- g. Define, disseminate and update institutional ICT regulations, as well as those related to the design, implementation and continuous improvement of virtual courses.
- h. Conduct evaluations, systematize indicators, disseminate and adopt good practices and lessons learned in all components of the management system and people involved to assess its quality, overall consistency and contribute to its continuous improvement.
- i. Ensure that the resources, activities and contents that support the virtual courses are gender sensitive and consider cultural diversity.
- j. Verify that topics and materials are current and relevant. Initiate curricular revisions to require updates according to CONESUP procedures as appropriate.
- k. Ensure the availability of guides for the use of technological media.
- l. Provide access to digital libraries, various databases and open source document repositories.
- m. Ensure the alignment of the physical and digital technological infrastructure, with the intentions of the strategic plan shared with the institutional governance

system.

## **Title VI. Mobility and transfer of students and faculty members**

### **Chapter XI- The international academic mobility of students and faculty members**

**Article 74. Purpose of International Academic Mobility:** Allows one or more UCI trainees or professors to participate in an academic experience in institutions in countries other than their country of origin. Mobility represents an alternative to raise the academic quality and international competitiveness of those involved, since it promotes diversity and strengthens intercultural understanding, intellectual enrichment, broadens horizons, facilitates the transfer of knowledge and strengthens the impact on their resume.

**Article 75. Opportunity Management:** The Rector's Office and the Vice Rector's Office for Research and Cooperation will be responsible for the identification, dissemination and management of opportunities for international mobility agreements and agreements for UCI trainees and teachers, as well as the management of requests made by other interested parties.

**Article 76. Modalities** Prior to the fulfillment of requirements determined by the sponsors of the initiatives, different forms of mobility can be developed, including, but not limited to, the following list:

1. Internships in research and community outreach. Teacher training exchange.
2. Strengthening the learning of a second language. Study specific subjects in foreign universities. Present research results.
3. Participate in short academic activities.
4. Participate in activities related to student life.

**Article 77. Management of Internal Requests:** Upon learning or inquiring about a mobility opportunity through the UCI, the interested party must, according to the particular conditions of the initiative, refer to the Office of the Vice President for Research and Cooperation:

1. An expression of interest explaining the reasons for your interest.
2. An affidavit guaranteeing compliance with the requirements for participation, full knowledge of the conditions of transportation and international mobility, the financing granted by the initiative, the additional financial contributions to be made, and the ability to obtain valid health insurance in the host country once accepted at the host university. In addition, he/she must state his/her commitment to continue his/her studies upon return in the case of

trainees or to remain on the faculty.

3. The written endorsement of the respective faculty, valid for no more than 30 calendar days.

## **Chapter XII- Internships**

**Article 78. Internships at UCI:** In order to perform an internship at UCI, it must be previously authorized by the respective Dean's Office. The interested person must comply with the following general requirements:

1. Submit a written request to the Rector's Office, Vice Rector's Office for Research and Cooperation or the respective Dean's Office, indicating the reasons why you wish to carry out the project at UCI, together with a summary of your Curriculum Vitae.
2. Present a letter or proof from the University of origin that supervises the internship, validating its intentionality.
3. Present a work plan with a detailed description of the activities to be carried out, approved by both tutors (the one from the university of origin and the one from the UCI and endorsed by the authority of the corresponding unit).
4. Upon entering the country, the person must present to the Vice Rector's Office for Research and Cooperation, proof of coverage under an international health insurance plan that covers the entire period of the internship and includes hospitalization, surgery and repatriation.

## **Chapter XIII- Transfer of Students from Other Universities**

**Article 79. Concept of transfer:** Transfer is the admission to UCI of an applicant who has completed part of an academic program in another national institution of higher education, whose curricular structure can be equated to a recognized institutional program..

**Article 80. Minimum Residency:** Students admitted by transfer must take at UCI, at least 40% of the credits required in the curriculum approved for UCI by CONESUP. The remaining 60% may be equated according to the internal procedure and national regulatory guidelines.

**Article 81. Additional requirements:** To apply for a transfer, the applicant must meet the institutional admission requirements, in addition to:

1. Not to have been expelled from the university from which he/she comes from.
2. Not to have stopped studying for more than one year, and if so, to justify such situation to the Dean of the Faculty to which he/she aspires to enter.
3. Make a written request addressed to the Dean of the Faculty to which the academic program to which he/she aspires to enter belongs, stating the reasons for the change of university, in addition to requesting the study of the equivalency of approved subjects.
4. The dean will approve or reject the application. Attach to the form the certification of the academic evaluations obtained in the program of origin and a copy of the study plan in which he/she has been enrolled.
5. Once the application for the matching study has been approved, pay the respective fees for the matching study.
6. Once the matching study is completed, formalize the admission to the UCI and submit the respective payment plan for the matching study and the required residency.

## **Title VII. Attainment of degrees, academic titles and graduations.**

### **Chapter XIV: Attainment of Degrees and Diplomas**

**Artículo 82. Requisitos para obtener los grados y títulos:** To obtain the undergraduate Diploma; the Bachelor's and Bachelor's degrees, as well as the postgraduate Specialty, Master's and Doctorate degrees, the following are required:

1. To have passed the subjects, the academic activities corresponding to the Study Plan and to have passed any of the selected modalities of the Final Graduation Work Regulations.
2. Comply in the Bachelor's Degree with the University Community Work (hereinafter TCU), in accordance with Article 9 of Law 6693 of creation of CONESUP. In case that the student has done it in another University, he/she must present certification in order to be recognized.
3. The undergraduate student who has obtained his or her bachelor's degree in another university and has not completed the TCU, must comply with this requirement in the undergraduate program.

### **Chapter XV: Graduations**

**Article 83. The Graduation** The Graduation Process is conceived as the series of procedures carried out by a student, together with the Institutional Admissions and Registration Office, to accredit the fulfillment of the Study Plan of the course of study before the University and CONESUP, which culminates with the Graduation Ceremony.

**Article 84. Requirements for Graduation:** To be eligible to graduate, the trainee must:

1. To have passed all the subjects that make up the Study Plan of the course studied.
2. To have approved one of the graduation modalities authorized for the study plan of the degree course taken.
3. Have no outstanding documentary or financial commitments with the UCI. To have paid the graduation fees.
4. Be enrolled in the respective graduation cut-off to be reported to CONESUP.
5. Not be rejected by CONESUP for inclusion in the graduation cut-off.

**Article 85. Certification of Graduation:** At the request of the interested party to the Registration Department and until the delivery of the respective diploma, the UCI may prepare a Graduation Certification that establishes the fulfillment of the academic requirements..

**Article 86. Types of diplomas:** The UCI is authorized to award the following types of diplomas:

1. With official recognition of studies by the country's educational authorities.
2. Diploma with honors: The student can obtain "graduation with honors" if his or her cumulative grade point average is among the top 3 graduation averages in the corresponding career, as long as they are higher than 95%.

**Article 87. Resources to the graduation process:** Any appeal related to the requirements and graduation process must be submitted in writing and duly substantiated by the student to be processed by the Admissions and Registration Office, the Director's Office or the University Council, as the case may be.

## **Title VIII: Continuing Education and Technical Vocational Training**

**Article 88. Non-formal education offers:** UCI will promote the development of professional technical education programs and training activities, in proportion to its capacities, the orientations of its educational project and the training needs in the commercial, service, agricultural, industrial, governmental and technological-scientific sectors, guaranteeing equitable and non-discriminatory access to diverse educational opportunities. The curricular structuring of the supply of professional-technical programs or training activities responds to the demand of the labor market, but also to the promotion of lifelong learning and the development of competencies for life and work. It promotes the acquisition of practical knowledge, attitudes and values, understanding and theoretical knowledge related to productive processes.

**Article 89. Articulation of the offer:** The complementary offer of professional technical training, in terms of educational areas to be developed and future needs of potential employers to be satisfied, is carried out in accordance with public policies, guidelines and directives established in the qualification frameworks promoted at the governmental level and by the UCI itself.

**Article 90. Types of certifications in non-formal education:** Certificates granted by the UCI for training activities, will be a guarantee of the attendance, participation or achievement of the trainees, according to the following specifications:

1. Achievement: Activities of thirty (30) or more effective hours of training received, in which systems or criteria are applied to evaluate the participation, the learning achieved. In order to pass the activity and obtain the certificate, a grade of no less than 70%, or its equivalent, according to the grading scale applied, and to comply with 90% of the total hours of dedication, face-to-face or non-face-to-face, as defined in the respective curricular or instructional design, shall be a requirement.
2. Participation: This modality corresponds to the activities of twelve (12) or more effective hours of training received. In order to obtain the certificate, 90% of the total hours of the activity must be completed.



3. Attendance: Activities of less than twelve (12) effective hours of training received correspond to this modality. In this case, the issuance of the certificate may be optional.

**Article 91. Components of the certificates:** The certificates issued by the UCI, or equivalent documentary evidence, shall in all circumstances comply with the following components or aspects:

1. Official logos and name of the institution
2. Specific name of the activity.
3. Full name of the participant.
4. Type of certificate (attendance, participation or achievement).
5. Participant's final grade, if applicable.
6. Duration in hours of the activity.
7. Date of issuance of the certificate or equivalent document.
8. Name, seal and signature of the institutional representative.
9. On the reverse side, for certificates of achievement, the list of contents contemplated in the respective curricular design will be printed.

## **Title IX. Final dispositions**

**Article 92. The special regulations of each career:** Shall be communicated to the trainees and shall be incorporated as an annex to these Regulations, provided that they do not violate the provisions of these Regulations.

**Article 93. Not foreseen cases:** Cases not foreseen in the articles of these regulations shall be studied and resolved between the Dean and the respective Academic Coordinator.

**Article 94. Interpretation of doubts and mistakes:** The doubts and unforeseen cases that may arise regarding the correct interpretation of these Regulations shall be resolved by the Academic Council, through the appropriate procedures.

**Compulsory knowledge of the regulations:** Ignorance of the Regulations may not be invoked as grounds for non-observance.

**[End of the Academic Regulations]**