



Teaching Regulations

University for International Cooperation

Approved by the Academic Council of the University for International Cooperation, in the ordinary session of October 04, 2018.

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Title 1 General Dispositions

Article 1. Scope of the Regulations: These regulations establish the rights and duties of the teaching community of the University for International Cooperation (hereinafter referred to as UCI), whether in the classroom or virtual modality, the levels and requirements for entry to the teaching staff, the general policies for university academic research, academic freedom and the system of academic scholarships for teachers, by Article 29, paragraph c, of the CONESUP Regulations, the institutional educational project and its statute, being mandatory knowledge and compliance, without exception, for the entire university community.

Article 2. The teaching staff of the UCI: These are the group of university employees committed to the institutional principles and policies, who carry out the classroom or virtual teaching, research, extensión, and other integrated academic tasks, related or connected to the formation of students, production of educational materials, design, adjustment and coordination of programs and consulting, advisory and training activities, among others.

Article 3. Synonymous terms: For general purposes of these regulations, the terms faculty and teaching staff, or student and learner, as well as the terms teacher and facilitator shall be understood as synonyms

Título II. The teaching staff

Chapter I. Selection and recruitment of teachers

Article 4. Responsibilities of the Teaching Staff: To promote the acquisition and exchange of knowledge, intellectual growth as well as the development of competencies of the learners, through the application of pedagogical models and techniques that encourage critical analysis and evaluation of the surrounding reality, formative research, problem-solving, project-based knowledge management and learning communities, among other resources, to contribute to their personal fulfillment, their best conditions to the development of the UCI and the country. These responsibilities must be fulfilled by professors with strict adherence to a social and professional ethic of service, dedication, and mysticism, guided by the purpose of increasing their own credit-

Article 5. Eligibility requirements. To become a faculty member at UCI, interested persons must:

1. Comply with the documentary and registration requirements in CONESUP.
2. Possess the academic degree at the level and in the particular or related field to which he/she wishes to enter.
3. If possible, certify university academic experience in teaching, research, or extension.
4. To be a member of the respective Professional Association, when applicable.
5. To assume the philosophy and educational project of the University.

6. To be available to develop research, extensión, and professional training activities in teaching and pedagogy, to the extent of their possibilities.
7. To teach courses in virtual modalities, and without prejudice to his/her classroom experience and formal recruitment in the respective career, the facilitator must pass at least the course Introduction to virtual learning spaces, the course Tutoring in virtual learning spaces, offered by the UCI or have equivalent training, from internal or external sources to those defined by the UCI.

Article 6. Documentation to be submitted. When applying for admission, you must provide the following to the respective academic authority:

1. Up-to-date resume, showing evidence of teaching and professional experience;
2. Copy of university diplomas;
3. Copy of identity card, residence card, or passport (if you are a foreigner);
4. Proof of research, publications, or other intellectual productions, if available
5. Book: front and back cover, where the ISBN is shown.
6. Papers in specialized events: copy of the cover page of the proceedings showing ISSN or ISBN, copy of the table of contents and paper or letter from the organizing institution.
7. Certifications accrediting the translation of nationally or internationally recognized books, critical reviews published in specialized journals, direction of master's, doctorate, or specialization theses.
8. Proof of formal or non-formal studies in teaching or pedagogy, with indications of the subject, area of knowledge, hours, and, date of completion, if any.
9. Academic distinctions and awards obtained.
10. If you choose to be a virtual teacher facilitator; provide proof of formal or non-formal studies in teaching and design of virtual learning spaces.

Article 7. Mandatory acceptance of the code of conduct: Teachers must know, accept and comply with the Code of Ethics and Academic Behavior, as well as with the rules of Netiquette for interaction in the virtual space, at all times, and under all circumstances during their work as UCI teachers, as well as show broad assertiveness, respect, and tolerance for ideas, opinions, convictions, multiculturalism and limitations of digital competence.

Chapter II. Rights and duties of the teaching staff

Article 8. Rights of teaching staff:

1. Receive respectful treatment from superiors, colleagues, mentees, and dependents.
2. Participate in following the plans adopted by UCI in training, updating, and pedagogical, linguistic, humanistic, scientific, and other improvement programs.
3. To enter and be promoted in the teaching hierarchy within the conditions established by the pertinent rules.
4. To elect or be elected to the positions that correspond to the teachers, in the directive and advisory bodies by concordance with the established regulations.
5. Participate in training and integral formation activities, according to the university's established processes and development plans.

6. To have due process in the event of disciplinary proceedings.
7. To know the result of their performance evaluation and discuss it with the Dean or Career Coordinator to achieve the proposed objective of improving their teaching performance.
8. To participate in the incentives and awards provided for in these regulations.
9. To have the necessary means to carry out their work.

Article 9. Teachers' obligations:

1. Exercise their academic activities in accordance with the statutes, strategic aspirations, educational model, and regulations of the UCI, as well as, comply with the rules inherent to the ethics of the profession and their teaching status.
2. To perform with responsibility and efficiency the functions inherent to his/her position
3. Comply with the working day to which he/she has committed to UCI.
4. Give respectful treatment to UCI authorities, colleague,s, disciples and dependents.
5. To be responsible for the conservation of the documents, materials, and goods entrusted to its administration.
6. Participate in UCI outreach and service programs to the best of their ability.
7. Not to abandon or suspend their work without prior authorization, nor to impede, obstruct or attempt to impede the normal exercise of the activities of the Institution.
8. Comply with the agenda of commitments agreed upon for each academic period.
9. Facilitate the access of the students to the course program and the evaluation conditions.
10. Provide additional information, extend, clarify and explain the contents presented to the learners, including personalized attention to any difficulties that may arise in the course, related to instructional design or evaluations.
11. Periodically assess (grade) and provide feedback to learners on their academic performance and summarize their contributions.
12. Organize group work and facilitate coordination among members. Encourage and stimulate participation and networking.
13. Apply assessment and feedback strategies in accordance with the course program.
14. Elaborate and apply tests of extraordinary character, replacement or sufficiency that correspond in accordance with the indications of the Dean's Office.
15. Deliver the report of grades of the students and the respective details to the academic units, on the dates set forth in the academic calendar.
16. Attend academic or formative activities called by university authorities, graduation tribunals, examination juries, and thesis advisors, among others.
17. Apply to students the non-significant adjustments requested by the respective Deans.

Article 10. Specific functions of the virtual facilitators:

1. Recommend the development of training activities and inclusive learning environments based on collaborative work, project-based learning, problem-solving or other resources that enhance learning communities.
2. Make recommendations for technological, academic, curricular, or general management improvement of virtual courses to the Center for Technological Mediation (CMT) and academic units, as well as actively participate in the development of inclusive environments and learning communities.
3. Deliver at the beginning of the course or training activity, a schedule with milestones, dates, and deadlines for the presentation of deliverables required by the activities or other evaluation instruments.

4. Periodically log on to the virtual campus (platform) and provide feedback on queries, as soon and as often as possible, at least every 48 hours on working days or when academic attendance requires it and it is possible.
5. Provide follow-up to the participation of the trainees in all the activities designed throughout the course and to the fulfillment of their evaluative activities, either synchronously or asynchronously.
6. Encourage students to debate, complement and even develop the arguments presented by their peers in virtual forums or other synchronous or asynchronous discussion activities.
7. Use as communication tools with learners, in addition to the text-based means of news forums or consultations, video, sound, and broadcast-based systems, videoconferencing, or social messaging systems, as best suits the particular learning or sharing situation.

Title III. The teaching scale Chapter III. Teaching Regime

Article 11. Teaching Regime Concept: It is the system that structures the organization of the academic staff or faculty in categories, based on their merits, contributions to the organization, achievements and professional and academic experience, for purposes of their placement, promotion and remuneration.

Article 12. Teaching Regime Objectives:

1. To establish a faculty of high professional and academic level, which acts as a network for building competencies and initiatives, capable of guaranteeing the excellence of the Institution's teaching work.
2. Generate continuous improvement of the Institution's teaching.
3. To direct the research processes linked to the generation and sharing of knowledge.
4. To promote the professional growth of the members of the Academic Staff.

Article 13. Teaching Regime Benefits: The professor who is a member of the Teaching Regimen in the Regular Professor Category shall enjoy the following benefits

1. You will be given priority in course assignments.
2. They will have priority access to scholarships to continue postgraduate studies from the University's offer or from internationalization opportunities that emerge.
3. May represent the University in academic activities held within or outside the country with the prior approval of the respective Dean or Career Director.
4. You will be able to advance in the university's honorary scale based on experience and academic preparation.

Article 14. Teaching Regime Categories: The categories are:

1. Adjunct Professor
2. Associate Professor
3. Full Professor

Article 15. Condition of admission to the Regime: All teachers who join the Institution for the first time will be considered Candidates to the Regimen. In order to be considered for promotion to adjunct professor, in addition to their teaching service, they must have completed the course of Introduction to University Life at UCI, as well as the basic block of teaching training in didactics and university pedagogy or accredit equivalent training recognizable by UCI. Other professors already placed in other higher categories may not be promoted until they have completed this training block as well.

Article 16. Associated professors: Associate professors shall be those who meet the following requirements.

1. Have held a professorship in an efficient manner for four years at UCI, or have a certified experience in university higher education of not less than six years.
2. Possess at least a Master's degree.
3. Be accredited by CONESUP.
4. To have participated in activities of construction of the Faculty and extension of the UCI in at least four opportunities.
5. At least five years of experience in the professional field.
6. Possess an average of 85% in teaching evaluations for the last 24 months.
7. Possess two scientific published works.
8. Possess instrumental proficiency in a foreign language other than Spanish.

Article 17. Full professors: Full professors will be those who meet the following requirements:

1. Have held a professorship in an efficient manner at the University for International Cooperation for eight years or possess certified experience in university higher education of not less than ten years.
2. Have participated in UCI faculty building and outreach activities at least ten times.

3. Be registered with CONESUP
4. Possess at least a master's degree.
5. Have published at least four academic, scientific, artistic, didactic, or literary works of recognized merit.
6. To have passed the seminars-workshops on pedagogical aspects organized and required by the university for its teachers.
7. At least ten years of experience in the professional field.
8. Possess an instrumental command of a foreign language other than Spanish.

Chapter IV. Outside Regime Professors

Article 18. Visiting Professors: Visiting professors are those who are temporary collaborators with the UCI, either to teach a specific course or to participate in research, extensión, or internship projects. The following requirements apply:

- a. Possess at least a Master's degree.
- b. Possess at least three years of certified experience in university higher education.
- c. Possess at least five years of experience in the professional field.
- d. Have conducted outreach activities with UCI such as lectures, essays, videos, articles for publication, etc.

Chapter V. Teaching Regime Commission

Article 19. Composition: The Teaching Regime Commission shall be formed by a Dean, who chairs it, and a professor representing each faculty of the UCI, with at least the category of Associate Professor in the same Regime. The Committee shall meet at least once a quarter. The members of the Teaching Regime Commission shall be appointed by the Rector's Office of the University for a period of two years and may be re-elected indefinitely for similar periods.

Article 20: The duties of the Teaching Regime Commission are as follows:

1. To meet in regular sessions during the months of September and March of each year and extraordinarily when so requested by the Rector or the President of the Commission or a member of the Commission.
2. To evaluate the reports submitted by the professors entering the system for the first time or requesting promotion.
3. To define the category in which each professor is placed, according to that evaluation.
4. Analyze the cases of withdrawal from the system of any person involved.
5. Register in the respective book the entry, promotion, or elimination of the teachers involved.
6. Communicate to the person concerned the result of their request for processing.

Chapter VI. Admission and promotion in the teaching

Article 21. Admission to the regime: To enter or apply for promotion in the Teaching Regime, the following procedure will be followed the following procedure shall be followed:

1. Submit an application to the respective Dean's Office, providing the respective updated documentation, according to the category in the Teaching Regime to which he/she aspires,
2. The documents must be submitted in digital format, with all the academic attestations requested as evidence, as described in article 6 of these Regulations.
3. The Dean's Office will review the respective documentation and if it meets the requirements, it will process the application before the Teaching Regimen Committee.
4. The Teaching Regime Commission shall evaluate the fulfillment of each and every one of the requirements requested in order to grant or not the category to which the professional aspires.

Article 22. Elements to be considered for the Teaching Regime: The components to be evaluated for admission and promotion in the Teaching Regime shall be the following:

1. Degrees and academic development.
2. Types and years of professional and teaching experience.
3. University teaching experience at UCI or other educational institutions.
4. Previous teaching, research and extension evaluations.
5. Training and updating courses in didactics and pedagogy.
6. Publications, written works or professional or didactic works.
7. Language proficiency in the mother tongue and in a foreign language.
8. Advanced training in their specific area of knowledge and in other related áreas including pedagogy, information and communication technologies, research and humanities.
9. Contributions in the construction of the UCI university community network.

Article 23. Additional elements to be considered during the review of promotions:

1. In no case shall the mere lapse of time alone entitle to promotion.
2. In no case shall there be automatic promotion. In each case, the Teaching Staff Committee shall recommend the promotion after a study.
3. A professor who enters the Institution with a Master's degree must remain for at least 2 years in the assistant category in order to be promoted to the associate category, after completing the probationary period as an applicant to the career ladder, in accordance with the provisions of Article 14.
4. A professor who enters the Institution with a Doctorate degree must remain for at least 4 years in the category of associate to be promoted to the category of full professor, upon completion of the probationary period as an applicant to the career ladder.

Article 24. Monetary recognition: Associate professors and full professors shall enjoy a salary incentive stipulated by the Administration, consistent with the institutional financial capacities.

Article 25. Appeals: The decisions of the Commission may be appealed to the Rector of the University.

Title IV. Academic Management of the Teaching Practice

Chapter VII. Academic freedom

Article 26. Academic freedom: In accordance with the terms of the Organic Statute, the UCI guarantees academic freedom as a principle of university teaching and dissemination of culture, which gives teachers and researchers full freedom to express their philosophical, religious and political convictions, without any kind of censorship or coercion; understanding that the collective construction of knowledge implies a call to the search for truth generating reflective dialogues that may involve sharing worldviews and currents of thought, within a framework of mutual respect for dignity, tolerance, non-violence and a culture of peace.

Chapter VIII. Teacher performance evaluation

Article 27. Measuring teaching performance: In order to maintain adequate feedback on the quality of face-to-face or virtual teaching, the performance of teachers will be periodically reviewed by the dean's offices and career directions, by different means, methodologies, and instruments. The results and the consequent improvement and professional development plans will be discussed in particular with those involved.

Article 28. Purposes of the evaluation: The results of the evaluations will be used, among other things, for:

1. To provide feedback to teachers about their teaching practice, from the student's point of view, compliance, and teaching performance in general.
2. Provide the Teaching Scale Committee with criteria and information for the placement and promotion of the teacher in the teaching scale.
3. Make decisions about the continuity or not of the teacher in the Institution.

Article 29. Minimum criteria for evaluation: In order to evaluate the teaching community, the following factors are considered, by the dean's offices or career management:

1. Professional growth
2. Performance as a teacher.
3. Research competencies and the resulting intellectual production.
4. Performance in academic administration assignments.
5. Degree of institutional commitment.

Article 30. Frequency of the evaluations: Evaluations will be applied according to the standards and in the periods established by the University, without it being mandatory to previously inform the professor that he/she will be evaluated. The evaluations of the trainees will be applied in all the courses taught by the professor.

Article 31. Minimum criteria for the evaluation of learners. The instruments and methodology should consider at least the following criteria:

1. Fulfillment of teaching obligations: attendance, punctuality, student attention, discussion of programs and activities.
2. Use and delivery of didactic materials: bibliography, documentation, study materials.
3. Methodology: knowledge and handling of the topics, expository clarity, interaction in classes, didactic activities, motivation.
4. Evaluation: According to what was agreed at the beginning of the course and with fairness, clear criteria, discussion of partial grades, and correspondence with what was taught in class.

Article 32. Continuing teacher training system: The UCI will adopt a progressive system of continuous training that complements the knowledge and competencies of face-to-face and virtual facilitators; as teachers and digital citizens, as well as making available repositories, digital tools, graphic inputs and a broad knowledge base. These activities will be carried out through internal or external programs of academic updating and improvement, in accordance with the development plans of the UCI, and will encourage through them the teachers who obtain outstanding results in the evaluation proposed in this regulation.

Article 33. Granting of incentives:

The incentives for the teaching staff, in addition to those contemplated in the scale, will be of an academic nature according to the regulations issued by the UCI. These incentives, which may include institutional representation at the national or international level and the publication of intellectual production, among other aspects, will be granted by the rector's resolution.

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Article 34. Academic distinctions: Professors who have made significant contributions to science, technology, education, culture or the Institution, who present an original research work, an innovative and relevant text for teaching, or who have made important intellectual contributions and services in the academic field to the institution, may be awarded the following academic distinctions:

1. Outstanding Professor
2. Distinguished Professor of Science.
3. Distinguished Professor of Teaching.
4. UCI Researcher Award

Article 35. Awarding of distinctions: The above distinctions will be awarded in a solemn act by the Rector's Office of the UCI, according to specific procedures.

Title V. General policies for university academic research

Article 36. Research in UCI: University extension, research, and outreach are, together with teaching, fundamental pillars of UCI's educational model. Thanks to this symbiotic integration, contact is maintained with the reality of a complex world in constant change, which allows us to contrast its problems, demands, and concrete needs with the proposals of the academic programs and the actions jointly developed, generating practical solutions and new knowledge of value for these communities and other counterparts. Strengthening these multilateral links is a daily management constant in order to achieve the strategic aims related to the co-creation of educational solutions, the promotion of equity, and the regenerative vision of development.

Article 37. Means to carry out research in UCI: Research at UCI seeks to be socially relevant, whether through academic research in the form of diverse graduation final projects conducted by students or applied research conducted by faculty, researchers or members of the Alumni community, carried out through research projects related to institutional goals and identified lines of research.

Article 38. Research through the teaching staff: The UCI favors the continuous professional development modality that allows the teaching staff to identify solutions to educational problems, generate knowledge and reconfigure their schemes and perceptions about their educational work or their areas of professional specialty, so that research nurtures teaching, strengthens interpersonal relationships of the research teams that mark the educational practices of university teachers, consolidates research projects and enhances the dissemination of scientific knowledge

Article 39. Types of research developed: Research is basic and applied in nature. Applied research should enable the academic community to link with the national reality through the society in which they work.

Article 40. Research Financing: Each research project must be submitted to the Institutional Project Office, through a project proposal that establishes the phases for the formulation, execution, data collection, dissemination and disclosure of results, as well as accountability. The research project may be financed from the institutional research fund, through partnerships with academic counterparts, the private sector, civil society, national funds and competitions for research and development of innovation, or the international cooperation system to which the UCI has access.

Article 41. Responsibility for the investigation: Any faculty member may take the initiative to submit proposals for research activities or projects. However, once approved and implemented, it will be the principal investigator who is directly responsible for coordinating and leading the formulation, execution, academic and administrative management, as well as accountability. Direct responsibility for coordinating and leading the formulation, execution, academic and administrative management, as well as the accountability of research activities, and the dissemination and disclosure of the results of a project or research support activity.

In addition, depending on the complexity and size of the project, he/she may also have, depending

on the complexity and size of the project:

1. Co-investigator who assumes the subsidiary responsibility of formulating and executing the research, disseminating and divulging its results, and other responsibilities inherent to the successful development of a research project. Co-investigators may be students and researchers temporarily linked to the UCI.
2. Associate researcher, a person of recognized academic merit or proven professional experience, without an employment relationship with the University and temporarily linked to develop a research project at the UCI.
3. Advisor, a person with or without an employment relationship with the UCI who guides the formulation and execution of the research project.
4. Assistant or collaborator, person who contributes with his/her effort and effective collaboration to the achievement of the objectives proposed by a research work and may be students, professional administrative personnel or person outside the UCI.

Article 42. Intellectual Property: The intellectual property of the research will correspond to the UCI within the framework of the Costa Rican legislation on patents, copyrights and trademark registrations. The researcher will be able to publish the work by his/her own means, without restrictions and with the obligation to previously communicate such circumstance. The researcher is obliged to indicate in the published material that the work was carried out under the terms of the UCI, which maintains the ownership of the intellectual property on it, respecting the authorship of the researchers. The merits earned by the researcher will be duly credited in his/her personal file.

Article 43. Scientific dissemination and popularization: Scientific dissemination and disclosure are communication activities regulated by UCI guidelines and policies. Researchers, as part of their work, must disseminate among the national and international scientific community the results and findings of the research they conduct, in the manner they deem appropriate, provided that they comply with institutional academic standards and safeguard the inherent intellectual property rights, whether in symposia, conferences, lectures, round tables, research conferences, scientific fairs, activities developed by networks or collaborative groups, internships, and other similar activities.

Article 44. Open Access and Creative Commons: UCI is an active promoter of open access to information resources for educational, research and professional training purposes, the use of which provides direct benefits for students, greater accessibility to documents and greater visibility for authors, whether through resources sponsored under Open Access or Creative Commons licenses, without prejudice that depending on the complexity, size and conditions of the generating research project, the results and deliverables are covered by Costa Rican legislation on copyright, registration of trademarks and patents, or specific commercial agreements.

Title VI. Academic scholarship system for professors

Article 45. Purpose of the system: A system of academic scholarships is established in order to favor the academic improvement of UCI with the purpose of collaborating with the academic and professional training of its teaching and administrative staff. The conditions, requirements, and procedures to access these benefits are made through the Scholarship Regulations.

Article 46. Modalities: The types of scholarships are as follows:

1. Scholarships for postgraduate studies, leading to the attainment of academic degrees of doctorate, master's degree, and a specialty, from the academic offer of the University.
2. Partial or total scholarships for postgraduate studies, leading to the attainment of doctorate, master's, and specialty degrees, in foreign universities with which the UCI has academic mobility agreements.
3. Short-term scholarships, for up to one year, to participate in courses and training within the UCI or in prestigious universities and institutions with which the UCI has teaching mobility agreements.

Title VII. Teacher Disciplinary Regime

Chapter I.- Faults

Article 47. The Disciplinary Regime: The Disciplinary Regime applied to teaching personnel is based on the fundamental constitutional rights of due process, defense, and the presumption of innocence.

Article 48. Actions subject to disciplinary penalties: Any action or omission of the academic personnel and of the persons occupying academic-administrative management positions that constitute a breach of the duties and obligations of a labor nature, established by national and university regulations, shall be subject to disciplinary action, with celerity, firmness and strict adherence to these Regulations, following, at all times, due process.

Article 49. Minor faults. The following are minor offenses:

1. Use inappropriate written, oral, or gestural language in any circumstance associated with their teaching practice.
2. Not delivering, commenting, or analyzing the course program to the trainees at the beginning of the course.
3. Failure to attend to complaints or requests for management, duly submitted by members of the university community for their consideration.
4. Accumulate 2 unjustified late arrivals to their teaching commitments in the same course. It will be considered a late arrival of the professor to appear to give lessons or any other scheduled activity, as part of his or her work obligations, after ten minutes after the agreed or previously established time for the beginning of his or her work. previously agreed upon or established time for the beginning of their work.
5. Negligence in the fulfillment of assigned tasks and responsibilities.

6. Refusing to participate in or hinder the evaluation process of their own academic work or that of their colleagues.

Article 50. Serious faults. The following are considered serious offenses:

1. Acting in a manner disloyal to the principles, values, mission and vision of UCI.
2. An unjustified absence from their teaching commitments, without notifying the respective Director and not taking the necessary measures to make up the lessons.
3. Unjustified absence or abandonment of their work once in a month, either to give lessons or to any other activity of their workday that has a fixed, agreed or pre-established schedule.
4. Compromising, through imprudence or inexcusable carelessness, the safety of the place where he/she performs his/her academic activities, or of the people who are there.
5. Treat in a rude, disrespectful or against good manners to learners, other teachers or university authorities.
6. Carrying out discriminatory or humiliating practices to the detriment of students or any other member of the university community, either because of their gender, ethnicity, political ideology, sexual orientation, abilities, religion, socioeconomic status, geographical origin, or any other similar condition.
7. Disobey orders, instructions or directives issued by the academic authorities.
8. Unjustifiably submitting grades after the expiration of the period established in the calendar.
9. Repeated delays in signing and submitting the respective grade reports to the Admissions and Registration Office.
10. Recidivism in the commission of the same minor offense.

Article 51. Very serious faults. The following conduct is considered very serious offenses:

1. Placing grades on any grade record without the student having performed or completed the assignment entitling him/her to the respective grade.
2. Harassing, intimidating, extorting, or sexually harassing a student, faculty member, or employee of the University.
3. Consuming alcoholic beverages, drugs or other narcotic substances on university premises, or showing up at the university with obvious signs of having consumed them.
4. Intentionally damaging University property.
5. Physically assaulting a student, a member of the University faculty, or academic authority.
6. Submitting to the University any false or adulterated document.
7. Using the technological means available to the University for academic activities, with the purpose of accessing or promoting access to pornographic material.
8. Repetition of a serious misconduct or the commission of two different serious misconducts.

Article 52. Absences: A teacher's non-attendance at any university activity that is part of his or her job duties shall be considered an absence. For virtual teachers, unexcused non-attendance of campus activities for more than three consecutive days is considered an absence. Failure to attend for more than six days will be a cause for abandonment of work.

Article 53. Justification for late arrivals, abandonment, and absences: Late arrivals, abandonment, and absences may be justified in writing to the hierarchical superior, within a period not exceeding 3 working days.

Chapter II.- Disciplinary Sanctions

Article 54. Types of sanctions. Penalties for violation of disciplinary rules are as follows:

1. Verbal reprimand.
2. Written reprimand.
3. Suspension from office without pay for one month or four months.
4. Dismissal.

Article 55. Application considerations. The sanctions established in the previous article will be applied taking into consideration the seriousness of the offense committed, the damage or harm caused to students or the University, and any other similar circumstance, in the judgment of the authority applying the respective sanction. The measures adopted by the teacher to minimize the effects of the misconduct, once it has been committed, will also be evaluated.

Article 56. Opening and development of the disciplinary process. The preliminary consideration of the misconduct as serious or very serious by the Dean and the Career Coordinator, implies the opening of a disciplinary process, within the following five working days once the apparently irregular fact is known.

Article 57. Disciplinary process. The disciplinary process is guaranteed by the following stages and considerations:

1. Notification to the interested party of the nature and purpose of the proceeding, indicating the facts on which the opening of the proceeding is based, the alleged faults that he/she is accused, of, and an indication of the regulatory norms that are considered to have been violated. The teacher shall be informed that he/she may offer the evidence he/she intends to assert and the allegations he/she deems pertinent.
2. For the above purposes, seven working days shall be granted, counted from the day following the date of notification, by means of a letter addressed to the respective Dean.
3. Schedule a maximum of two face-to-face, telephonic, or videoconference hearings for the presentation of evidence to ensure the teacher's right to be heard, to present, arguments, and to produce the evidence he/she deems pertinent, no later than three working days after receiving the teacher's letter.
4. Upon expiration of the aforementioned term, if there is evidence or allegations presented by the teacher within the following five working days, the teacher will be 4. Upon expiration of the above period, if there is evidence or allegations presented by the teacher within the following five working days, the corresponding resolution shall be issued.
5. If the teacher does not make use of his or her right of defense within the stipulated term, the competent authority shall rule in accordance with the evidence in the file.

6. A copy of the written reprimands, suspensions without pay and dismissals, as well as the reasons for the application of these sanctions, shall be included in the professor's file, in his/her academic unit and in the Personnel Office.

Title VIII.- Final dispositions

Article 58. Cases not foreseen. Cases not foreseen in the articles of these regulations will be studied and resolved between the Dean and the respective Academic Coordinator.

Article 59. Interpretation of doubts and inaccuracies. Any doubts or unforeseen issues that may arise regarding the correct interpretation of these Regulations shall be resolved by the Academic Council, through the appropriate procedures.

Article 60. Compulsory knowledge of the regulations. Ignorance of the Regulations cannot be invoked as grounds for non-compliance.

[End of the Teaching Regime]