



## **Student Rules and Regulations**

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## Student Rules and Regulations

### Chapter I: General provisions

#### **Article 1: Scope of application**

The Student Rules and Regulations govern the relationships of the students enrolled at the University for International Cooperation (hereinafter the UCI) based on the statutes, its vision, mission and educational project, and is of mandatory knowledge and compliance.

#### **Article 2: Respect for national legislation**

In case there are any modifications to the country's legislation, the national legislation will be considered of higher interest.

#### **Article 3: Modalities of teaching and learning**

The educational services provided by the UCI, producing academic degrees at a bachelor, licenciante, master and doctoral level degrees, as well as services of continued education and training such as graduates, majors and courses for use, among others, use various teaching-learning methods:

- a. Virtual (online): asynchronous interaction mainly among teachers, students and the learning community through Internet-based learning management systems.
- b. Presential: synchronous interaction between teachers and students, in a classroom or common space.
- c. Semi-presential or blended: combination of virtual and presential modalities.
- d. Tutoring: direct and individualized interaction between student and teacher.

#### **Article 4: General Definitions**

**Admission:** Process by which the UCI accepts or rejects the inclusion of an applicant to a Program of Study by compliance of its established requirements.

**Subject:** Each of the courses that compose an academic program of study, each of which takes place in an academic term.

**Academic load:** list of subjects and corresponding credits, in which a student is enrolled for each academic term.

**Certification:** The official certification entity that endorses UCI's academic programs and their students is the National Council of Higher Education (CONESUP, for its acronym in Spanish) in Costa Rica. The final document of degree certification grade of the UCI's students is their Diploma, and the documents that confirm the progress of students through their approved study plan are partial and total certifications.

**Consular certification:** It is a document's certification of validity and in this case is made by a career consul, who is the person designated by a State for protection activities of its connationals in another country. This certification may have, but is not limited to, the following:

1. Notice, legend or reason to indicate the motive for the certification of personality that is done for this effect.

2. Data of the individual whose personality is being certified: a) full name, b) year, month, day, hour and place of birth; c) sex and d) fingerprint of the individual.
3. In addition to the aforementioned, the consular certification shall indicate the following information: name, age, address and nationality of parents and grandparents (maternal and paternal).
4. Finally, the consul will indicate that: the above is done in virtue of (registration, certificate, act, etc.) that are presented in original (or certified copy), which was held in sight and returned in this act to the person concerned, document attesting the act regarding the birth of that person, accrediting his/her personality, which supposes this individual as a member of our society susceptible to acquire rights and contract obligations.
5. Consul's signature.
6. Fingerprint and signature of the person concerned.

This consular certification can also be used for cases where it is difficult to translate the student's name or for cases when the name changes because of customs, only the concrete case for each person must be specified. At the time of submission to the education authority, the birth certificate must be attached just as it is (preferably in original or certified copy).

**Credit:** It is the unit of measurement of academic work that the student requires to achieve higher level skills. It can be based on different parameters such as load of hours/classes, independent study, field trips, lab work, workshops and others, or in learning results. Its calculation is determined on an individual basis by the laws of each country.

**Identity document:** Public document containing personal identification data, issued by a public institution with competent authority to allow personal and unmistakable identification of the student.

**Diploma:** It is the document proving that a person has met the requirements corresponding to a study plan with official recognition of a competent authority or the UCI itself. The issuing institution, the graduate's name, the academic degree and the title are consigned in this document.

**Document of Refugee Status:** Letters, official communications, and other official documents that give an individual the refugee status in a State different from that of his/her nationality; they are generally issued by a circumstance in which it is presumed that the individual is in danger of losing his/her freedom and even his/her life. Force majeure is presumed in these cases, since refugees are individuals seeking asylum in a country different from that of their origin, fleeing from the persecution or violence they face, protecting their freedom or life, depending on the circumstances of each case. This is an unforeseeable and unavoidable situation, which does not depend on the will of the individual, so in a general principle of law, exempts him or her from the compliance of presenting a proof of birth. In such a way, that although this document is not exactly equivalent to a birth certificate, it does explain the circumstance that happens to the immigrant and gives the possibility of an excuse, so for these cases, the concerned individual may be exempt from presenting a birth certificate or equivalent document.

**Degree:** It is the element within the diploma that designates the academic value of the knowledge and skills acquired by the individual, within a range established by the higher

education institutions to indicate the depth and breadth of such knowledge and skills as they can be guaranteed by the diploma.

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

**Fault examining jury:** Group composed by a Dean, a teacher of the subject being taken by the student and at least one more member of the UCI staff, related to the type of fault that is being evaluated.

**Thesis or short thesis examiner jury:** Group of professionals with academic degree equal or superior to that of the candidate to be examined and that is appointed by the Dean or the Program Director, to approve a thesis, a short thesis, or a final graduation project. It is presented by a student who aspires to a certain academic degree after completing all other requirements of the study plan.

**Registration or enrollment:** It is the sequential and periodic process by which the students acquire or renew their status as regular students, as a result of their advance in the Study Plan and by complying with the associated academic and administrative requirements.

**Passport:** Document issued to nationals who so request. It serves for identification to the government of a foreign country, as well as to leave and enter the territory of a nation, and contains data such as name, date and place of birth, in addition to photography, so in this sense, it can be argued, that the document was issued because the person legally exists and can be presented as a document equivalent to a birth certificate.

**Study Plan:** It is the set of subjects and requirements that compose the learning process and must be approved by the students in order to attain the degree they seek.

**Plagiarism:** Very serious fault on behalf of the students when they copy all or part of the works of others, presenting them as their own, whether it is an idea, a paragraph or a phrase from someone else, that means, to manage them without using quotation marks and without explicitly indicating the origin, nor citing the original source of the information.

**Academic term:** It is the time provided for attending a course or group of courses, according to the academic plan and the authorized academic offer. It is expressed in weeks.

**Portfolio of academic evidences:** Collection of evidences (various documents, articles, notes, journals, papers, essays, among others) structured from a selected set of performances that have received preparation or tutoring and that constitute samples of a student's work, that are considered of interest to be preserved as a verification mechanism of the compliance with the program of studies.

**Thesis:** The thesis is an individual work that will consist of the written dissertation, developed with methodological rigor. It is supported by an extensive research that should be on subjects and original proposals of knowledge, or as extension, improvement or application of existing knowledge in the scientific or technical area of the licenciante, master or doctorate program being

coursed. The graduation thesis is approved or rejected through the appropriate defense before the evaluating jury.

**Short Thesis:** The short thesis or final graduation project consists of an individual written work, usually brief and original focused on the practical application of theoretical principles but with less scope and extent than the thesis, developed with methodological and formal rigor. Like the graduation thesis, it must be guided by a tutor and is approved or rejected by its defense before an evaluating jury.

**Title:** It is one of the items contained in the diploma and it designates the object of knowledge or of human endeavor in which the individual has acquired certain skills and abilities. The title, in its most simple scope, designates the area in which the graduate has been educated and trained<sup>1</sup>.

<sup>1</sup> CONARE (Consejo Nacional de Rectores de Costa Rica.) (2012). "Compendio de leyes, decretos y convenios de la Educación Superior. IV Edición. San José."

## Chapter II: Categories of students

### Article 5: Categories of students

UCI classifies students in the following categories:

- a. **Regular students:** students who meet the admission requirements and registration procedures as required by UCI's formal educational offer, which are described later in this regulations and, in particular, in each academic program.
- b. **Students who have completed the Study Plan<sup>2</sup>:** students who have coursed and credited 100% of their current Study Plan and, in the case of the students coursing a Licentiate's degree, have finished their social service, according to the legislation and approval of the programs, and who have still pending the presentation of the graduation modality, getting their degree and obtaining their professional licenses.
- c. **Non-regular students:** students who participate in associate's degrees, seminars or workshops and establish a relationship with the UCI bounded by the time duration of these activities. Non-regular students will be subject to this Regulation in all that is applicable to their condition and to what is established in the current UCI's regulations for continuous education and training. Participation in these activities does not enable any professional degree.
- d. **Graduates:** students who have completed the study plan and requirements of a particular program.

<sup>2</sup> According to the definition for "Egresado" by the Consejo Nacional de Rectores de Costa Rica.

## Chapter III: Inscription, admission and enrollment

### Article 6: General requirements for inscription

To enter a program of study offered by the UCI, the applicant must meet the following requirements:

- a. Complete the registration form for the program.
- b. Pay the registration fee.
- c. Attach the documentation required by the Legislation and by the UCI, the documentation needs to match with the general information of the student:
  - Original or authenticated original copy of the diploma, attesting the most recent degree, immediately preceding the study level he or she wants to apply to.
    - To pursue a master's degree or higher, the minimum degree required is a Bachelor degree, which needs to correspond to the professional profile approved by the competent authority. The minimum degree required for studying a Bachelor's or Licentiate's degree is the completion of secondary or high school education<sup>3</sup>.
    - Original transcript issued by the institution where the program of studies was taken, which intends to validate the academic requirement of enrollment. Such document needs to have the list of courses, the grades obtained, the credits per course and the academic term in which it was taken. It is desirable that it also has the hours of dedication of the student applied per course.
  - Original or authenticated original copy of official identity document, valid for at least six months after the date of its delivery to the UCI.

The condition of validity of the ID document applies also when starting the procedures for Graduation.
  - Two (2) printed photographs or one (1) digital. Photographs should be sharp, with good contrast, the background should be white and it shouldn't be older than 6 months. Photo size should be at least 3.5 cm x 4.5 cm, but not more than 5 cm x 5 cm. Profile (side face) pictures are not accepted.
  - A summarized curriculum vitae, containing at least: contact information, details of all studies, work experience, language skills and a summary of skills and personal competences.

In case that the chosen program of studies requires advanced knowledge of any additional language besides Spanish, the student must show certificates to validate his or her proficiency in that language, for each case in particular.

<sup>3</sup> For purposes of general understanding, the Bachelor of Secondary Education is the degree that enables entry to the basic University formation cycle.

### Article 7: Additional registration requirements for those interested in certification in a host country different from theirs.

For those students living in a country where there is no UCI headquarters, the documents requested in original or authenticated original copy, described in Article 6, additionally have to be:

- Translated to Spanish, in case the documents are written in a different language. The translation must be done by an expert authorized by embassies or consulates, and then be legalized or apostilled, according to the following:

- Legalized by the Consulate of the country of the headquarters where the Study Plan will be accredited, located in the country of residence of the applicant or in a third country in case there is no diplomatic legation, or
- Countersigned with the La Haya Apostille, in case that the country of issue of the Diploma is adhered to such International Convention.

### **Article 8: Obligation to present the original documents**

The applicant may send to the UCI digital copies of all documentation at the time of registration, but has a maximum of 90 days, starting at the opening of the first subject of the Study Plan, to remit the required documents in originals or authenticated original copies, as stated in Articles 6 and 7, to the attention of the UCI's Registrar's Office, otherwise the admission will be revoked without the right for a refund of the payments made in the program in which the student has been enrolled.

### **Article 9: Obligation to make initial payments and formalization of promissory notes**

Confirmation of acceptance on behalf of the Registrar's Office generates an obligation for initial payment that must be formalized through a first payment for registration, and the signing of an unconditional action document, such as a promissory note, for those alternatives that involve financed payments. Further payment obligations regarding tuition must be completed within the dates established in the system and the modality of payment chosen during the initial phase of registration, including payment of interests or administrative fees in case of late payments. In case of delays in complying with the ordinary due date of payments, the student will not be enrolled in the virtual campus or will not be allowed to attend the classes, in case of the semi-presential programs, of the next course that corresponds to be taken, and will not have the possibility to do the scheduled activities nor to deliver the required products, while he or she is inactive, thus losing the corresponding grade points of the course in which he or she is enrolled. After the start date of the course, the student will be able to do an extraordinary enrollment and will have up to three days to make the payment, including the corresponding administrative fee, in order to be enrolled in the course. If the student does not make the payment before the expiration of the extraordinary enrollment period, before the fourth day of the course, then he or she will not be enrolled in that course. The re-entry of the student to the program and to the course, that he or she was unable to take because of the lack of payment on due time, will be done on the date that will be provided by the Academic Assistant, in other cohort, without the possibility of the student to present any objection to this date or for being assigned to a different cohort, having previously paid the corresponding administrative fees. The extraordinary cases will be evaluated by the corresponding Dean.

### **Article 10: Documentation for the student after being admitted**

Upon confirmation of acceptance by the University, regular students will receive proof of admission, a chart with the dates, due payments and rates corresponding to the promissory note to be subscribed, when applicable, and the access links, in the institutional web site, of the Student Rules and Regulations, the Teaching-Learning Contract and the Code of Ethics and Academic Conduct of UCI. The student must return acknowledgement of receipt of the schedule with the due payments and rates, and must return, duly signed, the document of acceptance of the terms contained in the Student Rules and Regulations and the Code of Conduct, as well as the Teaching-Learning Contract, all of it before the beginning of the first course of the program in which he or she is enrolled. This condition is a "sine qua non" requirement to maintain the



active student status.

#### **Article 11: Term of registration**

Enrolment for a subject pertaining to the study program is effective for one school cycle, depending on the selected program, and it is renewed by agreement of the parties, on the basis of the specific Academic Offer of the program, effective at the moment and in accordance with the pre-requirements of the study plan. The student accredits this process with the Department of Registration of the UCI. There are no economic charges for this process.

#### **Article 12: Categories of registration**

Students have the option, during the period of their training, to the following types of registration:

- a. Ordinary registration is the one that is performed within the dates as indicated in the academic calendar of the school.
- b. Extraordinary registration is the one that, due to reasons that are to be qualified by the Program Coordinator or the Dean, is performed after the expiration of the dates indicated for ordinary registration, and within the first three working days after the expiration of the ordinary registration. After this time limit, the extraordinary registration, can only be authorized by the Dean, on an exceptional basis.
- c. Conditional Registration is the one that, due to reasons that are to be qualified by the Program Coordinator or the Dean, is performed with the request for the student to fulfill extraordinary academic or disciplinary requirements. The conditions must be known by the student and be contained in a document signed between the Program Coordinator or the Dean and the student. The non-compliance of the conditions imposed through the conditional registration has the effect of exclusion or expulsion, depending on the academic or disciplinary reason.

#### **Article 13: Obligation to fulfill academic requirements**

To be eligible for enrollment in the school cycle and in any course, as well as to stay in the careers, programs or courses enrolled, the student must comply with the academic requirements set for that study program as well as with the due payments of the tuition fees and other related services. If the student fails to comply with these requirements, he or she will receive a warning that must be addressed within three business days before receiving the sanctions described in the article.

## **Chapter IV: About the students**

### **General rights and obligations**

#### **Article 14: Equality of rights**

All regular students of the UCI shall have equal rights and obligations.

#### **Article 15: About the rights**

The following are rights of UCI students:

- a. To receive academic training provided for in the respective plans and programs.
- b. To be legally enrolled in the school term at the level they are coursing, according to the

current study plan and with the complete documentation requirements for their registration procedures.

- c. To receive secular education, with respect for their beliefs and ideologies.
- d. To know previously and in written form the study plan, the criteria and mechanisms for assessment and to be informed of their results.
- e. To be treated respectfully and in a courteous manner by all staff members of the institution.
- f. To make use of the facilities, equipment and materials of the institution, respecting the relevant internal regulations.
- g. To receive information and answers to the requests, inquiries or complaints made to the different organizational units of the institution within reasonable time.
- h. To be heard and adequately informed of any disciplinary process in which he or she is involved, always in accordance to due process
- i. The student is entitled to request certification of any aspect recorded on his or her file, provided that he or she is up to date with the financial obligations towards the UCI and pays for the respective fees referring to the procedure.

#### **Article 16: About the obligations**

The following are obligations of UCI students:

- a. To know, accept and abide these Rules and Regulations and the Teaching-Learning Contract.
- b. To know, accept and abide the Code of Ethics and Academic Conduct at all times and circumstances during their tenure as regular students of the UCI.
- c. To regularly verify the institutional website in order to know about the updates in the rules and regulations described in articles a. and b.
- d. To make payments for tuition and other services within due time, according to what is established in the financing plans.
- e. To assume the responsibility for their professional training and support as much as possible the professional training of other members of the student community.
- f. To attend in a rigorous manner the timelines and requirements of the academic activities defined in the programs of the courses, as well as to diligently manage the contingencies or exceptions with the administrative and academic authorities concerned in the matter.
- g. To successfully complete the process of induction to learning in virtual environments and to the learning management system in use.
- h. To behave respectfully with the members of the university's community and act consistently with the mission of the institution.
- i. To take care and make good use of the facilities, furniture, materials, equipment, books and other property of the institution, helping to keep it clean and in good shape. In case of damage or willful destruction, the student must repay their economic value to the UCI.
- j. To participate in the quality evaluation that's available at the end of every course, which aims to continuously improve the teaching and learning process.
- k. To read out each of the indications physically delivered or placed in the virtual campus of the university. In the case of not understanding, it is student's obligation to consult, in

accordance with the regulations provided in this article.

- I. To strive in each of the enrolled educational program's courses, making use of their abilities to achieve with their own means and the rightful use of other resources, the best possible grade.
- m. To ensure that in every circumstance the personal and academic information, for registration, enrollment and academic arrangements, is exact, accurate and verifiable.

## Administrative and Academic Regime

### Attendance to the academic activities

#### **Article 17: Attendance systems and conditions**

Attendance to lessons in presential and semi-presential courses is specifically regulated for each subject. The professors of each subject will announce in a written manner, or through a document in the virtual platform, the specific rules that apply to each circumstance.

In the case of the virtual courses, despite the requirements of online presence and individual work to obtain the learning materials, rubrics for assessment and methodological guidelines, there is no specific time of virtual presence established for all courses. The exceptions will be established for each academic program by the corresponding Dean and considering the dynamics involved in the development of the different activities.

#### **Article 18: Failing due to absences in presential and semi-presential courses**

If, for any reason, a student is absent without justification for more than two sessions, in the presential and semi-presential modalities, he or she will automatically fail the course with a grade of 50. For purposes of records registration in the final grades record document, the professor will register the grade as Unjustified Withdrawal (RETI), in case the student assisted to a previous class, or absent (NSP) in case he or she didn't assist to any class.

#### **Article 19: Absences justification system**

The justifications for absence, or failure to participate in the virtual campus, must be submitted within 3 working days after the period of absence, to the respective professor who will determine whether to accept or not the presented excuse. Faced with this decision, the student may appeal to the Program Coordinator or the Dean, which is the highest administrative line.

## Student academic attention and counseling system

#### **Article 20: Academic activity registration mechanism**

Independently of the modality of delivery of the study program described in article three of this Rules and Regulations, the professor's support to the students will be given through the *Learning Management Platform* in use by the UCI, which integrates the *Portfolio of Academic Evidences* and the general records of the student and the learning process.

### **Article 21: About the academic assistance**

Each academic program has a support and assistance structure, called Academic Assistance, to which the students can access in addition to their interaction with the teacher, in order to make inquiries or general administrative and academic requirements, or as a link to other administrative units of the UCI. Access to this resource is done using, in addition to the tools available in the Learning Management Platform, various means of communication and interaction, as described in the websites of each program.

### **Article 22: About the student's record**

In parallel and in coordination with the Portfolio of Evidences, the UCI has the obligation to keep a physical record of each student in which all the facts that contribute to the formation of his/her academic history shall be recorded. There will be records of all the courses taken, approved, incomplete and failed, with the corresponding grades, professor, term and year in which they were taken, contributions and special contributions to research and university outreach to the community; extra-university activities, discipline records, penalties received, if any, summary of the attendance and status of their financial obligations, payments and payment dates, debts and fines, if any, they must also meet the entry requirements. In the case of the short courses or programs, the information of the student will be available for a period of up to 2 years. In the case of access to the virtual campus, the active master's program student will be able to access his or her courses for a period of up to three months after the last course of the program is finished. In the case of short courses or programs, the student will be able to access the course for a period of up to one month after the course was finished. Likewise, in the case of inactive students, because of justified withdraw or failure of payment, he or she will have access to the courses taken for up to one month after the last course that was taken in a regular way. The access to the courses indicated in the lines above does not include the access to the final exam, that in all cases will be available for a maximum of four natural days after the test was taken; this access will be given under the specific conditions that are communicated by the academic assistant.

### **Article 23: Confidentiality of records**

The records are confidential, and can only be consulted by the individual or by the university authorities, in order to decide on appeals, scholarships, graduation and other procedures of similar nature.

## **Voluntary suspension of studies**

### **Article 24: About the temporary voluntary suspension mechanism**

A student may suspend his or her studies at any time by submitting a written communication to the Academic Program Coordinator or to the Dean. In such case, the student will remain suspended from the program for up to four months. If, after this period ends, the student has not applied for reentry, the student will be considered withdrawn and must restart the application process and pay a new enrollment fee for reentry in case he or she wants to return in the future. The Dean will be able to extend the time frame in case of exception, and according to his/her judgment.

### **Article 25: Payment conditions linked to voluntary suspension**

If the application for temporary voluntary suspension occurs within the first two weeks of the start of the course and the student is up-to-date with his or her financial obligations to the UCI, a Justified Withdrawal (RETJ) condition will be registered in the course and the student will have to pay no additional cost if he or she returns to the course within four months. If the student withdraws from the course after two weeks from its start, the student will fail the course and will have to pay it again when reentering. If the student reenters after more than four months, he or she will also have to pay the current re-entry fee. When reentering, the student will have to embrace the current study plan at that moment, having to take the courses that the Program Director or the Dean consider necessary to update the student's study program. The price of the Academic Program that the student has agreed with the University will be maintained as long as there is no suspension of the program and/or delays in the due payments. In the case of a suspension of the study program for more than four months, the prices that apply are those corresponding at the time of reentry, so the student must cover the difference with the prices established when he or she first entered the Program.

## **Reentering (readmission)**

### **Article 26: About the continuity of the educational process at the time of re-entry**

Reentry after a process of temporary suspension will be to the same subject from which the suspension took place, provided that it starts close to the date of reentry. Otherwise, according to convenience, the Program Coordinator or the Dean may authorize one of two choices of action: reentry into a different course, as long as the withdrawn course is not a previous requirement of this other course, or authorization to take the withdrawn course in the tutoring mode.

### **Article 27: Person with whom to perform the reentry process**

The reentry process is to be done with the Academic Operations Coordinator, who will coordinate with the Registrar Department and with the Finance Department the possibilities for reentry according to subject openings, after determining that the student is up-to-date with his or her financial obligations with the UCI.

### **Article 28: Reentry to modified academic programs**

If, when reentering an academic program, it has been subject to curricular modifications, the Program Coordinator will perform an internal study of equivalence or validation and will determine the new path of development of the study plan, and the economic differences that may apply will be calculated.

## **Change of program**

### **Article 29: About change of degree program**

The student may request a change of program to the Program Coordinator or to the Dean of the program that he or she wishes to follow, for the respective analysis of the records in order to check if the admission requirements are met, as well as to analyze the thematic correspondence of approved subjects in the current degree program, generating an internal validation when appropriate.

## Recognition of studies completed in other Universities

### Article 30: About the course validation

After a detailed analysis of the curriculum of each educational program that is presented and as long as the validation rules are met, the UCI will perform a Technical Opinion, known as Validation Document, which will analyze the equivalence between the contents of individual subjects passed in other degree programs offered by higher education institutions duly authorized in the country where they operate, as compared with equivalent subjects taught in the UCI's academic program in which the student enrolls.

### Article 31: Equivalence or validation procedure

The validation or equivalence is accredited according to the country's law:

- by means of a reasoned resolution made by the Dean of the corresponding Study Program and communicated to the Office of the Registrar, after the comparative analysis of the curricular structure of both subjects, stated on the Validation Document.

The validation process will consist on the following general steps:

- a. The student must submit a formal request for recognition of studies to the Program Coordinator or to the Dean, to which a Certificate of Approval of the subjects and their programmatic contents shall be attached, in original and duly sealed and signed by the higher education institution that issues it.
- b. The Program Coordinator will perform a comparative study of the subjects presented and of the academic credits associated with the current degree program in UCI and will issue a Validation Resolution, where it will be considered:
  - Equivalent: a subject in which there is correspondence and logical consistency of, at least, 60% of the objectives and the contents.
  - Not Equivalent: a subject in which the correspondence and logical consistency of the objectives and the contents is less than 60%.
- c. The documentation and resolution, duly signed by the Dean of the respective School is forwarded to the Department of Registration, which records the subject as approved with the relevant indications pertaining to the type of equivalence and will formally notify the student of the outcome of the process.
- d. The subjects that have been recognized in an academic degree may in no case be recognized again in higher degrees or postgraduate studies of another study program, or in postgraduate studies or specializations of the same study program.
- e. The cost of each course equivalence is the same as the current cost of a regular course.
- f. The General Regulations document of CONESUP is applied, section eleven, article forty seven<sup>4</sup>.

<sup>4</sup> [documentos.cgr.go.cr/content/dav/.../DE-35810.doc](http://documentos.cgr.go.cr/content/dav/.../DE-35810.doc)

### Article 32: Consideration of pre-requisites

If, in the resolution of equivalence, a subject of the UCI that has a pre-requisite is considered accredited, the student may take this pre-requisite having previously accredited the subsequent subject, without considering this as a violation of the pre-requisite.

## Recognition of studies taken abroad

### **Article 33: Requirements for recognition**

Applicants who have completed any type of studies in a different country, must comply with the procedures for official validation of these studies as applicable to the country where the UCI is functioning.

## Disciplinary rules (faults, penalties and process)

### **Article 34: Disciplinary rules**

Their purpose is to promote good faith, honesty and compliance with existing regulations, as well as proper interaction and communication among all members of the administrative and academic educational community.

### **Article 35: About the student's obligations**

Those who fail to comply with their obligations or violate the regulatory prohibitions will incur in a disciplinary fault. Anyone who commits a disciplinary fault will be processed in accordance with the procedures foreseen in this Student Rules and Regulations. Exempted from these Regulations are the failure to comply with academic and financial obligations with the UCI and the consequences resulting therefrom, which are not considered as misconduct or disciplinary sanctions.

### **Article 36: About the disciplinary faults**

Disciplinary faults are classified into three types:

- a. Minor
- b. Serious, and
- c. Very Serious or of Particular Seriousness.

The accumulation of at least three minor faults, without attending to the disciplinary actions imposed, will be considered as a serious fault. The accumulation of two serious faults will be considered a Very Serious fault or a fault of Particular Seriousness.

### **Article 37: About minor faults**

Minor faults are all those contraventions to the duties imposed by the regulations and that do not affect the members of the Academic Community in a substantial way and that are not expressly defined as serious or very serious faults.

### **Article 38: About serious faults**

The following are Serious Faults:

- a. Student behavior that undermines the reputation, dignity or prestige of the UCI.
- b. Repeated and manifest hostility or aggression, in word or deed, against students, faculty or administrative personnel and others who serve in the UCI.
- c. Theft, damage or violation of the assets of the UCI or the people that make up the university community.

### **Artículo 39: About very serious faults**

The following are Very Serious Faults:

- a. Any form of plagiarism.
- b. The counterfeiting, forgery or fraudulent submission of documents and signatures that lead to deception about the compliance of academic, administrative and financial requirements set by the UCI.
- c. The acquisition or undue disclosure of the contents of academic assessments.
- d. Any form of electronic or computer crime, or illegal digital process for the purpose of appropriation, alteration, deletion and misuse of academic content, personal and confidential information from members of the academic community, the destruction or damage of computational infrastructure used for facilitating UCI's educational model.
- e. Theft, fraud or attempted fraud on academic activities or individual assessments, either by copying, altering, removing, plagiarizing or passing information to others regardless of the medium or channel used for illegal transmission of academic content.
- f. Promoting or illegally sharing pornography, pedophilia, harassment, drugs and narcotics trafficking or any other adverse behavior through the infrastructure, systems and virtual content used by UCI's educational model.
- g. Any type of impersonation or identity theft or allowing theft of his or her own identity through a third party in academic activities or evaluations.

## **Disciplinary sanctions**

### **Article 40: About the sanctions**

According to the judgement of the competent authority and to the seriousness of the fault, without prejudice to the laws of each country with UCI headquarters, those students who transgress academic or disciplinary order shall be subject to one or more of the following penalties registrable on the student's record, excepting subsection "a":

- a. Removal from the classroom, virtual platform or academic activities.
- b. Verbal admonishment with copy to the record.
- c. Written admonishment with registration to the student's record.
- d. Failing the currently coursed subject.
- e. Disciplinary conditional registration.
- f. Cancellation of scholarships, awards or other benefits granted.
- g. Suspension of the student for up to five years as a maximum.
- h. Definite expulsion additional to the corresponding disciplinary sanction. Fraud and plagiarism will be academically sanctioned with the failing of the subject with a grade of zero (0).

### **Article 41: About the application of the sanction and the competent authorities**

The competent authority for applying the sanctions will do so according to the seriousness of the fault:

- a. The sanctions described in paragraphs a and b of article 40 shall be applied by the professor and the Degree Coordinator or the Dean.
- b. The sanctions described in paragraphs c, d, e and f are the sole competence of the Dean



of the School, or the Degree Coordinator in the scopes defined by the Dean.

- c. The sanctions described in paragraphs g and h require the conformation of a Collegiate Body, thus invoked by the Dean of the School, integrated by the Dean himself, another Dean and the Comptroller of Services.
- d. In the case that any of the members is unable to conform the Body, the Rector will designate the authority to replace that member. This decision shall be notified to the parties and cannot be appealed.

#### **Article 42: Opening and development of the disciplinary process**

The preliminary consideration of the fault as serious or very serious by the Dean and the Degree Coordinator, involves the opening of a disciplinary process within the next ten working days after having knowledge of the apparent irregular deed.

#### **Article 43: Disciplinary process, about the Due Process**

The disciplinary process shall guarantee the following stages and considerations:

- a. Notification to the student concerned about the nature and purpose of the procedure, stating the facts underlying the opening of the procedure, the alleged offenses attributed to him or her, and the indication of the regulations that are considered to have been violated. The student must be advised that he or she may provide the evidence sought to be enforced and the pleas he or she deems appropriate.
- b. For these purposes, the student shall be given seven working days, counted from the day following the notification, by writing to the respective Dean.
- c. Schedule a maximum of two hearings, presential, over the phone or videoconferences, to evacuate evidence, to ensure the student's right to be heard, to present the arguments and produce the proof that he or she considers appropriate, no later than three business days after receiving the written statement from the student.
- d. When the previous period expires, if there were any evidence or pleas presented by the student within the next five working days, the corresponding resolution will be given.
- e. If the student does not use his or her right to defend within the period stipulated, the competent authority shall decide according to the evidence kept in the file.

#### **Article 44: About intellectual property**

The issues related to the scope, management or claims of intellectual property over academic papers, theories, inventions or other related issues are regulated according to the applicable legislation, seeking in all circumstances the respect for the law and the mutual benefit of the actors involved.

#### **Article 45: About the use of quotations**

All quotations or textual references of a document that are not an original intellectual product of the student must be properly cited and referenced using the rules adopted as a standard of general application.

## Chapter V: Learning assessment

### **Article 46: Evaluation by competencies**

The conceptual basis for the learning assessment in the UCI is based on the reference framework for assessment of competencies defined for each academic program, which each student must demonstrate individually upon completion of a course or educational program in accordance with defined performance standards for each case.

The incorporation of knowledge, skills and abilities required is achieved through the promotion of individual and collective activities that consolidate the learning community, which exploits its status as an adult and professional person, including his or her self-direction, experience, social role, expectations for the application of new knowledge to the environment, his or her leadership skills, creativity and critical thinking in the areas of conceptual or empirical strength.

### **Types and conditions of the deliverables and assessment activities**

#### **Article 47: About the assessment activities**

All courses enabling academic credits consider, at least, conducting one final examination and/or equivalent assessment activities as a mechanism for approval of the course, which varies among the different academic programs. These assessments can be done presentially or virtually, depending on the mode of delivery and convenience, as defined by the corresponding Dean.

The creation, strengthening, recycling or updating of the competencies involved is made through conceptual and practical exercises, or individual and group psychomotor exercises, which can be graded qualitatively and quantitatively.

The conditions and mandatory execution of these exercises are set in the specific descriptive program of each particular course.

#### **Article 48: Rating scales of assessment instruments**

The rating scale of the evaluation process of the UCI is established between the percentage values of 0% and 100%. The minimum percentages for approval are:

- a. 70% for the subjects of any academic programs that correspond to the degrees of Licentiate's, Bachelor's or Master's Degrees, except for any of the subjects that are linked with the possible graduation modalities: Final Graduation Project, Thesis, Short thesis, or Final Comprehensive Exam. What is indicated in the resolution issued by CONESUP applies for each program.
- b. 80% for the subjects of any of the academic programs that correspond to the doctoral level.
- c. 80% for any of the subjects that are linked with the possible graduation modalities: Final Graduation Project, Thesis, Short thesis, or Final Comprehensive Exam.
- d. 70% for the subjects of any of the courses, short courses, and others corresponding to continuous education and training, on studies that do not grant an academic degree.

#### **Article 49: Rounding system**

The highest total grade in a subject is 100%. The general rule for rounding is as follows: "if

the digit at the right end of the percentage number is less than 5, the next digit to the left is not modified; if the digit at the right end 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 obtains along the course, in the different deliverables, are registered as percentage numbers with only one decimal. For example, in the case of assignments, 4.25 is rounded to 4.3; 4.26 is rounded to 4.3; 4.24 is rounded to 4.2.

The grade obtained at the end of a course is registered as a percentage number without decimals. In the case of final grades, 79.5 is rounded to 80; 79.6 is rounded to 80; 79.4 is rounded to 79.

### **Article 50: Levels of approval**

The categories indicative of the level of approval of a subject are: approved, failed, failed entitled to extraordinary exam, unjustified withdrawal and voluntary (justified) withdrawal.

- a. AP (Approved): Assigned when the student earns an approving final average grade, according to the scale of values of Article 48.
- b. REP (Fail): Assigned when the student earns a final average grade of less than sixty percent (60%) in a subject, which does not grant the right to a supplementary exam or assignment.
- c. REPE (Fail entitled to extraordinary exam): Students receiving a score greater than or equal to 60% but lower than the minimum approving grade established in the corresponding study program, have the right to present a supplementary exam or assignment per subject, paying the corresponding fee, as indicated in the fee schedule.
- d. RETI (Unjustified withdrawal): When the student fails to participate in academic activities in the minimal way that has been established in the program of the subject.
- e. RETJ (Justified withdrawal): When the student withdraws within the first two weeks of the course, by requesting the suspension from the program.

The annotation NSP (absent) is recorded in the grades document for those students who, once enrolled in a course, do not participate in any of the presential or virtual activities.

### **Article 51: Unjustified absence from the assessment activity**

When the student has a justified cause to be unable to present a quantitative or qualitative mandatory assignment or deliverable, or to take an exam in the established date, he/she can present, as a first option, a reasoned written request to the facilitator for it to be rescheduled. The facilitator will give a resolution to the request the latest a business day after the notification is sent. The rescheduling of an assessment activity can be for up to a week maximum, after the rest of the group has done such assessment activity with the particular conditions that the facilitator decides for doing it. In extraordinary cases, due to force majeure, the student can request the rescheduling of a final exam for up to a maximum of eight days, with previous justification and acceptance of the facilitator. In case of being approved, the student shall cover the corresponding administration fee before taking such exam.

### **Article 52: Obligation of delivering assessment results**

The teacher has the obligation to deliver to the students their exam grades or the grades of other assessment tools that do not have underlying automatic evaluation mechanisms no later

than eight calendar days after they are taken, otherwise the student may file a claim to the Academic Program Coordinator.

The supplementary exams can be written or oral and must be done, at the latest, eight business days after the delivery of the final grades of the corresponding course, the same applies for the application of a supplementary assignment.

### **Article 53: Loss of assessment tools by the professor**

Proven loss of an exam by the professor entitles the student to the minimum passing grade or to retake the exam, whichever the student prefers.

## **Proficiency exams**

### **Article 54: Requirements for proficiency exams**

The proficiency exam is the proof that a student may present when he or she considers to possess conceptual dominion of the contents of a particular subject. Proficiency exams are governed by the General Regulations of CONESUP<sup>5</sup> and by the following considerations:

- a. Make a written request to the Deanship to which the academic program belongs. The approval or rejection of the request corresponds only to the respective Dean.
- b. The exam must be structured on the basis of the objectives and contents of the subjects included in the study program and not on the student's knowledge claim.
- c. Be enrolled in the subject at the moment of taking the proficiency exam. The fee for a proficiency exam is equal to the cost of the course.
- d. Having passed the subjects identified as pre-requisite for that subject.
- e. The subject that the student wishes to pass by taking a proficiency exam cannot have been taken previously or failed, except by a previous proficiency exam. The maximum number of attempts for the same subject is two (2) attempts.
- f. The proficiency exam may be oral or written. The written proficiency exam will be presented to a professor related to the subject, appointed by the Program Coordinator or the Dean. Oral exams will be made presentially or virtually in front of a jury composed of, at least, two professors related to the subject.
- g. In any case, there should always be a report indicating the proceedings, the student's performance, and it must be duly signed by the members of the jury.

<sup>5</sup> [documentos.cgr.go.cr/content/dav/.../DE-35810.doc](http://documentos.cgr.go.cr/content/dav/.../DE-35810.doc)

### **Article 55: Exceptions for proficiency exams**

The UCI will not approve Proficiency Exams for those subjects that, for their particular conditions of a clinical or practical learning and teaching process, require the physical presence of the student. The previous is up to the criteria of the corresponding Dean.

### **Article 56: Academic equivalence of a proficiency exam**

The grade obtained on a proficiency exam will be recorded on the academic period in which the student is enrolled and will have all the academic effects of a regular subject. In a given academic study plan, not more than 33% of the subjects can be presented by proficiency.

## Recourse for revision (reconsideration) and appeal for the grading of assessment activities

### Article 57: General mechanism for appeal

If the student does not agree with the final grade obtained in any type of assessment activity he or she shall:

- a. Submit a written recourse for revision (reconsideration) to the professor within five business days, once the final grade is known, in which the student sustains in detail the reasons for disagreement.
- b. The professor will have three business days to decide, counted from counted from the day after receiving the claim. This time period can be increased by the Coordinator of the academic program or the respective Dean with proper justification.
- c. If no response is produced on behalf of the professor, or the student disagrees with the professor's resolution, the student may raise, within the next five working days from the date of the professor's resolution or the date when he or she should have responded, a written appeal, properly reasoned, through the means established by the University, delivering the necessary proofs for his/her position, to the Academic Program Coordinator or the Dean, who will ultimately decide within five working days counted from the day after receiving the appeal or in an additional period of time if so required. This is the final appeal resource.
- d. In each course, special procedures for submitting requests for review or reconsideration may be established, that do not oppose what is dictated in this Regulation and that students should observe.

## Modification of obtained grades

### Article 58: Modification of final grades

Changes to final grades in the records of a subject sent to the Department of Registration, due to a proven error, may be done only with the signature of the professor and the corresponding Academic Program Coordinator<sup>6</sup> during the next three months from the date of delivery. After this time, every change will also need the written authorization from the Rector. If it is not possible to locate the professor of the course, the Rector, by mutual agreement with the Academic Program Coordinator, will be entitled to determine the necessary changes in the final grades of a course, having previously examined the relevant documentation.

<sup>6</sup>It is understood that the Academic Program Coordinator is the Degree Coordinator. In the case that there is no Degree Coordinator, this function is correspondent to the respective Dean.

## Chapter VI: Graduations

### Article 59: About the graduation process

The Graduation Process is conceived as the series of steps that a student performs for accrediting the compliance with the study plan of the program he/she is coursing, and which ends with the Graduation Ceremony.

### Article 60: Requirements for graduation

To qualify for graduation, the student must:

- a. Have passed all the courses that integrate the Study Plan of the coursed degree program.
- b. Have passed one of the graduation modalities enabled for the Study Plan of the coursed degree program.
- c. Have no pending documentation or financial obligations with the UCI.
- d. Have cancelled the graduation fees.

#### **Article 61: Certification of graduation**

For a student who meets all the requirements as indicated in Chapter III and Article 60, upon request from the interested party to the Registrar's Office and until the corresponding diploma is delivered, the UCI can issue a *Certification of Graduation* that establishes fulfillment of requirements, after paying the respective fee. For the cases in which the documents were not approved by the national accreditation institution, there is the option of an UCI issued degree diploma at the instance of the student, which is ruled by the Regulation for expedition and delivery of UCI issued (own) degree diplomas.

#### **Artículo 62: About the types of diplomas**

The UCI is enabled to deliver the following types of diplomas:

- a. With official recognition of studies from the country's educational authorities.
- b. Own: diplomas that meet the same characteristics of a diploma with official recognition of studies regarding credits, professors, study programs, admission requirements and academic quality, but is not registered with the authorities of the country where the degree program is credited.
- c. Honor diplomas: Students can get an "honor graduation" if their cumulative average is in the top three averages of the graduation for the corresponding degree program, as long as it is greater than ninety percent.

## **Chapter VII: About the student organization**

#### **Article 63: Student organization**

The students of the UCI have complete freedom to organize and create associations by academic programs. The procedures will be regulated through the Administrative Direction. The student representation towards the diverse university bodies will be ruled by what is established in Article 10 of law number 6693, of November 23<sup>rd</sup>, of 1981, from the CONESUP.

## **Chapter VIII: About the student well-being**

#### **Article 64: Curricular Adjustments**

The UCI might, in some occasions, considering the particular situation of the student, make not significant curricular adjustments.

The student who requires not significant curricular adjustments, or who has any type of disabilities, must report this requirement before enrollment and must provide a study performed by a physician or psychopedagogue, as may correspond, with a maximum antiquity of one year, in order for UCI to consider the feasibility to attend his/her requirements in the program. If such

professional study is not presented, the student won't be able to later adduce the need for such adjustments during his/her studies.

**Article 65: Benefits for the students**

The UCI, through the spaces for communication provided in each course, will inform the students about possible job opportunities, complementary courses, webinars, discounts in the purchase of educational services, and other benefits, so they can be used by the Student Community.

## Chapter IX- Final provisions

**Article 66: Unforeseen matters**

Matters not provided for in the articles of this regulation will be studied and resolved by the corresponding Dean and Academic Coordinator.

**Article 67: Interpretation of doubts and inaccuracies**

Doubts and uncertainties that might arise about the correct interpretation of these rules and regulations shall be resolved by the Academic Council, through the established procedures.

**Article 68: Obligation to know the rules and regulations**

Ignorance of these rules and regulations cannot be invoked as grounds for non-compliance.

**[End of rules and regulations]**