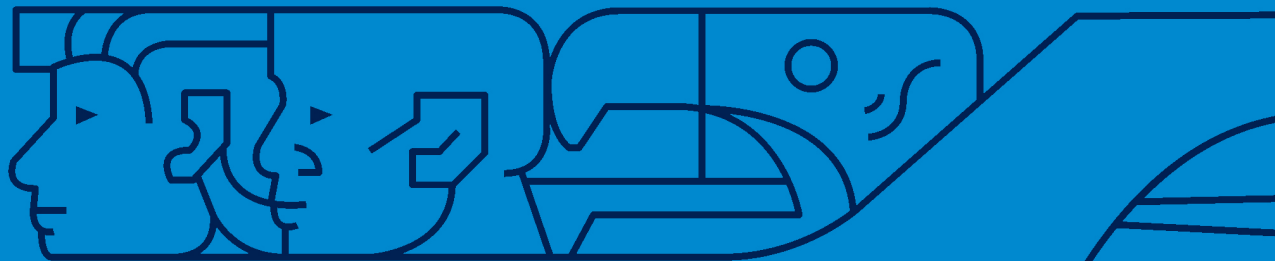


TECNOLÓGICO DE MONTERREY



GENERAL REGULATIONS FOR STUDENTS

GENERAL REGULATIONS FOR STUDENTS

**INSTITUTO TECNOLÓGICO Y DE ESTUDIOS
SUPERIORES DE MONTERREY**

Promulgation date: July 2006

Amendments: 2010, 2014, 2015, 2016, 2017

D.R. © Instituto Tecnológico y de Estudios Superiores de Monterrey
Ave. Eugenio Garza Sada 2501 Sur, Col. Tecnológico C.P. 64849, Monterrey, N.L., Mexico.

No part of this document may be reproduced in any form or by any means without prior written permission of Instituto Tecnológico y de Estudios Superiores de Monterrey for any external person or activity.

AMENDMENTS TO THIS EDITION

1. The concept of smoking has been added to the section General Definitions.
2. Articles 31 and 33, related to academic integrity violations, have been amended.
3. Article 74 has been amended with the objective of eliminating the issuance by administrative process of the sanction of academic withdrawal for students who reoffend in the consumption of alcohol, narcotics, illegal or controlled drugs, leaving the task of issuing the possible sanction to a disciplinary committee.
4. The guidelines for official trips have been incorporated into Chapter XV and the chapter on observance and oversight of this regulation changes its numeration to XVI. Article 77 has been modified and its numeration changes to 110.
5. An Appendices section has been included to complement Chapter XV on Official Trips.

CONTENTS

INTRODUCTION	7
GENERAL DEFINITIONS	9
CHAPTER I Student rights and obligations	19
CHAPTER II Confidentiality of student information	25
CHAPTER III Student groups	29
CHAPTER IV Freedom of speech	33
CHAPTER V Student publications	37
CHAPTER VI Organization of events	41
CHAPTER VII Student participation in the Institution's enhancement	45
CHAPTER VIII Complaints	49
CHAPTER IX Disciplinary offenses	53
CHAPTER X Specific student behaviors	57
CHAPTER XI Sanctions	63

CHAPTER XII	69
Procedures for applying sanctions	
CHAPTER XIII	79
Student psychological support	
CHAPTER XIV	83
Prevention of addictions and alcohol, narcotics and drug abuse	
CHAPTER XV	91
Official trips	
CHAPTER XVI	99
Observance and oversight of these regulations	
TRANSITORY ARTICLES	101
Legality of these rules and regulations	
APPENDICES	102

INTRODUCTION

Since its foundation, Tecnológico de Monterrey has fostered in its students a culture of endeavor as a characteristic of their personal preparation, as well as dedication to their studies as the basis for guaranteeing professional success.

The purpose of these regulations is to offer a regulatory framework that facilitates the fulfillment of the Vision and Principles of Tecnológico de Monterrey as an educational and training institution. Moreover, these regulations offer guidance and seek to promote an environment of harmony and companionship that enables students to enjoy a fulfilling experience during their studies at this Institution.

The regulations mention some of the most common situations that might arise within the student community and that can be considered as learning moments to foment the values and behaviors that the Institution expects of its students.

Chapters I through VIII specify students' rights, such as: data confidentiality, participation in student associations, freedom of speech, student publications, organization of events, and student participation in institutional enhancement, among others.

Chapters IX through XII describe the Institution's expectations regarding student conduct in relation to the teaching-learning process, academic honesty and order, as well as the image and prestige of the Institution and of the students themselves. They also define the existing procedures for imposing sanctions.

Chapters XIII and XIV contain the provisions for maintaining a culture of prevention and early intervention in situations that could put our students' success at risk.

Chapter XV defines the rules to be fulfilled by students when participating in the official trips offered by the Institution to students as part of their academic and personal development. In the case of students who are minors, this commitment

shall also be made by the person who exercises parental authority or legal guardianship.

This edition includes the changes proposed by the Academic and Educational Innovation Vice Rector and by the National Director of Student Leadership and Development, based on the recommendations formulated by a committee made up of representatives of all the Schools of Tecnológico de Monterrey. This edition includes the changes proposed by the Vice-President for Academic Regulations, based on the recommendations made by a committee in which all the regional presidencies and the high school, undergraduate and graduate vice presidencies of Tecnológico de Monterrey are represented.

I am confident that these regulations will contribute to students' preparation as ethical, responsible citizens who, from their place in society, will promote a fairer, more upright country for everyone.

Dr. David Alejandro Garza Salazar
Rector of Tecnológico de Monterrey
August 2017

GENERAL DEFINITIONS

The following terms have been defined for the purposes of this document:

- 1. Substance abuse.** Action and effect of the misuse, excessive, unfair, improper or undue consumption of any substance.
- 2. Common areas.** The campus's areas or facilities other than classrooms and service centers. This term includes corridors, walkways, sidewalks, small squares, bathrooms and green areas, among others.
- 3. Bladed weapons.** Instruments in the form of a blade, made of any material, with the hardness and sharpness or edges with which an attempt against a person's physical wellbeing can be made. The term includes, but is not limited to, swords, switchblades, single or double-edged knives, and sharp pointed objects.
- 4. Firearms.** Instruments, means or machines for attacking someone or defending oneself, with which one or several shots can be fired by means of the ignition of gunpowder or another explosive. The term firearm means any type of mechanical instrument used to fire devices at high speed. This category includes pistols, rifles, carbines and machine guns –percussion, precision, semiautomatic or automatic– that shoot devices such as bullets, blanks, buckshot and slugs, including, but not limited to instruments such as catapults, bows and crossbows. For the practical purposes of this document, this term will be used for any instrument that falls within this category owing to its functional characteristics.
- 5. Hearing.** Procedure in which Tecnológico de Monterrey students and authorities are given the opportunity to be heard when they expose, claim and request a review of cases of regulatory noncompliance at the Institution.
- 6. Authority.** Understood also as the school authority, which consists of those responsible for making decisions within the Institution.
- 7. Government authority.** The individuals who govern or exercise legal control in any of the jurisdictions corresponding to federal, state and municipal contexts.

- 8. Alcoholic beverage.** Any type of beverage with a proof grading of 2% or more in volume, or the equivalent in any other measurement system, that contains alcohol or ethanol in its formula. It also refers to alcoholic beverages obtained by means of fermentation or distillation, including but not limited to: beer, liquor, brandy, whisky, rum, tequila and mescal, and any of their mixes. They also include low-calorie or calorie-free long drinks that contain the aforementioned level of alcohol.
- 9. Energy-booster drinks.** These are beverages with stimulating properties that supposedly provide consumers with relief from fatigue and exhaustion, and enhance mental abilities and detoxify the body. They contain caffeine, vitamins and other organic substances such as taurine, which eliminate the sensation of exhaustion in the person who consumes them. They do not usually contain alcohol and must not be mixed with the same, since the combination blunts the depressant effect of alcohol in the central nervous system. They should not be confused with rehydrating beverages or any other type of beverages, such as fizzy drinks. Since they contain a high level of caffeine, they can produce dependency and the manufacturer recommends consuming no more than a small can (255 ml) per day.
- 10. Campus.** Legitimately owned or used physical space, property or land of Tecnológico de Monterrey in which the facilities belonging to or under the control and use of the Institution and its service centers are located. The term includes, among other elements, streets, walkways, paths, gardens, parking lots, buildings and adjacent roads that comprise the facilities in which the Institution's activities are conducted. It is applicable, in the same circumstances, to the physical space occupied by the international liaison offices, sites and international offices of Tecnológico de Monterrey.
- 11. Degree program or academic program to which the student belongs.** The high school, undergraduate or graduate academic program in which the student is enrolled.
- 12. BAC.** Term used for the abbreviation of blood alcohol concentration.
- 13. Disciplinary case.** Situation in which a disciplinary offense occurs that implies a violation of these regulations.
- 14. Service centers.** These are the campus facilities where a service is offered to the academic community. This term includes, among others, the

cafeteria, cybercafé, library, copy center, gymnasium, bookshop, treasury office or the promotional item store.

- 15. Student Support Committee.** A group of people who gather to support students who might require some form of psychological and educational counseling, in order to improve their academic and personal performance.
- 16. Disciplinary committee.** A group of people who gather to review cases of possible disciplinary offenses that might warrant sanctions, loss of rights, temporary suspension or definitive dismissal from the Institution.
- 17. Academic community.** A group of people comprised of the educators from all the Tecnológico de Monterrey campuses.
- 18. Tecnológico de Monterrey community.** A group of people comprised of the students, parents, alumni, faculty, employees, directors and board members from all the Tecnológico de Monterrey campuses.
- 19. Academic community.** A group of people comprised of the students, faculty, employees and directors from all or each of the Tecnológico de Monterrey campuses.
- 20. Student community.** A group of people comprised of Tecnológico de Monterrey students.
- 21. Consumption.** Use of edibles or other goods to satisfy needs or desires. This concept includes, but is not limited to, the ingestion, drinking, aspiration, topical application and inhalation and injection.
- 22. Psychological and Educational Counseling Department.** Service department responsible for supporting students who have behavioral or psychological problems.
- 23. Associate Dean of the School or equivalent.** The person who coordinates all the academic and extracurricular matters related to students.
- 24. Director of Student Affairs or his/her representative.** The person who coordinates all the extracurricular matters related to students. The Director is in charge of the departments of: art and culture; athletics and sports; leadership and experience; disciplinary matters; and life and career center, among others.

- 25. National Director of Student Leadership and Development.** Individual who leads, at the national level, all the matters related to the comprehensive preparation offered to students in order to generate in them a memorable experience. The programs for art and culture; athletics and sports; leadership and student experience; counselling; life and career center; and disciplinary matters fall under his/her leadership.
- 26. Program Directors, Academic Department Directors, Division Directors, High School Directors, Directors.** The person who coordinates academic affairs related to students.
- 27. Dangerous devices.** Accessories that can cause harm. This category includes sticks, cudgels or equivalent, as well as devices that generate electrical discharges, among others.
- 28. Equipment.** Collection of special utensils, instruments, devices and apparatus for a specific purpose. They include, but are not limited to, computers, laptops and scanners; projection equipment, such as overhead projectors, projectors, videocassette players, television sets and screens; laboratory equipment, such as burners, Petri dishes, test tubes and scales; cafeteria equipment, such as tableware, silverware, salt shakers and napkin holders; sports equipment, such as boards, balls, goal nets and hoops; and others, such as wastebaskets, soap dishes, towel rails and mirrors.
- 29. Student or Pupil.** Any person who wishes to increase his/her knowledge in the courses of an academic, extension or diploma program, with academic or extracurricular credit, at any academic level, school, campus, liaison office, site or international office of Tecnológico de Monterrey. In national and international exchange programs that involve double enrollment, the jurisdiction over the pupil's conduct will be determined after consultation with the directors of Tecnológico de Monterrey and the directors of the other university to which the pupil belongs. The term student or pupil also means any group of students or pupils who are officially registered at Tecnológico de Monterrey.
- 30. Anti-doping test.** Clinical test or analysis for detecting residue of illegal or controlled drugs.
- 31. Smoking.** Inhaling or exhaling nicotine smoke or that of any other substance using the combustion method, such as cigarettes, cigars or pipes; or the vaporization method, such as electronic cigarettes.

- 32. Student group.** A group of students created for a common purpose and that is registered with the Office of Student Affairs. It can adopt the name association or society, terms that, for the purposes of this document, are considered equivalent to student group.
- 33. Habituation.** Habituation is a decrease in the intensity of response to a specific stimulus. In this case, it is used to describe an individual's desensitization owing to the consumption of a substance (alcohol, tobacco, pharmaceutical drugs, illegal drugs) that might occur as the result of the frequent use of the same, which could eventually lead to an addiction.
- 34. Emotional instability.** In the case of a student who presents attitudes, behaviors, thoughts that denote a state of psychological instability, which prevents him/her from functioning properly in social, affective, cognitive and personal areas or that could even be putting their life at risk.
- 35. Violation of the Law.** Any conduct that results in an illegal event. For conduct to be considered in this way, the competent government authority should sanction the conduct in question based on the law, issuing a resolution for the same.
- 36. Institutional.** Related to Tecnológico de Monterrey.
- 37. Facilities, own facilities, facilities under control and in use.** Premises provided with the necessary means to carry out a professional or recreational activity. This includes, but is not limited to, sports facilities, such as running tracks, grass, concrete or wood sports fields or courts; classrooms, buildings, administrative offices, service centers and support centers.
- 38. Area manager, area director, area head, service center manager or director, director.** Includes all the people who work as coordinators and have subordinate staff, an office, department, head office, service center or area who are not directly related to teaching practices.
- 39. Adult.** In accordance with Mexican law, a person who is 18 years old or older.
- 40. Minor.** In accordance with Mexican law, a person who is not yet 18 years old.
- 41. Furniture.** Set of movable property in premises, in a facility.

- 42. Narcotic or drug.** In this document, these two terms mean the same. They refer to substances that produce stupor, muscle relaxation, dulled awareness and changes to the state of consciousness. Stupeficient, psychotropic, enervating, natural or synthetic chemical substance that can affect the body and its processes, the mind and nervous system, behavior and feelings. Any type of toxic or harmful substance. Medication that alters the mind when used in excess of the medically prescribed dose. It includes all substances specified by law, such as in the General Health Act, including, though not limited to:
- Prohibited stimulants, such as amphetamine, cocaine and crack or rock.
 - Legally permitted stimulants such as nicotine, alcohol and caffeine.
 - Depressants, such as barbiturates, tranquilizers, and methaqualone.
 - Hallucinogens, such as LSD, acid, PCP, angel dust, peyote, MDA, DMT, STP and psilocybin.
 - Narcotics such as heroine, morphine, opium, codeine, meperidine and methadone.
 - Cannabinoids, such as marihuana and hash oil.

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

- 43. Academic level.** Set of courses defined in a curriculum which culminates in the award of a diploma or degree certificate. Examples of academic levels are high school and undergraduate studies, and master's and doctoral degrees.
- 44. Parental authority, the person who exercises parental authority, parents, legal guardian.** Institution or person that has control or legal function over non-emancipated minors, with the aim of assuring that they receive a suitable education. For the purposes of these regulations, parental authority will be deemed to have been lost when established by law, i.e. by legal resolution or emancipation of the minor.
- 45. Support staff, support professional, service staff, administrative staff.** These terms refer to all the people who perform a non-academic function.

46. Professor, adjunct professor, assistant professor, trainer, instructor.

These terms refer to the people who perform academic or extracurricular work.

47. Prohibited. Behaviors forbidden by law or by regulations.**48. Property of Tecnológico de Monterrey.** This refers to assets that include, but are not limited to, land, facilities, appliances, equipment, furniture, that have been purchased by or are leased or lent to the Institution for its use. In all cases, Tecnológico de Monterrey is responsible for them and for the purposes pursued with their use.**49. Evidence. Evidence refers to overall proof.** A piece of evidence shows what happened or the circumstances in which it happened, for example the case of a disciplinary offense to be analyzed. It is used in evidentiary hearings within the analysis process of a case in which an Educational Support Committee or Disciplinary Committee participates.**50. Premises. Space contained within certain limits.** For the purposes of this document, it is equivalent to the term campus.**51. Academic regulations.** Document that brings together the provisions by which the academic activities are guided at the campuses.**52. Readmission.** Activities that involve the reincorporation of the student to Tecnológico de Monterrey.**53. Tecnológico de Monterrey.** The term Tecnológico de Monterrey means, for all purposes, Instituto Tecnológico y de Estudios Superiores de Monterrey. Tecnológico de Monterrey is an institution that forms part of the private National Education System under the statute of a Free University School with its own legal personality, established by the presidential decree issued on July 24, 1952, and published in the Official Journal of the Federation on September 12 that same year, formally recognizing the official validity of the studies completed at this institution. Subsequently, in the Official Journal of the Federation, on March 5, 1974, agreement No. 3438 of the Ministry of Public Education was published, stipulating that the studies offered by Instituto Tecnológico y de Estudios Superiores de Monterrey anywhere in Mexico, will be fully and officially valid in accordance with the Regulations for the Revalidation of Degrees and Certificates granted by free university schools, published in the Official Journal of the Federation

on July 26, 1940, exactly as set forth in Public Deed No. 22,243 dated December 20, 1988, witnessed by Fernando Arechavaleta Palafox, head of the Notary Public Office No. 27 operating in this city and registered in the Public Commercial Registry under No. 286, vol. 27, Book 6 Section III Civil Association, on December 23, 1988. The term includes all the campuses, liaison offices, sites and international offices of Tecnológico de Monterrey.

54. Regional Vice President or Campus Director. The individuals who serve as the maximum authority in the operation of a campus.



CHAPTER I

CHAPTER I

Student rights and obligations

Article 1

All students at Instituto Tecnológico y de Estudios Superiores de Monterrey, hereinafter Tecnológico de Monterrey, have the same rights and obligations. The proper exercise of rights and faithful fulfillment of obligations are, primarily, a question of the students' honor.

Article 2

All students must know and comply with the relevant principles and regulations of Tecnológico de Monterrey, and accept and behave in a manner that is consistent with the values set forth in the Vision of the Institution.

Article 3

All Tecnológico de Monterrey students must sign their commitment to complying with the content of these General Regulations for Students, the academic regulations corresponding to their educational level, and other regulations in effect at each campus and nationwide, such as:

- Academic Regulations for Students, according to the educational level
- Student Regulations for Official Trips.
- Policies and rules for visits by political candidates.
- Rules for receiving donations and sponsorships.
- Regulations on Scholarships and Financial Aid, according to the educational level.
- Scholarship-holder Service Regulations.
- General Regulations for Social Service.
- General Regulations for Social Service in Healthcare for Physician and Surgeon Students.
- Student Regulations for International Programs, according to the educational level.

- Regulations for using the campus' facilities.
- Student Regulations for Health Programs in Clinical Activities, according to the provisions of the Official Standard for Medical Residencies and Clinical Fields.

In the case of students who are minors, the person who exercises parental authority or the legal guardian must sign this commitment.

Article 4

The obligation set forth in Article 3 must be carried out on signing the admission application during the initial registration process at Tecnológico de Monterrey. This commitment comes into effect as long as the student is enrolled in that educational level and implies the obligation of keeping up-to-date on any amendments that might be effected in the corresponding regulations, even if they signed the admission application as a minor.

Article 5

All students must carry and show, when so requested, their current institutional ID in order to access and make use of Tecnológico de Monterrey's facilities and to receive the services offered in them. Carrying and showing the institutional ID can be a requirement for students to participate in activities organized or promoted by the Institution itself, inside or outside its facilities. Students who do not carry and show the institutional ID can be denied the exercise of these rights. If students exchange a personal, non-transferable document, such as the student ID or carpark card, this will be considered as an offense that infringes upon the order of Tecnológico de Monterrey, the prestige and rights of individuals or the Institute itself, in accordance with Chapter IX herein.

Article 6

For their own physical wellbeing – and the financial security of their families – all students are under the obligation to be protected by major medical insurance and tuition-fee payment insurance in the event of the demise of the person responsible for paying the same. The student, or the person who exercises parental authority, is responsible for assuring that these insurance policies will be valid throughout the entire period of his/her studies at Tecnológico de Monterrey.

For this, students can acquire these services from the insurance companies offered by Tecnológico de Monterrey or prove that they have acquired equivalent services with another insurance company.

Article 7

For their own physical safety and that of the educational community, students are strictly forbidden from carrying dangerous devices, firearms, bladed weapons and other dangerous weapons, or weapons prohibited by the corresponding law when they are found in: any facility owned by or under the control and use of Tecnológico de Monterrey, its service centers, liaison offices, sites and international offices; any official, academic or extracurricular activity carried out inside or outside its premises; or social service activities or any activity organized by a registered student group. Violation of this Article is considered to disrupt the institutional life of Tecnológico de Monterrey, in accordance with Chapter IX herein.

Article 8

Students who have submitted fake or altered diplomas or documents for admission purposes, will be required to withdraw definitively following the procedures described herein. Moreover, if during the admission process any diploma or document presented by the applicant is discovered to be fake or altered, the student's application will be permanently rejected at any educational level of Tecnológico de Monterrey and his/her lack of academic integrity will be reported to the Office of the Registrar and Academic Support Services, which will communicate the same to all the campuses.

Fake documents submitted to Tecnológico de Monterrey by students will not be returned and could be remitted to the institution mentioned in such documents, for all legal purposes.

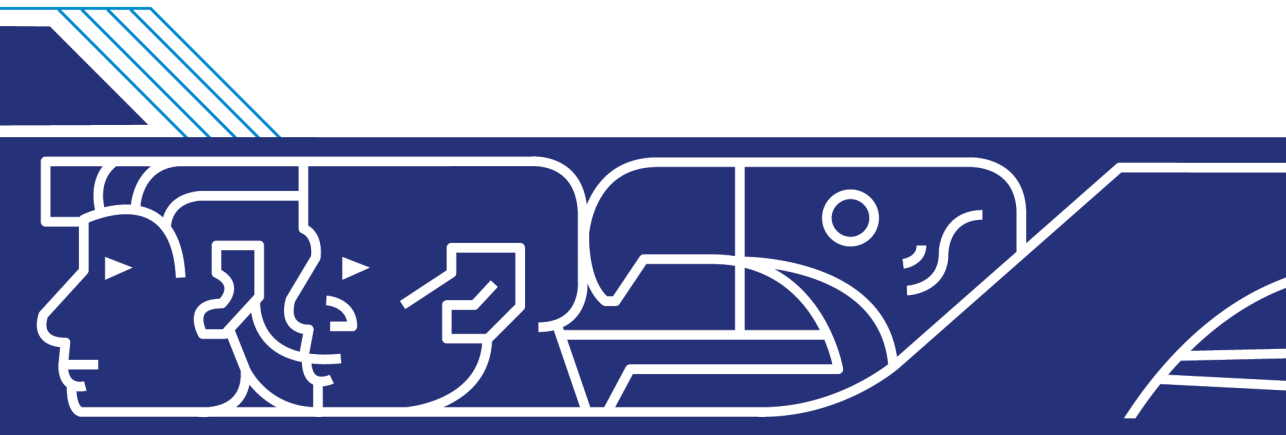
Article 9

Tecnológico de Monterrey is not responsible for the theft or loss of any property of the members of its community, or for reimbursing the cost of the property in question, but will consider the theft as a disciplinary offense and apply the

corresponding sanction to the person who is responsible for the same, in accordance with the procedures stipulated herein. If necessary, Tecnológico de Monterrey will file a legal complaint of the events and place the offender at the disposition of the competent authority.

Article 10

All undergraduate students must complete their social service as a graduation requirement and in accordance with the provisions of these regulations and of the General Social Service Regulations or the Regulations for Social Service in Healthcare for Physician and Surgeon Students, as appropriate.



CHAPTER II

CHAPTER II

Confidentiality of student information

Article 11

Reports concerning, conduct, character and other aspects of a student's life will not be included in the official transcripts.

Article 12

Students, on completing, signing and submitting the admission application together with the supporting documents, acknowledge their awareness of the academic objectives, educational and institutional purposes, and confidential use of the same, and give their consent for the treatment of their personal information.

The information that Tecnológico de Monterrey possesses on a student will only be provided:

- a. To the student him/herself, when expressly requested in writing.
- b. To a third party, when the student is a minor and the information is requested by the person who exercises parental authority over the student or is his/her legal guardian.
- c. To a third party, when the adult student so authorizes in writing.
- d. To the competent authorities when requested officially in writing.

In addition, a student's information that Tecnológico de Monterrey possesses will be provided freely in the following cases:

- a. When a law or treaty in which Mexico participates so indicates.
- b. When the transfer is necessary for prevention or medical diagnosis, the provision of healthcare assistance, medical treatment or the arrangement of healthcare services.
- c. When the transfer is necessary by virtue of a contract entered into or about to be entered into that is of interest to the subject, DPO and a third party.
- d. When the transfer is necessary or legally required to safeguard a public interest or for the pursuit or administering of justice.
- e. When the transfer is necessary for the recognition, exercise or defense of a right in a legal process.

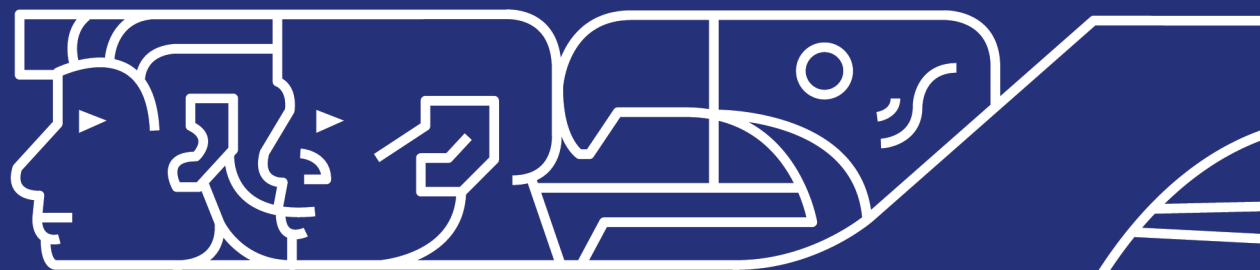
- f. When the transfer is necessary for maintaining or fulfilling a legal relationship between the DPO and the subject.

Article 13

The information on a student that Tecnológico de Monterrey possesses will be used inside the Institution to perform its academic and educational task and thus fulfill its Vision.

Article 14

Tecnológico de Monterrey undertakes to maintain the confidentiality of its students' information, including information related to their academic performance, except in situations that threaten the students' or third parties' lives or the Institution, or when it is officially requested in writing by a competent authority, in accordance with the admission application agreed upon and signed by the student and/or parent or guardian.



CHAPTER III

CHAPTER III

Student groups

Student groups enable students to develop their capacity for relating with the community, owing to their constant participation as academic, cultural, sports, recreational and community-support event organizers. As members of student groups, students will be able to increase their sense of belonging to and appreciation for the Institution, their commitment to community service, their capacity for innovation, their entrepreneurial spirit and leadership, while performing their activities.

In these groups, students learn to establish democratic ways of forming their governing bodies, carrying out electoral processes, and obtaining donations and sponsorships from companies and organizations that share their goals.

The Institution, with the aim of fomenting respect for any form and expression of diversity, recognizes the student groups that are interested in forming an association whose purposes do not contravene the institutional Principles, Values and regulations. The purposes, activities, ideological stances and points of view of the registered student groups do not necessarily reflect the point of view of the Institution.

Article 15

In order to promote their wholesome integration, companionship, personal growth, education and development, together with teamwork, leadership and solidarity, students will have the right to associate with each other for the purpose of attending to their interests as pupils.

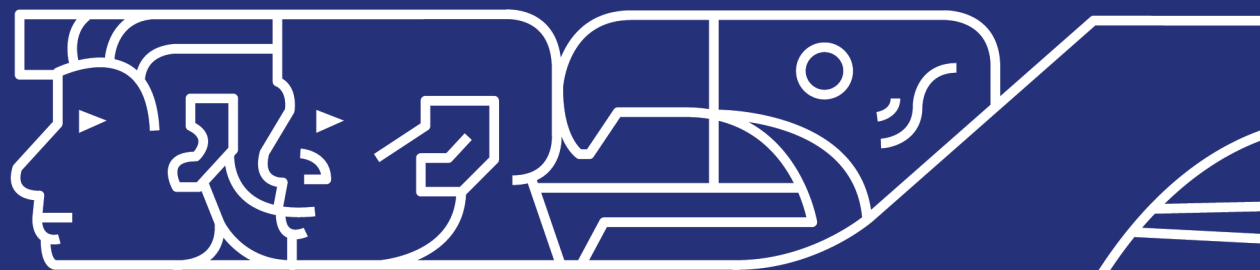
Tecnológico de Monterrey's authorities will only accept as legitimate representatives of student interests the groups that:

- a. Are constituted and directed exclusively by regularly enrolled students at Tecnológico de Monterrey.
- b. Are created according to their specific interest:
 - i. By academic program
 - ii. By major
 - iii. By place of origin
 - iv. By school
 - v. By common interest

- c. Present statutes, objectives and a work plan proposal authorized by an academic advisor or support advisor of the campus or school that is linked to the interests of the group. The statutes, objectives and work plan must not contravene the Vision, the Principles, the Values or the regulations of the Institute or interfere with its operation. In the case of high school and undergraduate student groups, the campus' Department of Student Groups can suggest or ask academic advisors to participate in supervising and supporting the diverse student groups according to the specific needs of the group and of the campus.
- d. Provide in its statutes the democratic manner in which its governing bodies will be constituted.
- e. Designate its governing bodies by the majority vote of the members of the student group.
- f. Carry out electoral process in compliance with all the campus's policies.
- g. Meet the guidelines set forth in the Manual for Student Group Processes.
- h. High school and undergraduate student groups must be registered with the Department of Student Groups of their campus, which will support and supervise the group's work plan.

A campus's or school's student groups can meet in a student federation, as long as the federation is made up of the majority of these groups and the aforementioned applicable conditions are met.

Religious, political and sexual diversity student groups, as well as those determined explicitly by the Institute, are exclusively for undergraduate and graduate students.



CHAPTER IV

CHAPTER IV

Freedom of speech

Article 16

Students may express points of view or opinions that differ from those of the other students, faculty, authorities and members that comprise Tecnológico de Monterrey, when:

- a. They express their well-reasoned opinions in an orderly manner and with the due consideration and respect for all individuals and the premises or place in which they are located.
- b. They listen to and respect the person who is speaking.
- c. They promote dialogue and deliberation among the members of the student community.
- d. They use appropriate language consistent with personal development and human decency, adhering to the Institution's Principles and Values.

Article 17

Tecnológico de Monterrey recognizes and respects the right of its students to uphold their own points of view as individuals and as citizens when they do so outside the facilities or in non-institutional activities, in a personal capacity and not as members of Tecnológico de Monterrey or its organizations and student groups.

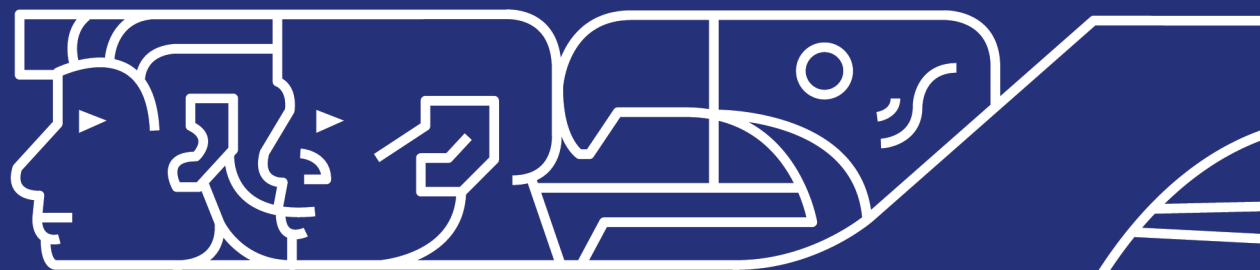
The use of electronic media, social networks and the Internet to promote the freedom to express ideas and voice points of view is subject to these regulations. The members of the student community must respect everyone and their opinions.

Article 18

Students and the different official student groups, through their representatives, can discuss, examine, expose and disseminate the topics of their interest and express their opinions by any oral, written or electronic media, as long as they do so with dignity, order and respect.

The conditions for expressing opinions and for freedom of speech must not

disrupt or hinder the order and academic and extracurricular activities of the Institute, or student life, and respect wholesome companionship.



CHAPTER V

CHAPTER V

Student publications

Tecnológico de Monterrey promotes the expression of ideas, freedom of opinions and reading as a means for learning and wellbeing. Designing, producing and distributing student and academic publications that express all points of view are important for the Institution.

In addition, Tecnológico de Monterrey promotes students' initiative in expressing their ideas through publications that they have designed, produced and distributed, so that these processes can support their comprehensive education and consolidate a student life that is rich in ideas and constructive dialogue.

Article 19

Students can produce publications as a means for stimulating intellectual development and driving a free, responsible academic environment within the Institution.

In order to design, edit, publish and distribute these publications in print and electronic media, students must comply with the specifications of Chapter III herein and form a student group.

Article 20

In order to produce a student publication at Tecnológico de Monterrey, the interested student group must meet at least the following requirements:

1. Be officially incorporated and recognized at the campus.
2. Mention the names of the participating students; in the case of electronic media, reference must clearly be made to the authors.
3. Comply with the regulations related to brand identity, use of logotypes and other components.
4. Maintain in each publication respect for:
 - i. The Principles upheld by Tecnológico de Monterrey.
 - ii. The authorities, faculty, employees, students and other members of the educational community.
 - iii. The law, government authorities and society in general.

Article 21

Publications that do not comply with the aforementioned requirements cannot be distributed within or outside the facilities of Tecnológico de Monterrey, or use the name of the Institution. Failure to comply with this article will be considered a disciplinary offense and will be sanctioned in accordance with these regulations.



CHAPTER VI

CHAPTER VI

Organization of events

The organization of academic, cultural, sports, community support and recreational events by the student groups is a distinguishing feature of students' comprehensive education at Tecnológico de Monterrey. This fosters students' leadership and personal development, consolidating their sense of belonging toward the Institution and student life at the campuses.

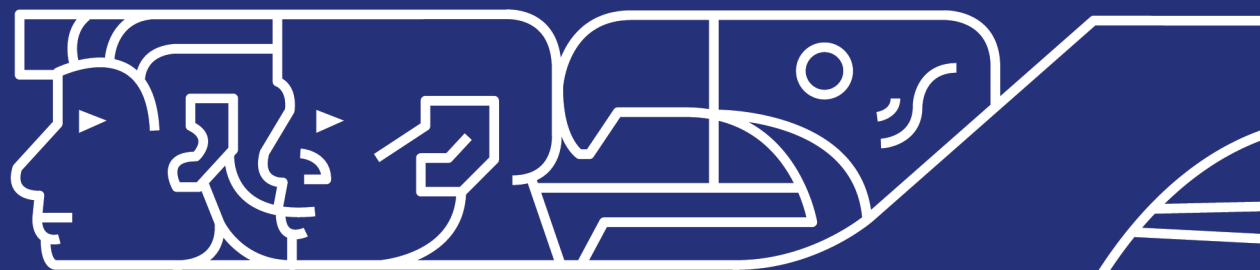
Article 22

Students can organize student events, such as: conferences, congresses, thematic symposiums, workshops, courses, film festivals, information stands and forums, among others, in order to complement their academic preparation. When organizing these events, high school and undergraduate students must meet the following requirements:

- a. Be officially incorporated as a registered student group at the campus.
- b. Formulate a program for the event's proposed activities including the topics, speakers and activities, advised by the Director of Student Affairs of the campus, the Student Group coordinator, the Degree Program Director or an academic expert on the topic in question.
- c. Formulate a budget for the event, including income, expenses and break-even point.
- d. Formulate a timetable of the event's organization.
- e. Register the event with the campus's Student Group Office.

Article 23

The students who organize an academic, cultural, sports, community support or recreational student event must guarantee that it is conducted with respect for the current laws, government authorities and society in general, and in compliance with the guidelines provided for safety and use of space and the Principles of Tecnológico de Monterrey.



CHAPTER VII

CHAPTER VII

Student participation in the Institution's enhancement

Article 24

Students are expected to participate responsibly in the enhancement and development of the Institution, in accordance with the Principles of Tecnológico de Monterrey.

Article 25

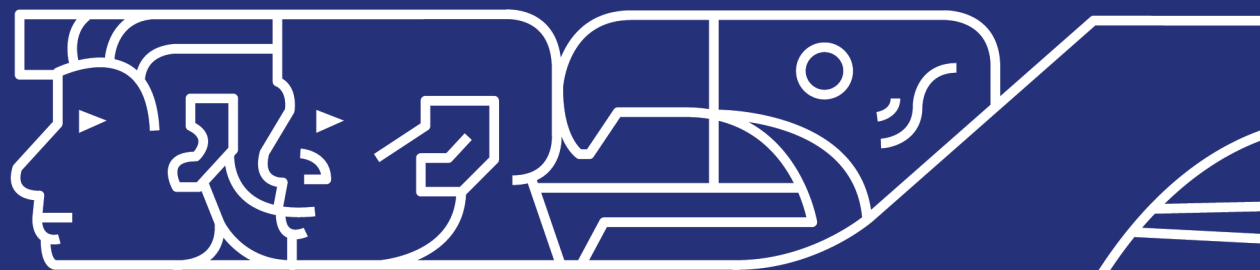
In academic affairs, student participation occurs through proposals submitted in writing to the director of the program to which the students belong. These proposals must be handed in personally or through a duly incorporated student group. Academic proposals will be analyzed in the corresponding academic department or academic division or school. Students have the right to be informed of the status of the analysis of their proposals and to be notified, within a reasonable time period, of the decision of the corresponding authorities.

Article 26

Students can form part of the advisory committees in the departments that manage extracurricular activities, at the invitation of the directors of these areas.

Article 27

For non-academic affairs that concern student life, proposals must be submitted to the campus's Office of Student Affairs or to the associate dean of the corresponding school, either in person or through a duly incorporated student group. The proposals will be analyzed in conjunction with the students. Students have the right to be informed of the status of the analysis of their proposals and to be notified, within a reasonable time period, of the decision of the corresponding authorities.



CHAPTER VIII

CHAPTER VIII

Complaints

Article 28

Students have the right to submit their complaints in writing and in a respectful manner. Individual complaints can only be submitted by the interested student, while complaints involving more than one student must be submitted through a common representative. If the student who submits a complaint is a minor, the Institute reserves the right to inform the person who exercises parental authority of this situation.

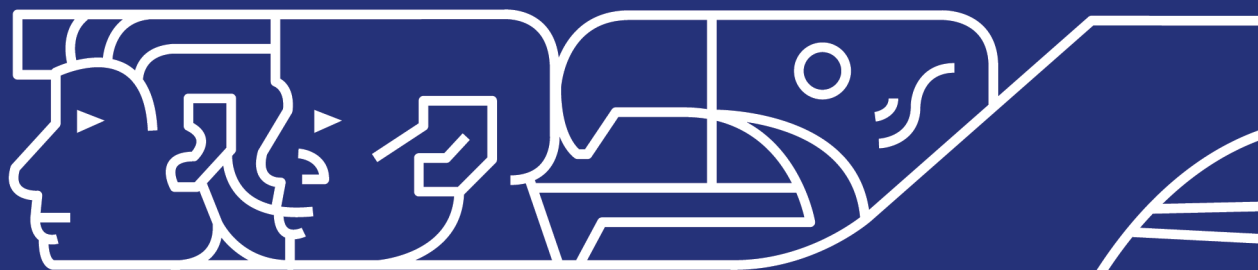
Article 29

In order to address all types of complaints, the campuses and schools offer students mechanisms that expedite a response to their concerns. Academic complaints are submitted to the director of the program to which the student belongs. General complaints must be submitted to the area related to the student's complaint.

Article 30

Once the complaint has been received, it will be dealt with according to the following procedure:

- a. The corresponding authority will conduct an analysis in order to determine whether the reason for the complaint is clearly expressed and the person or persons indicated as responsible for filing the complaint are fully identified. If any part of the complaint is unclear, the person who initiated the complaint will be asked to explain.
- b. The authority to which the complaint has been submitted will decide whether it requires official treatment or if it can be dealt with quickly and efficiently.
- c. In all circumstances, the complaint will receive a response within no more than five business days.
- d. When the victim considers that the complaint was not dealt with properly, or disagrees with the resolution, he/she can file an appeal in writing to the corresponding School director, or the equivalent in high school or graduate studies, and this decision will be final.



CHAPTER IX

CHAPTER IX

Disciplinary offenses

Article 31

Given their nature, disciplinary offenses are classified in four categories:

- a. Offenses that interfere with the teaching-learning process.
- b. Offenses related to acts of academic integrity.
- c. Offenses that interfere with order at Tecnológico de Monterrey and damage the prestige and rights of individuals and of the Institute.
- d. Offenses that disrupt institutional life at Tecnológico de Monterrey.

Article 32

Offenses that interfere with the teaching-learning process comprise all individual and collective acts that undermine or tend to undermine the seriousness and effectiveness of the same.

Article 33

Academic Integrity refers to acting in an honest, committed, trustworthy, responsible, fair, respectful manner in learning, research and cultural diffusion. Academic integrity violations are all the individual and collective actions carried out by students inside or outside the classroom, and that contravene such principles.

Some examples of these inappropriate actions are: copying or attempted copying in any type of exam or learning activity; partial or total plagiarism, facilitating any activity or materials to be copied or submitted as one's own; identity theft; accessing or manipulating, without express authorization, email accounts or institutional systems; data falsification; altering academic documents; selling or buying exams or distributing them through any method; stealing information or attempting to bribe a faculty member or any other collaborator from the institution; and the inappropriate alteration of clinical records, among other actions.

Article 34

Offenses that interfere with order at Tecnológico de Monterrey and damage the prestige and rights of individuals and of the Institute consist of all individual and

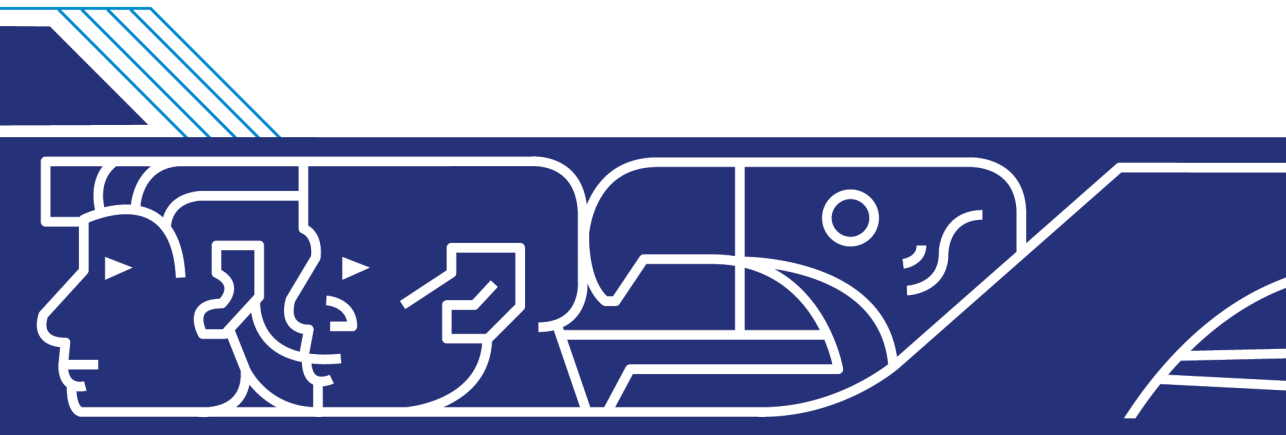
collective acts that interfere with order at Tecnológico de Monterrey, damage its prestige, violate the rights of individuals and the community in general, threaten morals and good customs, infringe upon the provisions of its regulations, or prevent or obstruct the employment of the goods and services used and provided in the same.

Article 35

Offenses that disrupt institutional life at Tecnológico de Monterrey comprise all individual or collective acts that seek to interrupt, interrupt or obstruct the Institution's activities, violate the institutional Principles, seek to refuse to recognize or refuse to recognize its authorities, or interfere with the facilities or goods it uses.

Article 36

Nonfulfillment of a sanction will be considered an additional offence. Repeat offenses related to these regulations will warrant a higher sanction than the previous one and will be determined by a disciplinary committee.



CHAPTER X

CHAPTER X

Specific student behaviors

Article 37

The category of offenses that interfere with the teaching-learning process defined in Article 32, will include, among others, all specific behaviors related to:

- a. Using offensive, verbal, nonverbal or written language to address classmates or faculty.
- b. Using offensive language displayed on clothing or personal items.
- c. Using mobile or electronic devices during class, unless the professor requires them to be used as learning materials.
- d. Entering or leaving the classroom during a class for unjustified reasons.
- e. Disrespecting their classmates or professor.
- f. Raising their voice or shouting at their classmates or professor.
- g. Carrying out, in the classroom, activities that do not correspond to the course being taught at that moment.
- h. Hindering the execution of activities inside and outside the classroom, including the cases described in the following Article.

Article 38

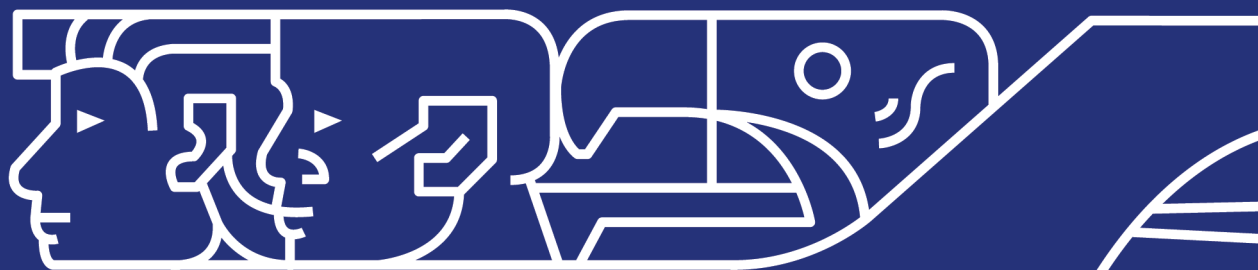
The category of offenses that interfere with order at Tecnológico de Monterrey and damage the prestige and rights of individuals and of the Institute, defined in Article 34, will include, among others, all specific behaviors related to:

- a. Violating any federal, state or municipal laws. Apart from being sanctioned by the competent authority in accordance with the law, the offenses included in this subparagraph will be analyzed and sanctioned in accordance with the regulations in effect at Tecnológico de Monterrey. Students' ignorance of the laws cannot be used as an argument for avoiding the application of a sanction.
- b. Consuming, introducing, possessing, distributing, giving away or selling narcotics or drugs.
- c. Reporting for activities with alcohol on their breath.
- d. Consuming, introducing, possessing, distributing, giving away or selling alcoholic beverages or selling alcoholic or energy-booster beverages without the express permission of the competent authorities.

- e. Performing excessive demonstrations of affection.
- f. Behaving or talking in an obscene manner.
- g. Using offensive verbal, non-verbal or written language when addressing any member of the Tecnológico de Monterrey community.
- h. Using offensive language displayed on clothing or personal items.
- i. Dressing inappropriately for a specific extracurricular activity.
- j. Smoking outside the areas designated for this purpose.
- k. Smoking inside the facilities, in the case of high school or minor students.
- l. Consuming food and beverages in non-authorized areas.
- m. Disrespecting others.
- n. Playing music or emitting any type of sound at a high volume outside the areas designated for this purpose.
- o. Failing to use headphones to listen to music or any other type of sound at events in which this is required.
- p. Stealing, taking, keeping or defending another person's property as their own.
- q. Participating in roughhousing, fights or any type of physical assault.
- r. Using electronic media or technological facilities to produce, distribute or access information with content such as pornography, violence or other topics that are not appropriate for the overall development of the student or affect the rights of others.
- s. Failing to bring the necessary, required materials for performing their extracurricular activities.
- t. Using inappropriately or failing to care for the facilities, furniture and all the resources that Tecnológico de Monterrey makes available to students for the execution of their academic and extracurricular activities.
- u. Affecting or failing to contribute to the promotion and maintenance of cleanliness in the facilities, furniture and equipment used.
- v. Damaging the Principles and image of Tecnológico de Monterrey by participating in acts that result in disciplinary offenses.
- w. Committing acts of negligence or vandalism that damage the furniture, equipment or facilities of Tecnológico de Monterrey or its educational community.
- x. Submitting any apocryphal, public or private documents from Tecnológico de Monterrey or any other institution or person, with the aim of revalidating or transferring credit for any course, or meeting any requirement or completing any process at the Institute or any other institution.
- y. Buying, selling, exchanging, manipulating, altering, forging or submitting official non-transferable documents, such as: student ID, carpark cards or any other document (driver license, INE cards, doctor's notes, records, transcripts, among others), to complete any process inside or outside the

Institution.

- z. Organizing or participating in bets inside the campus facilities.
- i. Introducing illicitly into the Tecnológico de Monterrey facilities any individual who does not belong to the Institute.
- ii. Offending, intimidating or harassing any member of the Institute's educational community, in-person, through any electronic means or in writing.
- iii. Misusing or accessing without authorization email accounts, social networks, websites or information systems.
- iv. Disrespecting the Institution and/or its authorities inside or outside Tecnológico de Monterrey's facilities.



CHAPTER XI

CHAPTER XI

Sanctions

Article 39

Given their nature, sanctions are classified as follows:

- a. Warning
- b. Corrective measure
- c. Suspension of services
- d. Probation
- e. Loss of rights
- f. Temporary suspension
- g. Definitive dismissal

When necessary, the Disciplinary Committee formed for each case will have the power to impose one or more sanctions on a single student as applicable. In the case of health science students who are participating in the Multicenter Medical Residency Program, the disciplinary committee will be formed in accordance with the provisions of the Regulations for Health Science Students in Clinical Activities.

Article 40

For the purposes of these regulations, a warning is defined as a verbal or written caution.

Article 41

A corrective measure consists of imposing duties or obligations for the student in order to make them aware of and rationalize the significance of the effects of their disciplinary offense and thus modify their conduct and not reoffend. The corresponding resolution must expressly indicate the time and form related to the fulfillment of the sanction, as well as the consequences of nonfulfillment. In the case of health science students who are participating in the Multicenter Medical Residency Program, the sanctions imposed by the disciplinary committee must consider these regulations as well as the provisions of the Regulations for Health Science Students in Clinical Activities.

Article 42

The suspension of services means that students will not be able to use the facilities or have access to the regular services or activities offered by each of the campus's departments. Each department or area will have the faculties, according to their own international regulations, to suspend their services temporarily. If, given the gravity of the offense, the case goes beyond such internal regulations, it will be turned over to the Office of Student Affairs or the Academic Office of the corresponding national graduate school.

Article 43

The sanction called probation consists of informing students in writing that their continuance at Tecnológico de Monterrey is conditional on not committing a new disciplinary offense and on not repeating the offense committed. Students will fulfill the duties or obligations imposed as a corrective measure, as a result of the offense that led to the probation. The corresponding resolution will expressly indicate the duration of the sanction and any other circumstances related to its fulfillment.

Article 44

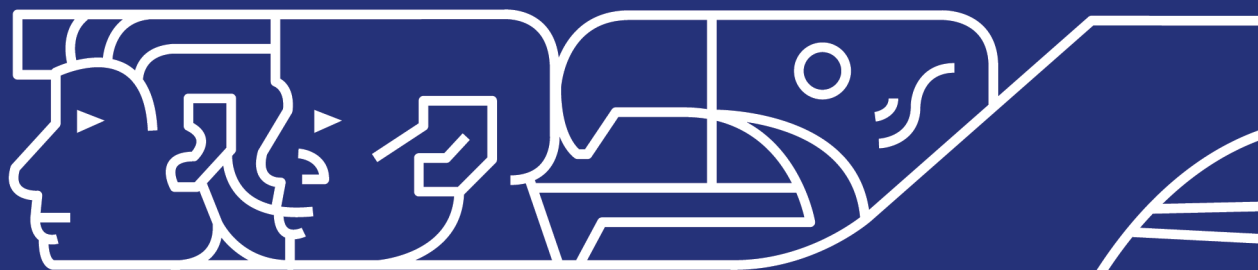
The loss of rights consists of preventing a student from exercising one or several of the rights provided in the regulations of Tecnológico de Monterrey.

Article 45

The temporary suspension of students implies their separation from all the activities and use of the facilities and access to the services (except those required for the fulfillment of the sanctions or conditions set by the Disciplinary Committee created for this purpose) of Tecnológico de Monterrey, at any of its campuses, during a specific period of time. The Disciplinary Committee will expressly indicate in the corresponding resolution the duration of the suspension and the conditions related to the students' reentry and continuance, as well as the provisions of Article 62.

Article 46

Definitive dismissal concerns the students' permanent exclusion from Tecnológico de Monterrey and therefore they will be unable to reenroll at any of the Institution's campuses or national graduate schools. In these cases, the Disciplinary Committee will determine whether the possibility exists for these students to reenroll at a higher educational level than the one at which the sanction was imposed, and indicate the conditions that must be met in order to be admitted to said level and their continuance in the same.



CHAPTER XII

CHAPTER XII

Procedures for imposing sanctions

Article 47

Student can be declared responsible for the actions of their guests and sanctioned for shared responsibility, when they fail to intervene to avoid the event in question. In all cases, students will be jointly liability for all damages.

Article 48

Students can be declared responsible when they support another student or other people from outside the Institution in committing an offense that contravenes the regulations or provisions set forth herein. In this case, their actions will be analyzed and sanctioned according to the provisions of these regulations. In the case of health science students who are participating in the Multicenter Medical Residency Program, the procedure for imposing sanctions will consider these regulations as well as the provisions of the Regulations for Health Science Students in Clinical Activities.

Article 49

Sanctions will be applied as follows:

- a. The warning and corrective measures can be imposed by Tecnológico de Monterrey employees, faculty or directors; by the Director of Student Affairs or the Academic Director of a National Graduate School; or by the Disciplinary Committee formed to analyze the case.
- b. Probation can be imposed by:
 - i. The Disciplinary Committee formed to analyze the case. The duration of this sanction can range from one academic period up to the remainder of the program at the level being studied by the student in question.
 - ii. The Academic Program Director, with the approval of the Director of Student Affairs or the Academic Director of a National Graduate School. The duration of this sanction can range from one summer period up to one year.
- c. The loss of rights and suspension of services can be imposed by:
 - i. The Disciplinary Committee formed to analyze the case. The duration of this sanction can range from one academic period up to the remainder

- of the program at the level being studied by the student in question.
- ii. The Director of the area in which the offense is committed, with the approval of the Director of Student Affairs or the Academic Director of a National Graduate School. The duration of this sanction can range from one hour up to the equivalent of an academic semester.
- d. Temporary suspension and definitive dismissal, as well as the loss of rights, can only be imposed by the Disciplinary Committee formed to analyze the case.
- e. The sanctions described in the previous subparagraph also imply that the student loses the right to receive the Student Development Diploma, Diploma for Excellence in Comprehensive Preparation, Honors, Highest Honors, and any other type of recognition stipulated by the academic regulations according to the educational level. In addition, they will temporarily or definitively lose the right to participate in international programs.

Article 50

Offenses that interfere with the teaching-learning process and with order at Tecnológico de Monterrey, and damage the prestige and rights of individuals and of the Institute will be analyzed and sanctioned as follows:

- a. Offenses that interfere with the teaching-learning process, committed during a class or in academic activities outside the classroom, will be analyzed by the corresponding professor who can impose sanctions ranging from a warning to the loss of the right to attend a class session in the course in which the offense was committed (this session can be the same one in which the offense was committed or the following session). If the professor considers that the student's attendance should be suspended for more than one session, he/she will ask the National Director of Student Leadership and Development or the Director of Student Affairs of the campus at which the student is enrolled or the associate dean of the corresponding school to assess the need to form a Disciplinary Committee to study the case.
- b. Offenses that interfere with order at Tecnológico de Monterrey, and damage the prestige and rights of individuals and of the Institute, committed at one of the service or research centers, will be analyzed and sanctioned by the head of the service or research center in question or the person in charge of the area for monitoring student discipline, who can impose a warning and corrective measures. This person will report the event to the National Director of Student Leadership and Development or the Director

of Student Affairs of the campus at which the student is enrolled or the associate dean of the corresponding school.

The director in question can suspend the student for up to two business days without the need to form a Disciplinary Committee; in this case, the director will listen to the student's defense and, if applicable, notify him/her in writing of the sanction imposed.

- c. When the offense has been committed by a student who is a minor, the sanction will be determined jointly with the campus's Director of Student Affairs and, if necessary, they will both establish preventive measures. If it is considered that the student deserves a higher sanction, the campus's Director of Student Affairs will promote the formation of a Disciplinary Committee to resolve the case. Offenses committed in common areas will be reported to the campus's Director of Student Affairs, who will analyze and assess the case in accordance with the provisions of these regulations.

Article 51

Offenses that interfere with the teaching-learning process and with order at Tecnológico de Monterrey, and damage the prestige and rights of individuals and of the Institute will be analyzed and sanctioned, if applicable, by a Disciplinary Committee made up at least of:

- a. The National Director of Student Leadership and Development or the Director of Student Affairs of the campus at which the student is enrolled – or his/her representative– who will act as Chairperson.
- b. The associate dean of the corresponding school.
- c. The director of the program to which the student belongs.
- d. The director of the academic department that offers the course in question, when a professor has been affected by the case.
- e. The director or head of the service or research center in question, when a person from this center has been affected by the case.

Article 52

Offenses that disrupt institutional life at Tecnológico de Monterrey will be analyzed and sanctioned, if applicable, by a Disciplinary Committee made up at least of:

- a. The Regional Vice President or Campus Director who will act as chairperson.

- b. The Dean of the School or the Associate Dean of the School to which the student belongs.
- c. The National Director of Student Leadership and Development or the Director of Student Affairs of the campus at which the student is enrolled.
- d. The director of the program to which the student belongs.

Article 53

Any student, or academic, administrative or service staff member of Tecnológico de Monterrey with knowledge of any act that constitutes a disciplinary offense that warrants being analyzed by a Disciplinary Committee should inform, in writing, the campus's Director of Student Affairs or the associate dean of the corresponding school who will, if necessary, call for the formation of the Disciplinary Committee or Student Support Committee, as appropriate, in accordance with Articles 51, 52 and 63 herein.

Article 54

At the formation meeting, the Disciplinary Committee will open a file related to the case and formulate an agreement that contains at least the following information:

- a. Place, date and time of the formation of the Disciplinary Committee.
- b. Name and position of the committee members.
- c. Reason for its formation.
- d. Name and ID number of the student or students involved in the case.
- e. Report on the events and evidence related to the case.
- f. A document that informs the student or students involved in the case of the formation of the Committee, the reasons for its formation and the evidence in its possession, the identification of the people who requested the formation of the Committee, mention of the right to provide evidence in their best interest, the term set for providing such evidence, and the place, date and time when the Committee will meet to determine the validity of the evidence offered by the interested party or parties.
- g. Name and position of the person who will give notice of the Committee's decision.
- h. Signature of the Committee members.

Article 55

When a student whose behavior will be analyzed in a hearing by a Disciplinary Committee is a minor, the campus's Director of Student Affairs or a representative

will notify the person who exercises parental authority over the student in writing about the formation of the committee. If this person or these persons do not appear before the Committee to support their charge or ward, the Committee will consider that the sanction imposed by Tecnológico de Monterrey has been accepted. In this case, the disciplinary procedure will continue, with only the presence of the student involved. When the student is an adult, the notification will be sent directly to the student. Since the institutional email account is an official means of communication between Tecnológico de Monterrey and the student during the disciplinary process, its use will also be valid. Students are responsible for keeping their email account active and with sufficient space to receive mails.

Article 56

When the behavior of a student is going to be analyzed, in a hearing, by a Disciplinary Committee or Student Support Committee, the campus's Director of Student Affairs or the associate dean of the corresponding school or his/her representative will give notice in writing of the formation of the Disciplinary Committee. Notice will be given to the student or, if the student is a minor, to the person who exercises parental authority, so he/she can represent the student. If the student or his/her representative does not appear before the Committee, the sanction imposed by Tecnológico de Monterrey will be considered as accepted and the disciplinary procedure will continue, with only the presence of the other party.

Since the institutional email account is an official means of communication between Tecnológico de Monterrey and the student during the disciplinary process, its use will also be valid. Students are responsible for keeping their email account active and with sufficient space to receive mails.

In all cases, the necessary arrangements will be made for the student or his/her representative to attend the hearing. The resolution will be obligatory and the absence of the student or his/her representative cannot be used as defense.

Article 57

The evidence offered by the student involved in the matter being addressed by the Disciplinary Committee, must be submitted prior to or during the hearing, or within the time period indicated by the Committee and must lead to the clarification or confirmation of the events.

Article 58

The Disciplinary Committee will decide which pieces of evidence can be accepted and indicate the dates on which they can be submitted. Once the evidence has been submitted, the Committee will reach a resolution.

Article 59

The written resolution provided by the Disciplinary Committee will contain:

- a. Reference to the Articles of these regulations that establish the competency of the Disciplinary Committee.
- b. A brief summary of the facts and documents in the case file.
- c. A summary and analytical evaluation of the evidence submitted.
- d. A statement describing the responsibility of the student(s) and, if necessary, the sanction to be imposed upon them.
- e. The provision that the student(s) involved will be notified in writing of the resolution.
- f. The provision that the Office of the Registrar will be notified in writing of the resolution so that it can be included in the records of the students involved.
- g. The name of the person designated to give notice of the resolution and the position he/she holds.
- h. Place, date, name, position and signature of the committee members.
- i. Confirmation of receipt of the notification by the students involved.

Article 60

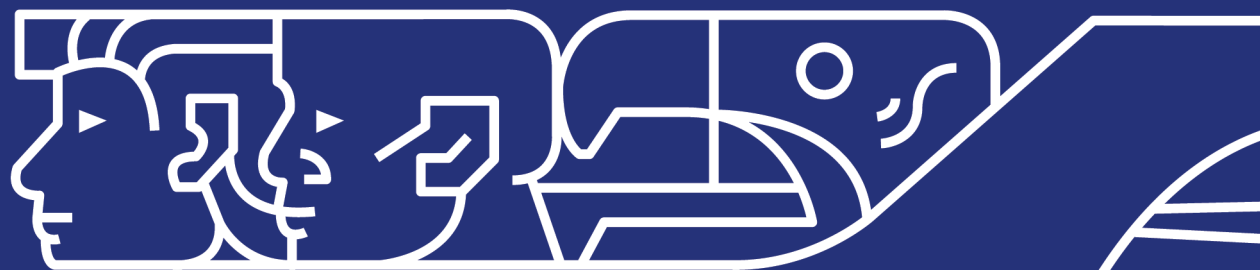
Students who are studying, completing internships or are visiting researchers abroad and violate any of the Articles described in this document will be sanctioned in accordance with these regulations and the Student Regulations for International Programs corresponding to their educational level.

Article 61

When the sanction imposed by the Disciplinary Committee is the temporary suspension or definitive dismissal of the student, the committee must report this resolution to the Office of the Registrar and Academic Support Services, which will, in turn, communicate it to all the campuses.

Article 62

In order to be reregistered, students who have been sanctioned with temporary suspension must apply to the Office of the Registrar for readmission, on the understanding that they have fulfilled the conditions indicated for their reentry. They must also indicate their intention of being readmitted by means of a formal signed application, addressed to the Disciplinary Committee that issued the resolution..



CHAPTER XIII

CHAPTER XIII

Student psychological support

Psychological support is offered as a tool for facing an emotional condition that foments risk behaviors, which interfere with academic and personal performance. The family is included in this process in order to generate a support network and guarantee that the student will be treated by an external specialist.

Article 63

If a student's behavior reflects emotional or psychological instability, it must be reported to the Department of Psychological and Educational Counseling or its equivalent, where an initial assessment will be conducted. If necessary, the student's parents or guardian will be contacted so they can seek external professional help for the student. When necessary, the Department of Psychological and Educational Counseling will communicate the result of the evaluation to the Director of Student Affairs who will assess whether the case requires the creation of a Student Support Committee to determine which actions should be taken. This Committee will at least be made up of:

- a. The director of the program to which the student belongs.
- b. The Director of the Department of Psychological and Educational Counseling,
- c. The Director of Student Affairs or his/her equivalent who will serve as Chairperson.

The functions of the Student Support Committee and its procedures are the same as those of the Disciplinary Committee, as defined in Chapter XII herein. If a student is in this position and continues to be enrolled at Tecnológico de Monterrey, the Director of the Department of Psychological and Educational Counseling or his/her equivalent must keep in touch with the external health professional who is treating the student, in order to assure that the student is receiving the necessary support for his/her recovery. The Director has the authority to ask the external health professional for any relevant information, when deemed appropriate.

Article 64

If a student is temporarily suspended from Tecnológico de Monterrey for reasons of emotional instability or physical or psychological health and requests

readmission, he/she should submit to the Department of Psychological and Educational Counseling this intention by means of a formal signed application, together with a written report from the external health professional who treated him/her, including a functioning and adaptability forecast and any future treatment, when required. This Department will also perform any evaluations it deems necessary to recommend whether the campus's Office of Student Affairs should authorize or reject the application for readmission. If the student's readmission is accepted, he/she must complete the procedures established for this purpose at the Office of the Registrar and Academic Support Services.

Article 65

The cost of external psychological services or any other specialist services will be covered by the student.



CHAPTER XIV

CHAPTER XIV

Prevention of addictions, alcohol abuse and the use of narcotics and drugs

As an educational institution, Tecnológico de Monterrey supports the promotion of healthy lifestyles and environments that prevent the risks to which our students are exposed.

Article 66

Tecnológico de Monterrey will provide counseling and special help for students who may have or who have problems related to alcohol, narcotics, or illegal or controlled drug addiction or abuse. To this end, the Institute focuses its efforts on:

- a. Prevention, through a set of activities aimed at avoiding new cases of alcohol and tobacco use and first contact with narcotics, or illegal or controlled drug abuse.
- b. Early intervention, to prevent students from developing addictions, targeting students who have come into contact with narcotics, or illegal or controlled drugs, or who find it difficult to control the amount of alcohol they consume.

Tecnológico de Monterrey will intervene to identify any problematic cases and to avoid greater consequences or subsequent complications. When alcohol, narcotics, or illegal or controlled drug abuse is detected, the student will be referred, in coordination with his/her family to professionals in this field who will assess the case and recommend treatment.

Article 67

In order to prevent and avoid health risks, Tecnológico de Monterrey reserves the right to perform clinical analyses to detect alcohol, narcotics, or illegal or controlled drug use (anti-doping tests) and blood alcohol concentration tests (or the equivalent in any other measurement system) on its students. For this purpose, students must sign their consent on the admissions application form. In the case of minors, the consent form must be signed by their parents or guardian or the person who exercises parental authority. Any student who refuses to be

tested will be sanctioned with definitive dismissal from Tecnológico de Monterrey in accordance with the procedures described herein.

The anti-doping and blood alcohol concentration tests will be performed in compliance with the discretionary stipulations of the Campus Director or the associate dean of a school.

The tests will be performed by trained personnel and under the supervision of the Medical Department or the department that assumes these functions on the campus or site of the National Graduate School.

The tests can be performed as a result of any of the following situations:

- a. A random, unannounced system.
- b. Behavior or an attitude that suggest alcohol, narcotics, or illegal or controlled drug abuse.
- c. Targeting a student group, representing Cultural Diffusion or Sports, as well as the organizers of student events.
- d. Follow-up of a collaboration agreement signed previously by the student.

All students who are selected for an anti-doping test will be given the opportunity to admit whether they have used narcotics or illegal drugs before they are tested. When students answer negatively and the results are positive, the campus's Director of Student Affairs or the associate dean of the corresponding school will create a Disciplinary Committee to define the preventive, support and corrective mechanisms, and, where appropriate, sanctions to be applied.

If the students admit that they have used narcotics or illegal drugs, regardless of the anti-doping test results, they will be referred to the Department of Psychological and Educational Counseling, or the equivalent on their campus or site, where they will have to sign a commitment to collaborate in the execution of the duties and responsibilities imposed on them. In the case of minors who are in this situation, the collaboration agreement must be signed by their parents or guardian or the person who exercises parental authority.

If positive results are obtained for a narcotic or drug that is not illegal but is controlled, and the students cannot prove that it was prescribed or is being taken under the supervision of a health professional legally authorized to do so, the Medical Department will immediately send a report to the Department of Psychological and Educational Counseling to evaluate the situation in conjunction

with the student's family and to recommend options for external attention. If a student tests positive for blood alcohol, the provisions of Article 72 herein will be applied.

Article 68

If the tests prove that a student is under the influence of a narcotic or illegal or controlled drug, he/she will be sent to the Department of Psychological and Educational Counseling, in order to evaluate the severity of the problem.

If the campus or site does not have counseling services or personnel trained in identifying and treating addictions, the evaluation will be performed by an external professional, at the student's expense.

As a result of this evaluation, the campus or site will guide and support the students and, if necessary, determine the corresponding disciplinary sanction in accordance with the procedures described herein.

If as a result of the consumption of a narcotic or illegal or controlled drug a student violates any of the articles of these regulations, he/she will receive the corresponding disciplinary sanction as provided herein.

Article 69

Students who are caught using or possessing a narcotic or illegal drug will be sanctioned with permanent exclusion from Tecnológico de Monterrey in accordance with the procedures described in Chapter XII herein.

Article 70

Students who use or consume controlled narcotics that have not been prescribed or are not taking them under the supervision of a health professional legally authorized to do so, will be dealt with in the same way as if they were using illegal narcotics or drugs.

Article 71

Students who are caught attempting to introduce, distribute, sell or give away, or have introduced, distributed, sold or given away, any narcotic or illegal or controlled drug will be sanctioned with definitive dismissal from Tecnológico de Monterrey in accordance with the procedures described herein. Any suspicion or

report about a student selling or giving away any narcotic or illegal or controlled drug, will justify an investigation by the competent authorities of Tecnológico de Monterrey.

Article 72

Students who are minors or who are enrolled at high school level and whose breath smells of alcohol will be referred to the Department of Psychological and Educational Counseling or its equivalent to evaluate their blood alcohol level. Their parents or guardian or the person who exercises parental authority will be notified of this situation. Moreover, these students might be sanctioned by a Disciplinary Committee set up by the campus's Director of Student Affairs.

Adult students whose breath smells of alcohol within the Institute's facilities will be given a warning. The warning might be accompanied by a more severe sanction – imposed by a Disciplinary Committee set up by the campus's Director of Student Affairs or the associate dean of the corresponding school – if, apart from smelling of alcohol, it can be proved that:

- a. These students are in possession of alcohol, in which case the procedures detailed in Article 73 herein will be followed.
- b. This is a repeat offence by these students.

When it can be proved that the student's blood alcohol content (BAC) is 0.05% or higher, or 50 milligrams of alcohol per deciliter of blood (or the equivalent in any other measurement system), he/she will receive a warning in writing and will be referred to the Department of Psychological and Educational Counseling or its equivalent, which will evaluate how much alcohol he/she has consumed and the consumption patterns of the same. As a result of this evaluation, the campus or site will guide, counsel or sanction the student as necessary.

If the student's blood alcohol content is at the level set forth in the previous paragraph and as a result of consuming alcohol he/she violates any of the articles of these regulations, he/she will receive the corresponding disciplinary sanction in accordance with the procedures provided herein.

Article 73

If a student is caught attempting to introduce, distribute, sell or give away, or has introduced, distributed, sold or given away, any alcoholic beverage without the authorization of the campus's Director of Student Affairs or the associate dean

of the corresponding school, a Disciplinary Committee will be set up and the student will have to explain the reason for this offense to said committee.

Article 74

When a student acknowledges that he/she has an alcohol, narcotics, or illegal or controlled drug use or abuse problem, and asks for help to solve this problem, he/she will be sent to the Department of Psychological and Educational Counseling where he/she will sign a commitment to collaborate in recovering his/her health. In the case of minors, the collaboration agreement will also be signed by their parents or guardian or the person who exercises parental authority. This situation will be treated with the utmost confidentiality and will not affect the academic status of the student in question. If necessary, the Department of Psychological and Educational Counseling will refer the student to a professional in this field.

If for reasons attributable to the student, or to the person who exercises parental authority in the case of minors, the collaboration commitment is not fulfilled, or the student uses alcohol, narcotics, or prohibited or controlled drugs again, he/she will be receive a sanction that could be permanent exclusion from Tecnológico de Monterrey in accordance with the procedures described herein and with the prior authorization of the Director of Student Leadership and Development. Proof of reoffending will be based on the clinical analyses described in Article 67 herein and/or on the student's acknowledgement of having used alcohol, narcotics, or illegal or controlled drugs, regardless of the test results.



CHAPTER XV

CHAPTER XV

Official Trips

Article 75

Official trips for Tecnológico de Monterrey students are all the trips that are backed by an institutional entity, for example: program office, generation office, department, support department.

Article 76

Trips organized by student societies, student groups, academic areas or faculty, must be registered as official trips through the program office, generation office or the campus's Office of Student Affairs and promoted exclusively in official activities of Tecnológico de Monterrey.

Article 77

To participate in an official trip, students must fulfill the following requirements:

- a. Be enrolled in a program at Tecnológico de Monterrey.
- b. Have signed a letter of commitment, expressing that they understand and accept the guidelines for participation in official trips (Appendix II). High school students need the written authorization of a parent or legal guardian, authorizing the student's participation and registration in the official trip. For official trips abroad, this authorization must be notarized (Appendices I and III)
- c. Complete the corresponding procedures for their participation in the trip and fulfill, within the timeframe defined for this purpose, the requirements related to the official trip in which they wish to participate.
- d. Have comprehensive major health insurance throughout the duration of the trip. For official trips abroad, students must also have comprehensive major health insurance throughout the duration of the trip.

The insurance policy must include at least one of the following coverages:

- I. Medical and hospital expenses for accidents and/or illness abroad.
- II. Repatriation of the student for health reasons or of mortal remains.
- III. Medical assessment and diagnosis abroad.
- IV. Civil liability.

Article 78

Official student trips will have a trip supervisor (academic tutor, faculty member or co-laborator) authorized by Tecnológico de Monterrey, who will be the highest authority during the trip and will oversee compliance with the General Rules and Regulations for Students and the specific guidelines for the official trip.

Article 79

The trip supervisor will deal with all aspects related to students during the trip.

Article 80

The trip supervisor will have the authority to apply sanctions to student offenders and, depending on the gravity of the offense, can, at any time, ask the offender to leave or suspend the official trip. In these cases, the logistics, responsibility and expenses for transportation to the place of origin will be covered by the offending students and, in the case of high school, by their parents or legal guardians.

Disciplinary offenses during an official trip will be documented by the trip supervisor and reported to the campus's Office of Student Affairs, which will determine the need to form a disciplinary committee.

Article 81

Students are responsible for and under an obligation to attend all the meetings organized for the purpose of the trip and to be familiar with the topics addressed in the same. In the case of high school students, the Institution recommends that a parent or legal guardian should also attend.

Article 82

Students are responsible for and under an obligation to understand and accept the provisions related to official trips.

Article 83

The student or the parent or the legal guardian must inform the department that is organizing the official trip if the student has any serious medical conditions, in order to take the necessary precautions.

Article 84

In the case of official trips abroad, students will be responsible for completing the immigration procedure that will allow them to participate in the trip. For high school stu-

dents, the responsibility for completing these procedures is shared with the parent or legal guardian.

Article 85

Students will cover the expenses associated with the official trip in which they wish to participate.

Article 86

Students will be responsible for knowing the trip itinerary and the activities associated to the same and for arriving at the meeting points punctually, as agreed with the trip supervisor.

Article 87

Only students who meet the requirements set forth in Article 77 can participate in official trips.

Article 88

During the trip, students must:

- a. Comply with these regulations and any guideline established by the trip supervisor.
- b. Behave responsibly and in accordance with the values and principles of Tecnológico de Monterrey, considering that their conduct has a significant impact on their own and on the institutional image.
- c. Respect the trip supervisor and their companions.

Article 89

All students must have the current Tecnológico de Monterrey ID and the major medical expenses policy with them throughout the trip.

Article 90

All students must wear at all times the name tag as indicated by the trip supervisor.

Article 91

Students who are caught consuming or being in possession of a narcotic or prohibited drug will be subject to the sanction of definitive withdrawal from Tecnológico de Monterrey, following the procedures described herein.

Article 92

Students must participate in the meals organized as part of the official trip.

Article 93

Students must immediately notify the trip supervisor if they feel unwell or become ill, regardless of the time of day or night that this occurs, and the supervisor must address the situation in compliance with Article 79 herein.

Article 94

Students cannot travel separately from the group, except in cases of force majeure. If this is necessary, they must have a signed letter releasing Tecnológico de Monterrey of all liability. This letter should have the format of Appendix IV and, in the case of high school students, must be signed by the parent or legal guardian.

Article 95

If students have an accident during or in relation to any activity of the official trip in which they are participating, the parents or legal guardian of minor students authorize Tecnológico de Monterrey through the trip supervisor, to provide emergency medical and legal services for the student. Any non-urgent treatment or matters will be dealt with once the student's parents or legal guardian have been contacted for information and consent purposes.

Article 96

In hotels, room assignment will be defined by the organizer. Only same-sex students can stay in each room. Changes to this assignment are strictly forbidden.

Article 97

Nobody can visit a member of the group in their room. All visitors will be received in the hall or lobby of the accommodations and must be authorized by the organizer.

Article 98

Students must, at all times, use the facilities and items of the accommodations properly. Any damage must be reported to the trip supervisor.

Article 99

Students participating in the trip must be in their rooms at the time defined by the trip supervisor.

Article 100

Students may not stay or sleep outside the place designed by the trip organizers.

Article 101

Students must not leave the accommodations without the consent of the trip supervisor.

Article 102

Tecnológico de Monterrey will not be liable for paying any debts generated by students resulting from telephone calls, meals, activities outside the official schedule or damages caused during the trip.

Article 103

Tecnológico de Monterrey is not responsible for students who participate in activities that do not form part of the official trip. However, students will at all times adhere to the guidelines and provisions stipulated in the conduct rules of the institutions involved.

Article 104

Tecnológico de Monterrey, through the group's supervisor, will oversee the wellbeing and integrity of all the participants in the trip. However, it will not be liable for any physical injury sustained as a result of natural disasters, such as cyclones, hurricanes, hailstorms, earthquakes, tsunamis, floods, volcanic eruptions, avalanches, landslides, rockslides, fall or collapse of structures and buildings, or any other extraordinary event.

Article 105

Given their nature, knowledge and observance of these regulations are obligatory for all Tecnológico de Monterrey students who participate in official trips. It is the student's responsibility to read and accept their content since ignorance of the same can never be invoked as an excuse to avoid their application. In the case of high school students, their parents or legal guardian are responsible for explaining to them the content and scope of these regulations and accepting their full application.

Article 106

Sanctions resulting from the violation of guidelines for official trips will be imposed by the Office of Student Affairs to which the offending student belongs.

Article 107

Any matter that is not contemplated in this chapter in relation to official trips, will be resolved by the department that organized the trip, in conjunction with the Office of Student Affairs of the campus that organized the trip.



CHAPTER XVI

CHAPTER XVI

Observance and oversight of these rules and regulations

Article 108

Given their nature, knowledge and observance of these regulations are obligatory for all students admitted to any educational level at Tecnológico de Monterrey. This includes those students who come from other universities within the International Exchange Program. In the case of students who are minors, the person who exercises parental authority is responsible for promoting their observance on behalf of the minor. Ignorance of these regulations can never be invoked as an excuse to avoid the application of the corresponding sanctions.

Article 109

All the articles of these Regulations will be applicable to events that occur in the following locations:

- a. Universities or educational institutions attended by students of Tecnológico de Monterrey who participate in national or international exchange programs.
- b. Any facility belonging to or under the control and use of Tecnológico de Monterrey or its service centers.
- c. The campuses, liaison offices, sites, and international offices of Tecnológico de Monterrey.
- d. Any official academic or extracurricular activity which is held inside or outside the premises of Tecnológico de Monterrey.
- e. Activities organized by any student group registered at Tecnológico de Monterrey.
- f. Activities not related to Tecnológico de Monterrey in which the behavior of a student damages the prestige of this Institution.

Article 110

Observance of these regulations implies that students will respect the specific regulations in effect at all the campuses, liaison offices, sites and international offices when they are visiting or participating in activities as guests or as exchange students within Tecnológico de Monterrey or other universities. Violation of

these regulations and of the laws of the states or nations visited by students will also be sanctioned according to these regulations.

In the case of academic trips organized by student groups, students will be subject to the provisions of these regulations.

Article 111

When the organizational structure of a campus or school does not include the offices, departments or areas mentioned in these regulations or the specified directors, the functions implied by these regulations will be performed by the directors or departments responsible for equivalent activities, or the person appointed by the campus director or the associate dean of the corresponding school.

Article 112

Members of Tecnológico de Monterrey who have the power to impose sanctions or who form part of an Educational Support Committee or Disciplinary Committee must act in accordance with the provisions of these regulations.

In addition, they can rely on the document called “Guide for the application of the General Regulations for Students”, in the version corresponding to the General Regulations for Students in effect.

TRANSITORY ARTICLES

Legality of these regulations

Article One

These General Regulations for Students were approved by the Provost of Instituto Tecnológico y de Estudios Superiores de Monterrey, who ordered the corresponding publication, and they will come into force as of August 01, 2017

Article Two

So ordered.

Therefore, based on the General Statutes of Tecnológico de Monterrey, Title Four, Chapter II, Article 18, subsection 12, the Rector of Tecnológico de Monterrey, Dr. David Alejandro Garza Salazar, approved these regulations on July 31, 2017.

Article Three

All provisions that conflict or are incompatible with these regulations are hereby rendered invalid.

Appendix I

Name of the trip supervisor. –

I hereby grant permission for my child **student name** student ID number **ID number** to participate in **name of the event in which he/she will be participating**.

This event will be held in **name of city and state of the event** during the period from **start date** to **end date**.

I acknowledge that, for the purposes of this trip, **trip supervisor name**, the trip supervisor designated by the campus **name of campus** of Tecnológico de Monterrey:

- Will represent my child before the school or administrative authorities or any other agency, as required.
- Will provide the necessary support and assistance when required.
- In any event or emergency in which it is not possible to consult with me, he/she will make the best decisions and execute the most appropriate actions to protect the integrity of my child.

Furthermore, I declare to Tecnológico de Monterrey that my child has a major medical insurance policy from the company **company name** that expires on **expiration date**, and the policy number is **policy number**.

In the event of an emergency, please contact **person's name** on **telephone number**.

I also state that I and my child understand and accept the General Rules and Regulations for Students of Tecnológico de Monterrey.

PARENT OR LEGAL GUARDIAN NAME AND SIGNATURE

STUDENT NAME AND SIGNATURE

Place: _____

Date: _____

Appendix II

Name of the trip supervisor. –

I hereby state that I **student name**, student ID number **ID number**, will participate in **name of the event in which he/she will be participating**.

This event will take place in **name of city and state of the event** during the period from **start date** to **end date**.

For the purposes of this trip, I authorize Tecnológico de Monterrey, in any event or emergency in which it is not possible to consult with me or with my parents, to permit the trip supervisor to make the best decisions and execute the most appropriate actions to protect my integrity.

Furthermore, I declare to Tecnológico de Monterrey that I have a major medical insurance policy from the company **company name** that expires on **expiration date**, and the policy number is **policy number**. In case of emergency, please contact **person's name** on **telephone number**.

I also state that I understand and will abide by the General Rules and Regulations for Students of Tecnológico de Monterrey.

PARENT OR LEGAL GUARDIAN NAME AND SIGNATURE

STUDENT NAME AND SIGNATURE

Place: _____

Date: _____

Appendix III

TO WHOM IT MAY CONCERN. –

Full name of father and full name of mother, Mexican, **of full legal age**, residing at **street, number, subdivision city, state**, hereby designate as the **Academic Tutor** of our child (or minor ward) **full name of the student**, hereinafter “THE STUDENT”, to Mr./Mrs./Miss/Ms.:

a. Tutor name

The aforementioned designation is executed for the purposes of the official trip abroad “**name of official trip**” organized by “**name and department** of Campus campus name belonging to **INSTITUTO TECNOLÓGICO Y DE ESTUDIOS SUPERIORES DE MONTERREY**. We also grant permission for our child to leave Mexico and travel alone to participate in this school trip. This event will take place in, including but not limited to, **name of destination city and state of trip** during the period from **start date** to **end date**.

In order to fulfill his/her assignment correctly, which will be executed exclusively during the aforementioned study program, the **Academic Tutor** will have, among others, the following faculties and/or responsibilities, which include, but are not limited to:

- Provide direct protective assistance to **THE STUDENT**, acting at all times with the attitude of a good parent.
- Represent **THE STUDENT** during the trips and while abroad before the authorities (school, administrative, legal or of any other nature), as required.
- If, given the urgency of the case, it is not possible to consult the parents, make the corresponding decisions and execute the necessary actions to protect the health of **THE STUDENT**.

Furthermore, I declare to Tecnológico de Monterrey that my child has a major medical insurance policy from the company **company name** that expires on **expiration date**, and the policy number is **policy number**. In case of emergency, please contact **person’s name** on **telephone number**. I also state that I and my child understand and agree to abide by the provisions of the General Rules and Regulations for Students of Tecnológico de Monterrey.

This letter is issued for all legal purposes, as deemed necessary. **City, State, on Month Day, Year.**

PARENT OR LEGAL GUARDIAN NAME AND SIGNATURE

STUDENT NAME AND SIGNATURE

Place: _____

Date: _____

Appendix IV

Letter of permission and release of liability for travel

City, State, on Month Day, Year.

To: **Department that endorses the official trip of** Tecnológico de Monterrey.

From: **Student name**

ID Number: **Student ID Number**

Degree: **Academic program to which the student belongs**

I hereby request your authorization to travel from city **city of origin** to city **destination city** on the following date:

The undersigned is a student of Tecnológico de Monterrey and will be participating in the trip **name of trip** and declares that he/she will not be able to travel at the set times with the rest of the group for the following reason: **reasons that prevent the student from travelling with the rest of the group.**

Therefore, I release Tecnológico de Monterrey from all liability for any expenses resulting from the trip and for any accidents or contingencies that might occur during the same.

Sincerely,

PARENT OR LEGAL GUARDIAN NAME AND SIGNATURE

STUDENT NAME AND SIGNATURE

APPROVAL OF THE GROUP SUPERVISOR

This book presents information on the 2017 GENERAL REGULATIONS FOR STUDENTS of Tecnológico de Monterrey. Its content reflects the information available in official media at the time of publication.

Tecnológico de Monterrey reserves the right to modify the content at any time without prior notice and will not be responsible or liable for any declared, implied or inferred obligation derived from the information contained herein.

The electronic version of this publication is available at Portal Mi Espacio
(<https://miespacio.sistematica.mx>)

Edited and published by: The Office of Academic Regulations of
the Office of the Academic and Educational Innovation Vice Rector.

This publication consists of 600 copies and was printed in August 2017,
in the city of Monterrey, Nuevo León, Mexico.



TECNOLÓGICO DE MONTERREY