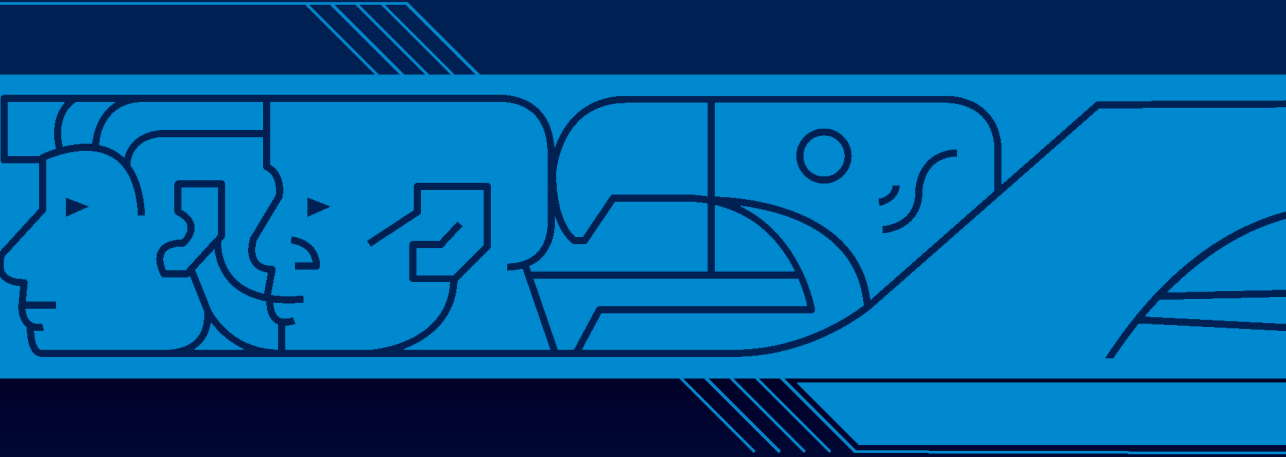


TECNOLÓGICO DE MONTERREY



High School Student Regulations for International Programs

HIGH SCHOOL STUDENT REGULATIONS FOR INTERNATIONAL PROGRAMS

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

Promulgation date: February 2009

Amendments: 2011, 2016

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AMENDMENTS TO THIS EDITION

This edition of the regulations includes amendments that modify the content and sequence of the chapters and articles.

1. The terms ‘energy drinks’ and minor have been included and the term “academic tutor” has been changed to “overseas coordinator” in the General Definitions Section.
2. The headings of Chapters I and III have been changed.
3. The sequence of articles 1 through 5 in Chapter I, General Provisions, section Observance and Fulfillment of these Regulations, has been changed to 80 through 86 in Chapter IX, Observance and Oversight of these Regulations.
4. The sequence of articles 7 through 12 has been changed to 1 through 6 and their wording has been improved; the content of article 6 now forms part of the introduction.
5. The sequence of articles 13 through 15 has been changed to 7 through 9. The participation requirements have been updated and the wording improved.
6. The sequence of articles 16 through 24 has been changed to 10 through 18 and their wording has been improved.
7. The sequence of Article 25 has been changed to Article 43.
8. The sequence of Articles 26 through 36 has been changed to 19 through 29 and the wording has been improved.
9. The sequence of Articles 37 through 53 has been changed to 30 through 46 and their wording has been improved.
10. Chapters VI, VII, VIII and IX have been combined and articles 54 through 75 have been reorganized in Chapter VI and in the content of Articles 47 through 63.
11. Chapter X is now Chapter VII, and the sequence of articles 76 through 81 is now 64 through 69.
12. Chapter XI is now Chapter VIII and the sequence of articles 82 through 90 has been changed to 70 through 78.
13. Article 79 has been included, regarding Tecnológico de Monterrey’s non-liability for the interruption or cancellation of courses owing to unforeseeable circumstances or force majeure.
14. The section Transitory Articles has been eliminated.

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INTRODUCTION

In order to incorporate an internationalization component into students' education, Tecnológico de Monterrey, based on the General Academic Policies and Regulations, signs international academic cooperation agreements with foreign educational institutions. Through these agreements, Tecnológico de Monterrey's high school students have the opportunity to study part of their academic program at a foreign university, as long as they meet the participation requirements and provisions contained herein.

The formulation of these regulations is the responsibility of the Internationalization Office of the Vice Presidency for High School Studies. Therefore, any amendments to this document must be proposed to the Internationalization Representative Committee and approved by the Vice Presidency for Academic Regulations and the Provost of Tecnológico de Monterrey.

David Noel Ramírez Padilla
Rector of Tecnológico de Monterrey
Julio de 2016

GENERAL DEFINITIONS

1. **Substance abuse.** Action and effect of the misuse, excessive, unfair, improper or undue use of consumption.
2. **Credit transfer.** The action by which the courses – passed and failed – completed by a student are recorded in the student's transcript at:
 - a. The same campus, but in a different curriculum, when the courses are equivalent in content.
 - b. Another Tecnológico de Monterrey campus.
 - c. A foreign university with which Tecnológico de Monterrey has entered into an international collaboration agreement. This replaces revalidation.
3. **Alcohol, alcoholic beverage.** 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. This also includes low-calorie or calorie-free long drinks.
4. **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.
5. **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.
6. **Authority.** Power held or exercised by the leader at the place where the student is located.

- 7. *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.
- 8. *Campus.*** Legitimately owned or used physical space, property or land of Tecnológico de Monterrey in which the installations 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.
- 9. *Administering campus, international program's administering campus.*** Both terms refer to the campus that has entered into an international academic cooperation agreement and is responsible for operating the programs derived from such agreement.
- 10. *Campus of origin, student's campus of origin.*** Both terms refer to the campus from which the student originates and the student is participating in an international program managed by any other Tecnológico de Monterrey campus. If necessary, the student's campus of origin will be responsible for convening disciplinary committees for its students, regardless of whether the offense committed by students occurred during their participation in an international program managed by another campus.
- 11. *Case.*** Situation in which a disciplinary offense occurs that implies a violation of these regulations.
- 12. *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 of the same

13. *International academic cooperation agreement.* Official document signed by the authorities of Tecnológico de Monterrey and of one or more foreign institutions stipulating the conditions and duration of the international cooperation established between the institutions involved.

14. *Overseas coordinator.* The person designated by the international program administrating campus to supervise an international program. He/she can be an employee of Tecnológico de Monterrey or of one of the foreign institutions. This person must be expressly recognized by the parents or legal guardian of the students who participate in the international program. This coordinator deals with matters related to the student's personal and academic affairs from the beginning to the end of the international program and can:

- a. Provide direct protective assistance to students.
- b. Represent the students, as necessary, before the school, administrative, judicial or any other type of authorities.
- c. Make decisions and implement the corresponding actions to protect the integrity of students who are minors in emergency situations, when consulting the parents or legal guardian is not possible.
- d. Impose the corresponding sanctions in the event of noncompliance with these regulations.

15. *Student Affairs Director or his/her representative.* Person who coordinates all student-related extra-curricular matters. He/she is in charge of the Cultural Diffusion, Physical Education, Student Group, and Art Workshop departments.

16. *High School Director, Program Director, Director.* Person who coordinates academic matters related to students.

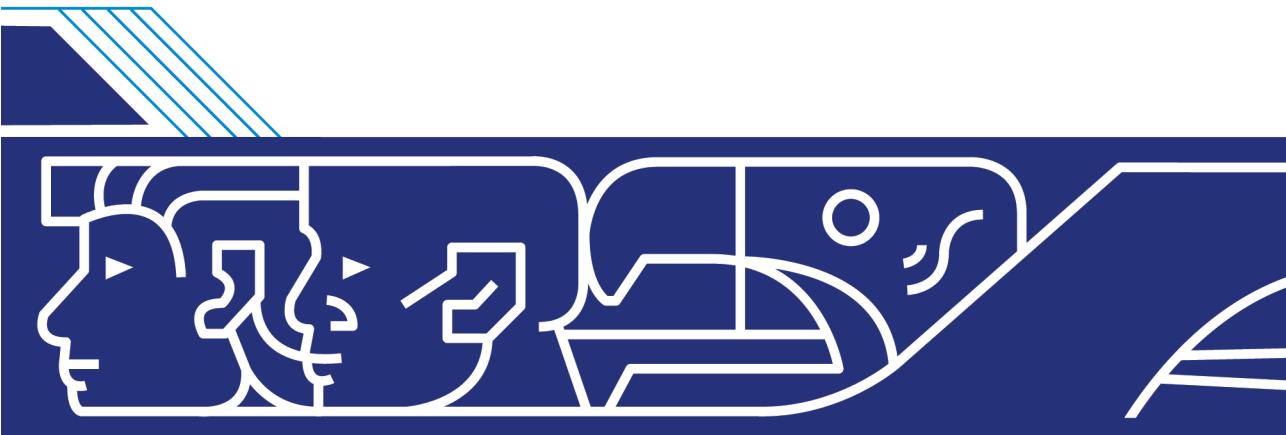
17. *International Program Director or his/her representative.* Person who coordinates all matters related to international programs, but does not necessarily belong to the area of teaching. He/she is in charge of the departments that send students abroad and receive international students at Tecnológico de Monterrey, among others.

- 18. *Stimulant.*** A stimulant or psychostimulant or psychotonic is, in general, a drug or substance that increases motor and cognitive activity levels, reinforces wakefulness, states of alertness and attention.
- 19. *Student or Pupil.*** Any person who is admitted and enrolled in any face-to-face or online course, of an academic, diploma or extension program, with or without curricular value, at any academic level, school, campus, extension school, graduate school or division, liaison office, site or international office of Tecnológico de Monterrey. In national and international exchange programs that involve dual enrollment, jurisdiction over the student or pupil's conduct will be determined by both the directors of Tecnológico de Monterrey and the directors of the other university to which the student belongs. The term student or pupil also means any group of students or pupils who are officially registered at Tecnológico de Monterrey.
- 20. *Anti-doping test.*** Urine test or clinical analyses for detecting residue of illegal or controlled drugs.
- 21. *Adult.*** In accordance with Mexican law, an individual who is at least 18 years old.
- 22. *Minor.*** In accordance with Mexican law, an individual who is not yet 18 years old.
- 23. *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.

- 24. 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.
- 25. 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 they receive a suitable education.
- 26. Prohibited.** Behaviors forbidden by law or by regulations.
- 27. 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 a Special Committee or Disciplinary Committee participates.
- 28. Readmission, reentry, reenrollment.** Activity for enrolling again at Tecnológico de Monterrey. The three terms are used with the same meaning in this document.
- 29. Academic regulations.** Document that brings together the provisions by which academic activities are guided at the campuses.
- 30. Revalidation.** Act by which the Mexican Ministry of Education validates the courses completed and passed by a specific student at a foreign educational institution.

- 31. *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.
- 32. *Transcript.*** The official document in which the foreign institution records the students' final grades. It is used by the Office of the Registrar of the campus of origin to transfer credit for the courses studied by students abroad.
- 33. *Personal trip.*** Trips that do not form part of the international program and, in general, are for sightseeing or recreational purposes or are motivated by a personal need. These trips include travel completed by students from the place at which the international program in which they are participating is offered to a different destination, their stay at said destination and return travel to the place at which the international program is offered.



CHAPTER I

CHAPTER I

International program opportunities

Article 1

Students who wish to participate in an international program must approach the International Programs Department of their campus, since this is the only entity with the authority to offer international academic program opportunities organized by Tecnológico de Monterrey, through which credit for their curriculum courses can be transferred.

Article 2

High school students can transfer credit to Tecnológico de Monterrey for studies completed at a foreign educational institution through a Tecnológico de Monterrey cooperation agreement, as long as they meet the requirements stipulated in the Regulations for Managing and Operating International High School Programs and the number of courses for which credit is transferred does not exceed 50 percent of those corresponding to their curriculum. The courses studied abroad at the direct instruction of Tecnológico de Monterrey will not be considered as courses studied at a foreign institution for the purposes of this article.

Article 3

In the semester and annual international programs, students have the right to transfer credit per semester up to the full academic load of their curriculum, as long as they are studying the full academic load of the foreign institution. Otherwise, the student's high school director or program director will define the number of courses for which credit can be transferred, according to a review of the courses studied abroad, their content, the academic load and the policies provided for this purpose. This credit transfer proposal must be authorized by the Office of the Registrar of the student's campus of origin. In summer programs, students can transfer credit for no more than two courses studied abroad.

Article 4

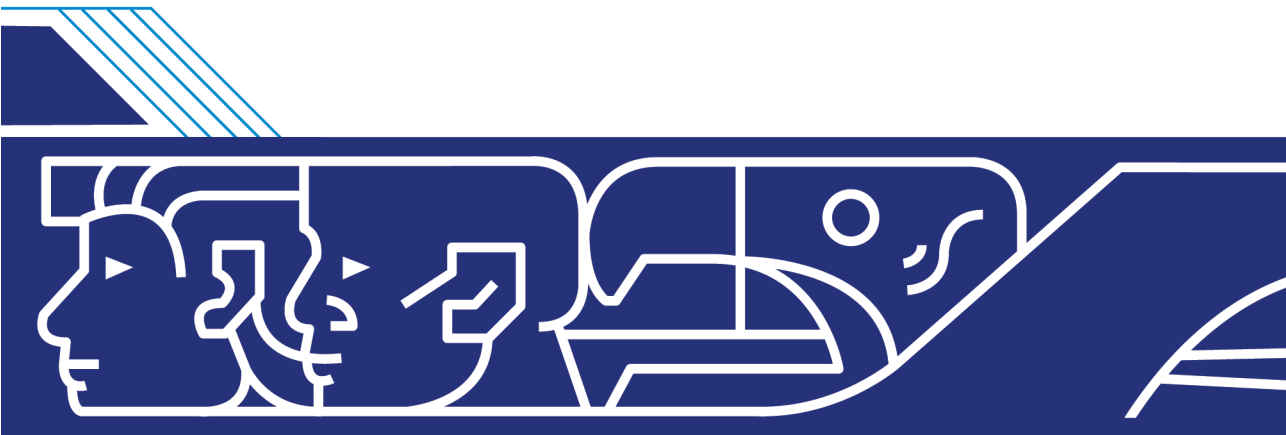
International programs must comply with all the academic aspects specified in the General Academic Policies and Regulations, the High School Academic Regulations, the Regulations for Managing and Operating International High School Programs, the academic regulations of the foreign institution in question and these regulations.

Article 5

Students cannot receive academic credit for the extra-curricular activities in which they participate abroad.

Article 6

The high school director or program director is responsible for authorizing the student's international program courses. Credit cannot be transferred for courses that have not been authorized by the high school director or program director.



CHAPTER II

CHAPTER II

Participation requirements

Article 7

In order to participate in one of the international programs, students must meet the following requirements:

- a. Have regular or conditional academic standing, in accordance with the academic regulations in effect both at the time when they applied to the program and when they leave Mexico.
- b. Continue to have the right to participate in an international program according to the provisions of the General Student Regulations.
- c. Have not received, if they participated previously in an international program at the current academic level, the following sanctions: dismissal from such program, loss of the right to participate in another international program or temporary suspension from Tecnológico de Monterrey.
- d. Comply with the minimum grade average for participation stipulated by the foreign academic institutions or Tecnológico de Monterrey for certain international programs.
- e. Have the written authorization of their high school director or program director.
- f. Have the written authorization of their parents or legal guardian.
- g. Students who are new-entry candidates and wish to participate in a summer abroad program must have been officially admitted to Tecnológico de Monterrey when applying to participate in the program.
- h. Comply with the specifications of the program in which they intend to enroll.
- i. Complete the procedures for participating in an international program satisfactorily, including, but not limited to: application, selection and authorization of the courses to be studied, submission of documents, payment of fees and fulfillment of immigration requirements
- j. Have no financial debts with Tecnológico de Monterrey when applying to participate in the program and when enrolling in the period to be studied abroad.
- k. Have international full-coverage major medical insurance that will be valid throughout the period of the international program and includes at least:
 - i. Medical and hospital expenses for accidents or illness abroad

- ii. Repatriation of the student for health reasons or of remains.
- iii. Medical examination and diagnosis abroad.
- iv. Civil liability.

Students cannot cancel the international medical insurance policy if it is included in the cost of the program.

If the program does not include international medical insurance and the foreign institution does not require the acquisition of a specific policy, students, their parents or legal guardian will be free to choose any insurance company they wish. Before leaving Mexico, participating students, or their parents or legal guardian, as applicable, must submit a copy of the corresponding policy to the International Programs Department at their campus of origin.

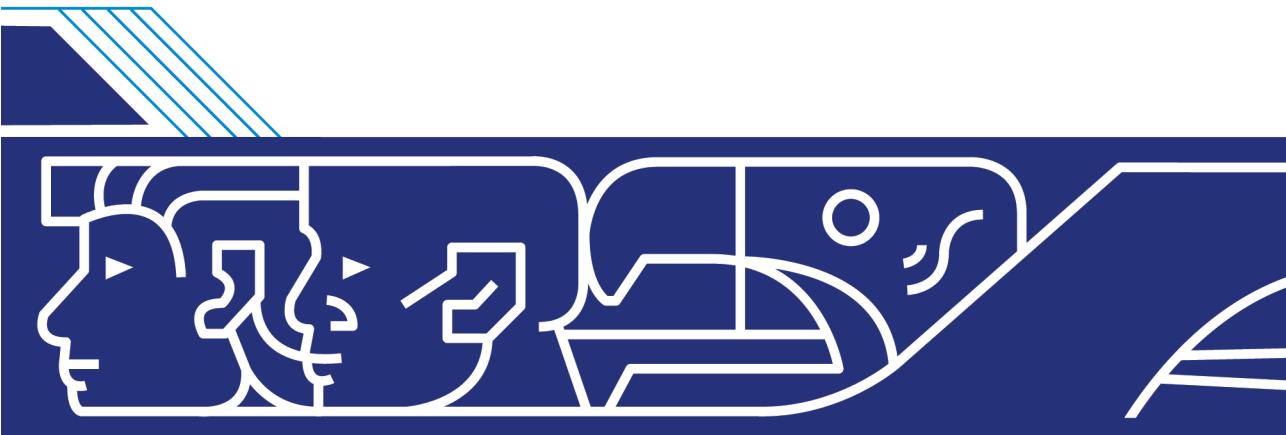
- l. Have national full-coverage major medical insurance.
- m. Have tuition fee payment insurance.
- n. Expressly recognize, together with their parents or legal guardian, the authority of the overseas coordinator previously appointed by the administrating campus.
- o. Submit the student's and parents' or legal guardian's consent for Tecnológico de Monterrey to use his/her personal and sensitive information and to transfer, where appropriate, such information to any third parties involved in the international program.

Article 8

High school students can participate in international programs in any semester of their academic program. Students will take into consideration that their graduation must take place at least one semester after returning from abroad and they must study at least one course at their campus of origin in the academic period in which they will be graduating.

Article 9

Students can only participate in the activities of an international program if they have been accepted and are enrolled in the international program in question.



CHAPTER III

CHAPTER III

Application process

Article 10

Students and their parents or legal guardian have a responsibility and the obligation to consult and review the information on the requirements and policies for participating in international programs, and for completing the entire admission process in person on the dates specified by the International Programs Department.

Article 11

Students and their parents or legal guardian are responsible for providing the full, accurate information required by the International Programs Department or the foreign institution.

Article 12

Students must adhere to the dates, hours and specifications (submission of paperwork, payments, meetings) marked on the calendar of the International Programs Department of the administrating campus.

Article 13

Students and their parents or legal guardian must attend all the informative meetings and be familiar with the information presented there.

Article 14

Students cannot apply for participation in two different international programs to study during the same academic period.

Article 15

Students cannot enroll during the same summer period in an international program and in another academic program offered at one of the Tecnológico de

Monterrey's campuses.

Article 16

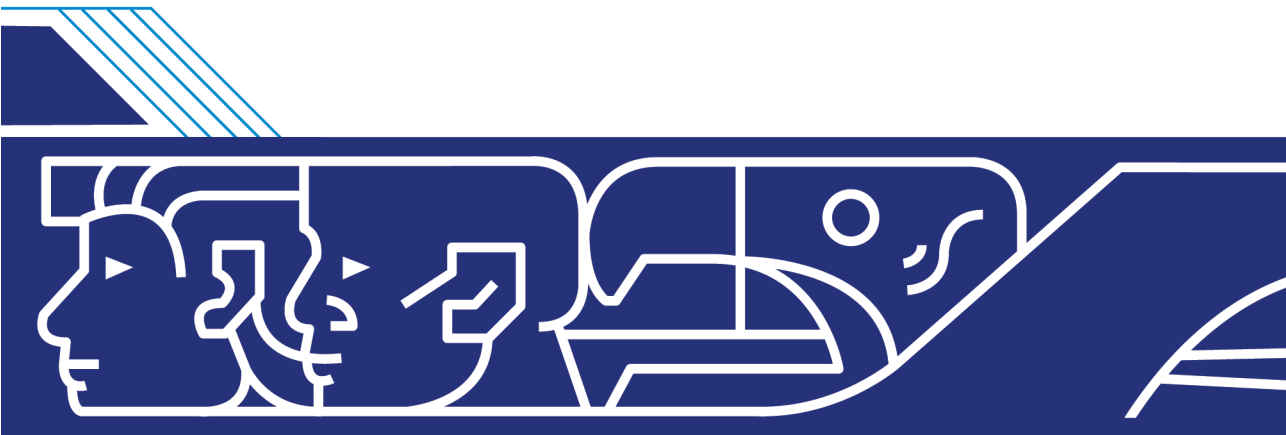
Submission of the admission application does not guarantee the student's assignment to the selected program. Students will receive in writing their acceptance to the international program from the International Programs Department.

Article 17

Students are responsible for obtaining the written authorization of their high school director or program director for the courses they wish to study abroad. Credit cannot be transferred for courses that have not been authorized in writing.

Article 18

Students who receive some form of financial aid from Tecnológico de Monterrey must observe the policies stipulated by the department responsible for such aid at their campus of origin and the policies specific to the international program in which they wish to participate.



CHAPTER IV

CHAPTER IV

Before going abroad

Article 19

Tecnológico de Monterrey will not carry out any processes with embassies, consulates or government agencies resident in the United Mexican States or abroad. Immigration processes to assure the students' legal status abroad (passport, visas) are the sole and exclusive responsibility of the students, or their parents or legal guardian.

The foreign institutions can deny the students' participation in the program of their interest, when said students do not have the official, legal documentation required to study in the destination country. No refunds will be made in this case.

Article 20

Student participants must be aware that at some educational institutions and for certain programs there are pre-established course packages that cannot be changed under any circumstance. Therefore, they cannot enroll in different courses even if they form part of the curricula available at the foreign institution during the academic period they will be studying.

Article 21

Students, or their parents or legal guardian, are responsible for paying to Tecnológico de Monterrey the fees corresponding to the international program in which the student has enrolled.

Article 22

Students, or the parents or legal guardian, will undertake to pay any expenses that might arise, including but not limited to:

- a. Disease or death of the student while abroad and the paperwork related to such events.
- b. Damage, theft or loss of the student's belongings and the processes for their repair or replacement.

- c. Damages to third parties, individuals or items, caused by the student.
- d. The student's participation in walkouts, strikes, riots, any type of demonstrations, fights, rallies, mob violence and/or disturbances.
- e. Any form of physical or psychological harm or aggression to the student.
- f. Damages caused to the student during the provision of emergency medical services, transportation to the hospital or medical treatment given.
- g. Doctors' and lawyers' fees.
- h. Noncompliance with the admission criteria and deadlines set by the foreign institution.
- i. Granting of visas to enter the countries required by the student or visas to study in the country in which the program is offered, as well as the response times for the corresponding processes.
- j. Air tickets, immigration processes, among others, if the student does not participate in the program.
- k. Processes resulting from the student's early return.
- l. Change of accommodation.
- m. Students' participation in trips not organized by the international program.
- n. When students travel separately from the group.
- o. Owing to any omission or false information provided by students, or their parents or legal guardian.
- p. Courier services for sending documents.
- q. Any expenses not included in the program or not covered by the insurance acquired by the student.

Article 23

Students, or their parents or legal guardian, must complete all the necessary processes for enrollment at Tecnológico de Monterrey during the academic period of the international program, such as: reviewing the status of scholarships, administrative registration, payment of tuition fees, academic enrollment and review of the requirements for finalizing the academic program at Tecnológico de Monterrey.

Article 24

Students, or their parents or legal guardian, must know and accept in writing, before leaving Mexico, the grade scale and equivalence that will be used for transferring credit for the courses to be studied abroad. Courses that are failed

at the foreign institution will be considered as failed at Tecnológico de Monterrey and will appear on the students' transcript with the corresponding grade, according to the aforementioned scale and equivalence.

Article 25

All cancellations prior to the student's participation must be notified in writing to the International Programs Department within the deadlines set by this department; the notification must be signed by the student and, in the case of minors, by the parents or legal guardian.

Article 26

If students cancel their participation in an international program, the fees will be refunded in accordance with the program cancellation policies.

Article 27

The International Programs Department of a campus can cancel the students' participation in any international program when participants:

- a. Do not observe the dates marked on the calendar of the International Programs Department or those indicated by the foreign institution.
- b. Do not meet the requirements of the international program or of the foreign institution (language requirements, academic requirements, disciplinary requirements, academic honesty requirements, among others).
- c. Have unpaid balances at Tecnológico de Monterrey or have not paid the cost of the international program.

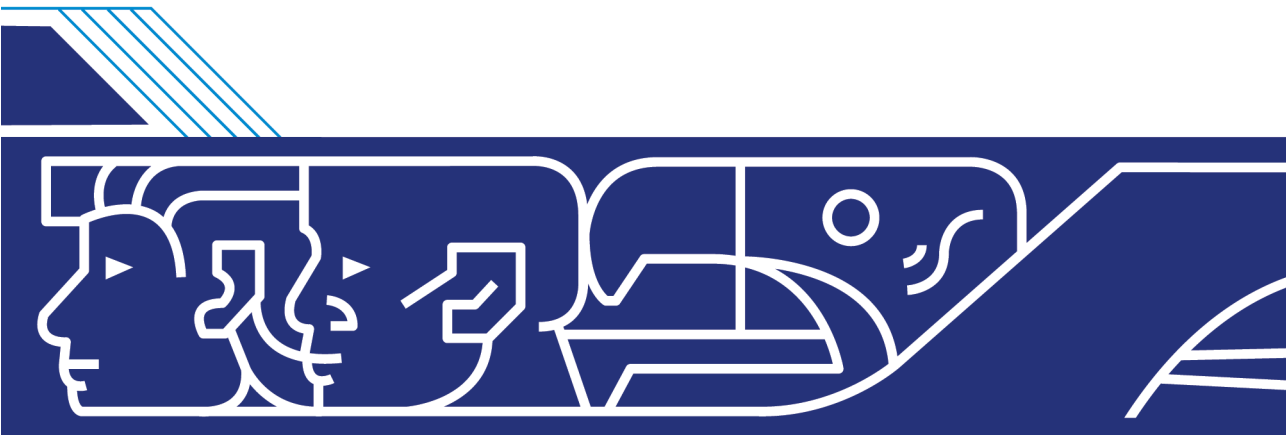
In the aforementioned cases, all refunds will be subject to the program cancellation policies.

Article 28

All programs have a limited capacity and, in some programs, a minimum number of students is required to open the program.

Article 29

If the International Programs Department cancels a program because the minimum number of students enrolled is not met, all payments made by students to Tecnológico de Monterrey for this purpose will be refunded.



CHAPTER V

CHAPTER V

While abroad

Article 30

The International Programs Department does not guarantee that the foreign institution will offer the courses selected by the student. The foreign institution has the faculty to change the course offering, owing to the lack of available groups or other circumstances beyond the control of Tecnológico de Monterrey.

Article 31

Tecnológico de Monterrey or the foreign institution can implement, without prior notice, modifications to any international program, while endeavoring to affect the students involved as little as possible.

Article 32

Neither the foreign institution nor the Tecnológico de Monterrey campuses are under an obligation to report monthly or partial grades to the parents or legal guardian of students who are participating in an international program.

Article 33

If the foreign institution authorizes the student to take second-opportunity exams, Tecnológico de Monterrey will allow this as long as the exam takes place within the international program period and does not have to be administered remotely in Mexico.

Article 34

Students must inform the overseas coordinator and the host family providing accommodation during their stay abroad about the activities in which they will be participating during their personal time.

Article 35

The institutional email account is the official means for all communications between Tecnológico de Monterrey and students while they are studying abroad, from the start of the participation application process, during their stay abroad and until the conclusion of their re-entry to Tecnológico de Monterrey. Students are responsible for keeping their email account active and with sufficient space to receive mails.

Article 36

Students undertake to be in constant communication with the International Programs Department while studying abroad and until credit has been transferred for their courses.

Article 37

Students are responsible for knowing and obtaining their final grades at the foreign institution before returning to Tecnológico de Monterrey, and for requesting a grade review, if necessary. All policies provided by the foreign institution for this purpose must be observed. Courses grades will be based on the grade scale and equivalence in effect.

Article 38

Students who participate in two international programs, in consecutive academic periods, are responsible for completing the corresponding processes (application for admission to international programs, acceptance documents, visas, accommodation, among others) for both programs.

Article 39

Students who are interested in extending the international program period must apply to the International Programs Department of the opportunity's administrating campus. If approved, students are responsible for meeting in due time and proper form the program's extension requirements and will be subject to the policies stipulated by Tecnológico de Monterrey.

Article 40

Participating students and, in the case of minors, their parents or legal guardian, will be responsible for arranging and paying for their accommodation, meals and transportation, among other items. Moreover, they will be responsible for fulfilling the rental contracts they sign, observing each and every clause provided by such contract, and for relations with the lessor and any possible problems or mishaps that might arise from the interpretation or noncompliance of the same, and for paying any type of debts generated.

If students are declared to be *personae non gratae* at their place of accommodation, Tecnológico de Monterrey is not under an obligation to find them another place to stay. All expenses resulting from the change of accommodation and payment of damages are the responsibility of the students, their parents or legal guardian. Any change in accommodation must be authorized in writing by the International Programs Department.

Article 41

While abroad, students must:

- a. Abide by the code of conduct and discipline of the place where they are living.
- b. Display a positive, tolerant attitude toward the diverse lifestyles with which they come into contact.
- c. Strictly comply with the arrival times of their accommodation, as stipulated in the international program or the rules of the place where they are staying.
- d. Report to their overseas coordinator in the event of any issues related to their accommodation.
- e. Know and accept that under no circumstances will they be allowed to sleep anywhere except the assigned accommodation without the prior authorization of their overseas coordinator.
- f. Know and accept that no female visitors are allowed in the men's rooms and vice versa.
- g. Know and accept that anybody who does not form part of the group is prohibited from visiting a member of the same in his/her room.

Article 42

If students become involved in an unexpected or extraordinary event while studying abroad, they must immediately contact the overseas coordinator and the foreign institution, as well as the International Programs Department of Tecnológico de Monterrey. Unexpected or extraordinary events will be understood as, though not limited to: a natural disaster, an act of terrorism, a serious accident or any act considered illicit in the host country, or any other extraordinary event.

Article 43

If students have an accident during an activity of the program in which they are participating, the overseas coordinator and the organizations involved in said program can, within their possibilities, provide emergency medical and legal services. Any non-urgent treatment or matter will be provided or addressed once the student's parents or legal guardian have been contacted to inform them of the situation and obtain their consent.

Article 44

If for any reason students interrupt their studies abroad or withdraw before completing the international program or is sent back to their campus of origin owing to misconduct, Tecnológico de Monterrey will not enroll the students at any campus during the ongoing academic period or transfer credit for the courses, and will not refund any expenses whatsoever.

Article 45

Tecnológico de Monterrey can suspend students' participation in the international program if there are any risks to their health or physical wellbeing. Any resulting additional costs will be covered by the student.

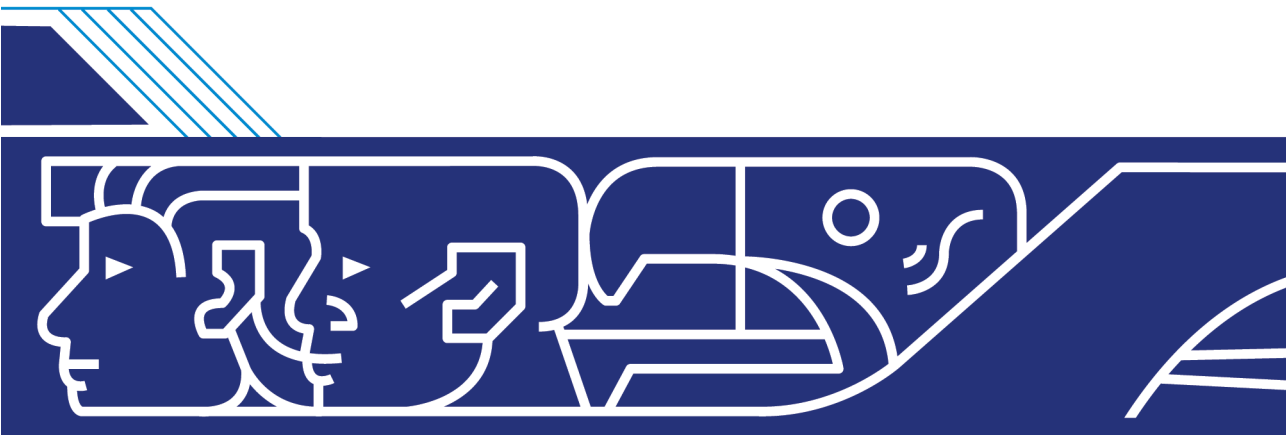
Article 46

No refunds will be made in any of the following cases:

- a. If students fail courses in the international program in which they are enrolled.

- b. If for reasons beyond the control of Tecnológico de Monterrey, the student is unable to participate in or complete the program.
- c. If the student withdraws from the program.
- d. If the student is sent back to the campus of origin owing to misconduct during the international program.

In the cases mentioned in subsections b, c and d, Tecnológico de Monterrey will not enroll the student at any of the campuses during the ongoing academic period.



CHAPTER VI

CHAPTER VI

Disciplinary provisions

Article 47

During their participation in the international program and while abroad, students must comply with:

- a. The General Student Regulations, these regulations and all the complementary legislation of Tecnológico de Monterrey..
- b. The legislation of the foreign institution at which they are studying, as well as the laws of the host country.
- c. A diligent, irreproachable, responsible conduct, in accordance with the values and principles of Tecnológico de Monterrey, taking into consideration that their conduct affects their personality and honor, as well as the image of the Institute and of their country.
- d. Respect for the person in charge of the group, the people responsible for the international program both in the United Mexican States and abroad, as well as for their fellow students.
- e. Refraining from issuing messages that could be deemed offensive by a person or persons whose culture, race, religion, sexual orientation, habits or capacities are different from those of the student.
- f. Punctually attending all the activities included in the international program.
- g. Respect for the class attendance policies of the foreign institution and of the international program's administrating campus.

Article 48

During the international program and while abroad, students are forbidden from:

- a. Using offensive verbal, non-verbal or written language when addressing anybody.
- b. Creating, using or possessing a fake document or ID or carrying an ID that belongs to someone else for the purpose of identifying themselves.
- c. Possessing, copying or distributing any materials protected by copyright or intellectual property rights without the prior authorization of the author or of the person who holds the corresponding rights, such as, but not limited to, academic materials, songs, music, videos, films, books, among others.

- d. Performing excessive demonstrations of affection and participating in activities or expressing comments that are indecent or obscene.
- e. Consuming, introducing, possessing, distributing, giving away or selling narcotics or drugs that are illegal or prohibited in the United Mexican States or the host country.
- f. Consuming, introducing, possessing, distributing, giving away or selling alcoholic or energy-booster beverages, and possessing the empty containers of such beverages.
- g. Stealing, taking, keeping or defending another person's property as their own.
- h. Driving any type of automotive vehicle.
- i. Participating in activities that are deemed to be dangerous, such as, without being limited to: parachuting, bungee jumping, motorcycling, water or extreme sports.
- j. Perforating their body for piercings, wearing them, or having any part of their body tattooed or modified in any way.

Article 49

For their own personal safety and that of the academic community of Tecnológico de Monterrey and of the foreign institution, all students are strictly forbidden from carrying dangerous devices, firearms, bladed weapons and other types of weapons that are dangerous or are classified as prohibited under the laws of Mexico and of the host country during and up to the culmination of the international program.

Article 50

At any time during the international program, the overseas coordinator or the foreign institution can call a meeting, as they deem necessary. Students must attend all these meeting punctually.

Article 51

Students who wish to go on a personal trip during the international program must obtain:

- a. The authorization of the International Program Department of the

- administrating campus.
- b. The authorization of the overseas coordinator.
- c. The authorization of the host family (when so required by the program).
- d. The written authorization of the parents or legal guardian, who must use the correct form and submit it to the International Program Department.

Once authorized, students must provide their parents or legal guardian and the overseas coordinator and the host family, before the start of the trip, with all the information related to their itinerary and the locations to be visited, as well as the media through which they can be located and contacted during the same.

Article 52

In order to prevent and avoid any health risks, Tecnológico de Monterrey can at any time:

- a. Perform anti-doping tests for narcotics, drugs or controlled substances. Such tests will be administered by personnel trained for this purpose.
- b. Perform anti-alcohol tests using a breathalyzer or any other equivalent measurement system. These tests can be administered by the overseas coordinator or any other person in charge of the international program in the host country.

Students who refuse to cooperate with these analyses and tests will be sanctioned with definitive dismissal from Tecnológico de Monterrey, following the relevant procedures set forth in the General Student Regulations.

Article 53

Anti-doping and anti-alcohol tests will be administered as the result of any of the following situations:

- a. A random, unannounced system.
- b. Behavior that implies the consumption of alcohol or other substances.
- c. A suspicious attitude indicating that an alcohol or illegal substance consumption problem exists.

If the results of students' breathalyzer or anti-doping tests are positive, students will be sanctioned in accordance with the provisions of these regulations.

Article 54

In order to safeguard the students' health and wellbeing and if the overseas coordinator observes in students behaviors that indicate the possibility of the existence of an addiction or serious physical health or emotional or psychological instability issues that affect their performance or endanger their wellbeing and the wellbeing of others, or if the students themselves admit to having an addiction or problem of this type, the coordinator will review the case directly with the corresponding areas of Tecnológico de Monterrey. These areas will monitor the student in question, which could require sending him/her back to the campus of origin where he/she will be given the necessary assistance as described in the General Student Regulations. This does not exempt the student from receiving any applicable sanctions if these regulations have been violated.

Article 55

Given the nature of international programs, students who participate in the same can be given any of the following sanctions:

- a. Warning: defined as a verbal or written caution.
- b. 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.
- c. Suspension of services: students will not be able to use the facilities or have access to the regular services or activities offered by the foreign institutions involved in the program.
- d. Probation: consists of informing students that their continuance at Tecnológico de Monterrey is conditional on not failing to comply with these regulations with a new offense or committing the same offense again. Students must fulfill the duties or obligations imposed as a corrective measure. Students will be informed of the duration of the sanction and any other circumstances related to its fulfillment.

- e. Loss of rights: consists of preventing a student from exercising one or several of the rights related to the international program in which he/she is participating.
- f. Suspension from the international program: implies the students' permanent exclusion from the international program in which they are participating and their immediate return to their campus of origin, with the academic and financial consequences this involves. Such consequences include, but are not limited to: course credit will not be transferred, no refunds will be made for the international program, and any expenses generated for the return to the campus of origin must be paid, among others.
- g. Definitive dismissal: implies 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.

Article 56

The overseas coordinator or the International Programs Department of the administrating campus will have the following faculties:

- a. Investigate and document all the events that could affect the personal wellbeing of the student as well as any behaviors that violate any of the provisions of the General Student Regulations or these regulations.
- b. Impose on the students for whom they are responsible one or several sanctions that can range from a warning to probation, depending on the gravity of the event.
- c. Ask the student's campus of origin to form a Disciplinary Committee when the student's conduct is deemed to warrant a more severe sanction than those set forth in the preceding subparagraph.
- d. Establish any preventive measures deemed necessary when the students' health or wellbeing is at risk, owing to any circumstance.

Article 57

When the host institution imposes one or several sanctions on the student, he/she must respect the sanctions imposed and Tecnológico de Monterrey will oversee their strict fulfillment. In addition, Tecnológico de Monterrey can convene a Disciplinary Committee for International Students and apply further sanctions if considered appropriate.

Article 58

If a student is reported for any reason by the foreign institution, overseas coordinator or host family, Tecnológico de Monterrey will immediately follow up on said report.

Article 59

The overseas coordinator will generate a written report on all the sanctions imposed, ranging from a warning to probation.

Article 60

When the gravity of the events results in the need to form a Disciplinary Committee, the overseas coordinator will send the investigation's file to the international program's administrating campus, which will inform the student's campus of origin and the aforesaid committee can be formed. The overseas coordinator can appear before the committee if so required in order to give an account of the facts.

Article 61

The investigation file can include the following: all the actions, documents, declarations, reports, official certifications of an authority in the country in question; the overseas coordinator's report; and the evidence contributed by the students involved. The overseas coordinator who compiled the investigation will then:

- a. Assure that no more information needs to be added or actions taken.
- b. Issue a written agreement setting forth this circumstance and notify in

person the student or students involved that they have the right to file a written report, no later than twenty-four hours after the notification, stating whatever may be in their best interest regarding the investigation in question.

- c. Once all the aforementioned evidence has been received, the overseas coordinator will include it in investigation file, which will be submitted to the international program's administrating campus, in order to inform the students' campus of origin of the petition to form a Disciplinary Committee. If the students do not file the written report within the term specified, as is their right, this fact will be put on record and the file will immediately be remitted under the stipulated terms.

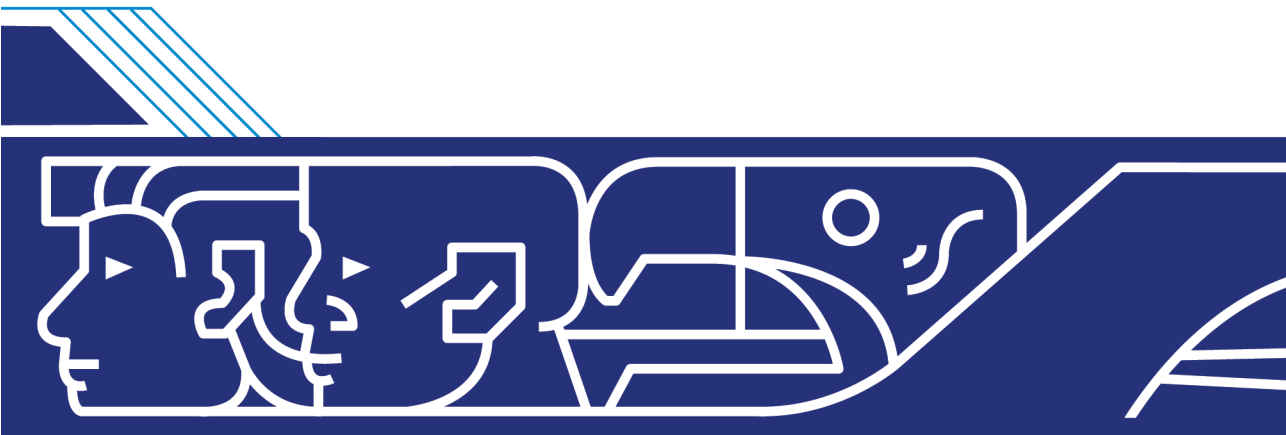
Article 62

The Disciplinary Committee will be made up of at least:

- a. The Director of Student Affairs –or his/her representative– who will act as chairperson
- b. A person in charge of International Programs.
- c. El director de preparatoria o director de programa del campus de origen del alumno.

Article 63

All procedures related to the Disciplinary Committee will be governed by the provisions of the General Student Regulations. If any execution of the committee's procedures needs to be adapted because the student is abroad, such adaptations will be carried out seeking to fulfill the principles consigned in the General Student Regulations in the students' favor.



CHAPTER VII

CHAPTER VII

Returning to Tecnológico de Monterrey

Article 64

Upon termination of the international program, the students and, if applicable, their parents or legal guardian, will be responsible for completing the processes for re-entry to Tecnológico de Monterrey.

Article 65

Students must answer the feedback survey for the program in which they participated on the dates set by the International Programs Department.

Article 66

Students are responsible for submitting to the International Programs Department the original of the definitive credit transfer form signed by their high school director or program director in order to officially initiate the credit transfer process for the courses studied abroad.

Article 67

For Tecnológico de Monterrey to transfer credit for the courses studied by a student at a foreign institution, the original of the definitive course credit transfer form signed by the high school director or program director and the transcript issued by the foreign institution must be submitted.

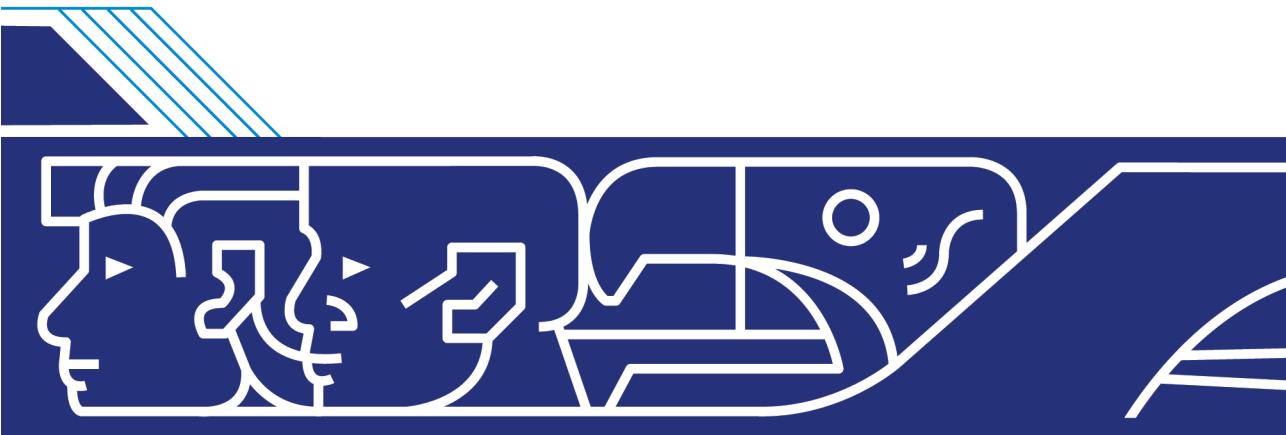
For the international programs in which Tecnológico de Monterrey awards academic credit, only the original of the definitive credit transfer form signed by the high school director or program director is required. Students are responsible for personally handing this form in to the International Programs Department of their campus of origin.

Article 68

The original transcript from the foreign institution will form part of the student's academic record and will be in the possession of the campus that awards the corresponding academic degree.

Artículo 69

The foreign institutions will submit grades once the students, their parents or legal guardian have paid all debts owed to such institutions corresponding to the international program, which is understood and accepted by the students, their parents or legal guardian on applying to participate in the program.



CHAPTER VIII

CHAPTER VIII

Disclaimer

Article 70

All expenses incurred by students before their definitive acceptance at a foreign institution will be the exclusive responsibility of the students, their parents or legal guardian.

Article 71

Tecnológico de Monterrey will not be responsible for paying any debts generated by the participating students when they incur in any expense resulting from damages or debts in the host country. The students, their parents or legal guardian accept that if the foreign institution transfers such debt to Tecnológico de Monterrey, the latter will charge the same directly to the student's account.

Article 72

Tecnológico de Monterrey will not be responsible for students who participate in any type of international program independently (excluding the agreement options or programs organized by Tecnológico de Monterrey).

Article 73

Tecnológico de Monterrey cannot be held responsible if the foreign institution rejects a student's application for reasons beyond the control of Tecnológico de Monterrey.

Article 74

Tecnológico de Monterrey is under no obligation to transfer credit for courses studied by students at a foreign institution if the high school director or program director and the International Program Department did not authorize these courses in writing.

Article 75

Neither Tecnológico de Monterrey nor the overseas coordinator is responsible for students who participate in activities that do not form part of the international program in which they are enrolled (trips to other cities, nights out, among others). However, students must at all times adhere to the guidelines and provisions stipulated in the conduct rules of the institutions in question.

Article 76

Tecnológico de Monterrey is not liable for students when they participate in walkouts, strikes, riots, any type of demonstrations, rallies, mob violence and/or disturbances.

Article 77

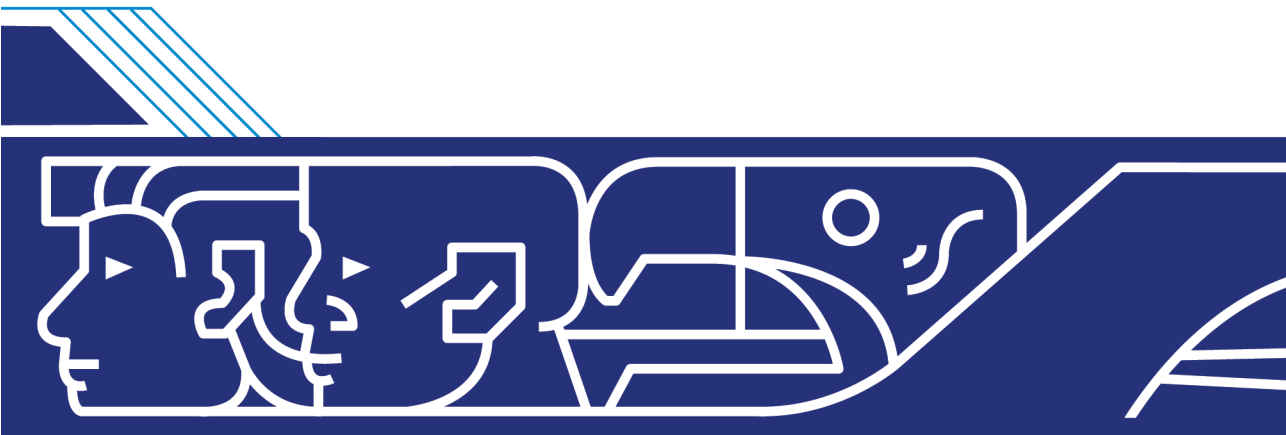
Tecnológico de Monterrey is not liable for behaviors in which the student has caused or suffered injuries resulting from accidents, or for physical or psychological aggressions of which the student is a victim.

Article 78

Tecnológico de Monterrey is not liable for students who suffer any form of physical harm to their person owing to natural disasters, such as cyclones, hurricanes, hailstorms, earthquakes, tsunamis, floods, volcanic eruptions, avalanches, mud or rock slides, falling or demolition of constructions and buildings, or any other extraordinary events.

Article 79

Tecnológico de Monterrey is not liable for the partial or total interruption or cancellation of the program or any of the courses owing to unforeseeable circumstances or force majeure (including, but not limited to, political or situations, weather phenomena, natural disasters or epidemics). In these cases, Tecnológico de Monterrey will not refund the cost of the program and is not liable for any additional expenses generated.



CHAPTER IX

CHAPTER IX

Observance and oversight of these regulations

Article 80

These regulations provide and regulate diverse procedures applied to Tecnológico de Monterrey's international high school programs, including aspects related to students' application for participation and the termination of the program. Students are considered to have terminated their program when the following two conditions are met:

- a. Students return to their campus of origin.
- b. Tecnológico de Monterrey officially resolves the transfer of credit for the courses studied by the student abroad.

Article 81

Given their nature, knowledge and observance of these regulations are obligatory for all Tecnológico de Monterrey high school students, both adult and minors, who participate in international programs. On receiving the current regulations during the enrollment process, the student is responsible for reading and accepting their content since ignorance of the same can never be invoked as an excuse for avoiding their application. In the case of students who are minors, their parents or legal guardian are responsible for explaining to them the content and scope of these regulations and accepting their full application.

Article 82

Reference to the parents of a minor means that the appearance, signature, authorization, process or action in question is required of one of the parents or the person who exercises parental authority.

Article 83

If an express applicable provision is missing from these regulations, the General Student Regulations, the General Academic Policies and Regulations, the High

School Academic Regulations and the Regulations for Managing and Operating International High School Programs will be applied. Violation of these regulations and of the law of the states or nations visited by students will also be sanctioned in accordance with these regulations.

Article 84

High school students to whom these regulations apply must observe the rights and obligations contained in its Articles, twenty-four hours a day, from the start and until the termination of the international program in question.

Article 85

When in these regulations a different name is given to an administrative unit, meaning an office, department or attention or service unit, established prior to the beginning of the term of the same, the affairs being processed will be attended by the administrative unit with the new name.

Article 86

Cases related to high school students participating in international programs that are not foreseen in these regulations or in any other legislation in effect at Tecnológico de Monterrey, will be studied and resolved by a committee comprised of three directors or faculty members representing the Office of the Registrar and academic and international program areas.

This book presents information on **2016 High School Student Regulations for International Programs** of Tecnológico de Monterrey.
Its content reflects the information available in official media at the time of publication.

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

Edited by: Office of Academic Regulations of the Vice Presidency for Academic Regulations.
This publication consists of 500 copies and was printed in July 2016,
in the city of Monterrey, Nuevo León, Mexico



TECNOLÓGICO DE MONTERREY