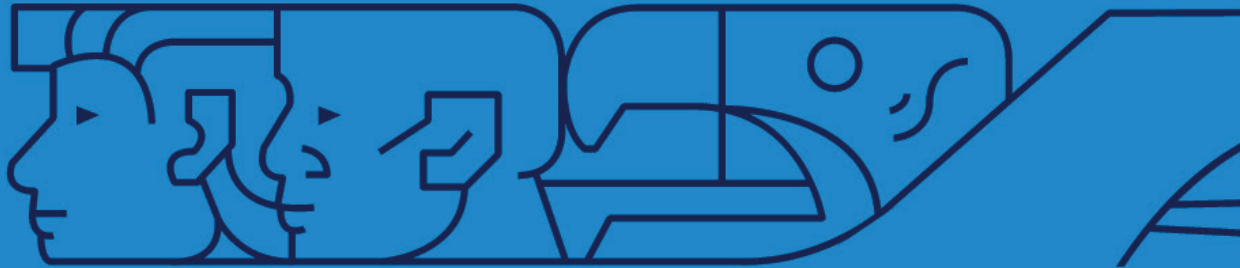


TECNOLÓGICO DE MONTERREY



**Graduate  
Admission  
Regulations**



# **GRADUATE ADMISSION REGULATIONS**

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

Promulgation date: March 2014

Amendments: 2020

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### **Notice on the use of inclusive language**

The use of the generic masculine or masculine of a collective nature seeks to simplify communication in consideration of the principle of economy of language. Grammatical gender (masculine, feminine) is normally associated with biological sex; however, grammatically there is no intention to discriminate against anybody for their biological sex or sexual identity. In the Spanish language, the use of a mixed collective of the masculine grammatical gender is not a discriminatory practice, but- its use- avoids unnecessary repetitions, permitting the employment of plain language, characterized by conciseness and clarity.

At Tecnológico de Monterrey, the prescripts contained in its regulations are formulated in generic masculine or masculine of a collective nature; consequently, they do not refer only to the masculine gender, but to all the genders that form part of the community.



## **AMENDMENTS IN THIS EDITION**

Adjustments have been made as a result of organizational changes and changes in processes related to student admissions, and in order to incorporate the provisions authorized by means of official emails as of their promulgation to date.





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# INTRODUCTION

Based on the General Academic Policies and Regulations, which stipulate the basic premises that govern the educational process of Tecnológico de Monterrey, and considering that one of the objectives of the Institution is the selection of individuals who have the enormous potential to become leaders with an entrepreneurial spirit, humanistic outlook and who are internationally competitive, the Graduate Admission Regulations have been created to guarantee the efficient application and timely dissemination of these provisions.

The content of this document includes the purpose, scope, actions to be implemented to assure the protection of candidates' personal data and the rest of their records, and the provisions related to the student admission process.

This edition was authorized by the undersigned, at the proposal of the Office of the Academic and Educational Innovation Vice Rector, and formulated on the basis of the recommendations of a committee formed for this purpose.

David Alejandro Garza Salazar  
Rector of Tecnológico de Monterrey  
April 2020



## GENERAL DEFINITIONS

Students are classified according to their prior academic relationship with Tecnológico de Monterrey.

- a. **Students.** Individuals enrolled in the diverse educational programs of Tecnológico de Monterrey.
- b. **New students.** Individuals who have never been Tecnológico de Monterrey students at any of the levels - high school, undergraduate or graduate - in which the priority educational services of Tecnológico de Monterrey are offered.
- c. **External transfer students.** Students who are normally registered at foreign universities and are taking courses at Tecnológico de Monterrey for a period of time that is less than the duration of an academic program.

Other definitions used in these regulations are as follows:

1. **Candidate.** Individuals who are interested in completing the high school, undergraduate or graduate admission process and have never been Tecnológico de Monterrey students at any of the levels -high school, undergraduate and graduate- in which the priority educational services of Tecnológico de Monterrey are offered.
2. **Admissions Committee.** The body that evaluates and makes a decision on the admission status of each Tecnológico de Monterrey applicant.
3. **English placement test.** English language proficiency assessment tests authorized by Tecnológico de Monterrey.
4. **Graduate Admission Test (PAEP).** Admission test designed to measure the verbal and mathematical reasoning skills of Spanish-speaking students who wish to pursue graduate studies.

5. **Applicant.** Candidates who have submitted their complete admission file to be examined by the Admissions Committee for entry to the high school, undergraduate or graduate levels.
  
6. **Visitor.** Individuals who are not officially enrolled in an academic graduate program, but wish to increase their knowledge in a specific area of study.



# CHAPTER I





# CHAPTER I

## Purpose and Scope

### Article 1

The purpose of these regulations is to establish the bases, requirements and procedures for admission to Tecnológico de Monterrey, in order to implement a student selection process.

### Article 2

The provisions herein refer to graduate studies (Specializations, Masters and Doctorates).

When a different name is given in these regulations to an administrative unit, meaning any office, department or unit for attention or service, defined before they came into effect, any matters being processed will be dealt with by the administrative unit with the new name.

### Article 3

Tecnológico de Monterrey seeks to incorporate talented students whose characteristics match the Institution's objectives. Therefore, in order to be admitted, applicants are evaluated by an admissions committee in a comprehensive process that considers:

1. The current score on the Graduate Admission Test (PAEP).
2. The general grade average in undergraduate or master's degrees, as appropriate.

Each School may have additional assessment requirements, such as:

- Curriculum vitae.
- Essay or statement of purpose explaining the area of work in which applicants wish to develop their thesis, research project

or professional practice, according to the corresponding type of graduate program (research or professionalization).

- Interview with the program director or a designated member of the academic program council.
- Evidence of published works.
- Letters of recommendation.
- Documentary proof of work, academic and/or research experience.
- Results of the TOEFL or an equivalent test authorized by the institution.

Candidates who are in a country where the PAEP is not administered can take the GRE (Graduate Record Examination), GMAT (Graduate Management Admission Test) or EA (Executive Assessment) instead, according to the field of the program to which they are applying for admission.

#### **Article 4**

As part of the admission process, applicants must submit the following documents to the campus' Admissions Office in order to complete the procedure for their admission to Tecnológico de Monterrey. Such documents will form part of their records:

Documents to be submitted to the Admissions Office:

1. Printout of the last two pages of the admission application form with handwritten signatures checked against the official ID.
2. Copy of birth certificate. Foreigners can present their passport or official identification card from their country of origin.
3. Copy of the official photo and signature ID.
4. Copy of the authenticated undergraduate degree certificate.
5. Copy of the authenticated undergraduate studies certificate.
6. Copy of CURP (for Mexicans or residents in Mexico only).
7. Updated curriculum vitae mentioning achievements and competencies.

For studies completed abroad, the following must be considered:

- a. If the document is in a language other than Spanish or English, a translation into Spanish must be included.

- b. Equivalency with Mexico's grading scale will be carried out through the official scales used by Tecnológico de Monterrey.

In addition, the legal requirements for the recognition of such studies in Mexico must be met.

### **Article 5**

Valid documents that incoming applicants can submit as official photo and signature identification are:

1. Passport.
2. IFE/INE card (Mexican voter's card).
3. Military service card.
4. Professional license (not electronic).
5. Official ID card from the country of origin.
6. Official card from the Mexican Ministry of National Defense or Ministry of the Navy.

### **Article 6**

The student admission process is supported by the:

1. The National Admissions and Financial Aid Office.
2. The Graduate Studies Office or its equivalent in each of the Schools.
3. The Admissions Committee for each graduate program.
4. The Admissions Office at each Campus or its equivalent in each School.

### **Article 7**

The Admissions and Financial Aid Office is the department in charge of overseeing and evaluating the admission process at each of the campuses and Schools.

### **Article 8**

The Admissions Committee for each graduate program is made up of at least the program director and two members of the academic council. Its

main responsibility is to issue a decision on the admission status of each applicant by reviewing the candidate's files.

Once the Admissions Committee makes the admission decision, it sends the result to the Admissions Office of the campus or School.

Each program's Admissions Committee makes the admission decision based on the results obtained in the admission process, in accordance with Article 3 herein and the specific criteria established for such program. The admission status decision for the requested academic period will be one of the following:

- Admitted
- Provisional admission
- Decision pending (for reasons defined by the committee)
- Denied

The decision of each program's Admissions Committee will be documented in accordance with the confidentiality policies for handling applicants' files, as provided in CHAPTER II herein.

The admission process is private and confidential. Tecnológico de Monterrey does not disclose the reasons and judgments that lead to the applicant's acceptance or rejection. The decisions of the admissions committees are final.

## **Article 9**

The Admissions Office of each campus or its equivalent in the Schools must enter each candidate's admission status information into the admissions system. In addition, it sends an official communication with the resolution to the applicant.

## **Article 10**

Applicants who are admitted for an academic period and do not enroll will have one year, as of the date on which they were admitted, to complete their enrollment. Each program's Admissions Committee can request that any of the admission process requirements be updated.

## **Article 11**

The result of the Graduate Admission Test (PAEP) remains current indefinitely for students who have completed and passed at least one course in a graduate program, unless the graduate program requires an update or has stipulated a higher score as an admission requirement.

Graduate program candidates who previously earned a graduate degree at Tecnológico de Monterrey do not need to take the Graduate Admission Test (PAEP), as part of their admission process, unless so required by the Admissions Committee.

## **Article 12**

Applicants cannot be admitted to two graduate programs simultaneously. If they choose another graduate program, applicants must complete the necessary procedures for their file to be reviewed again by the Admissions Committee of the corresponding graduate program.

## **Article 13**

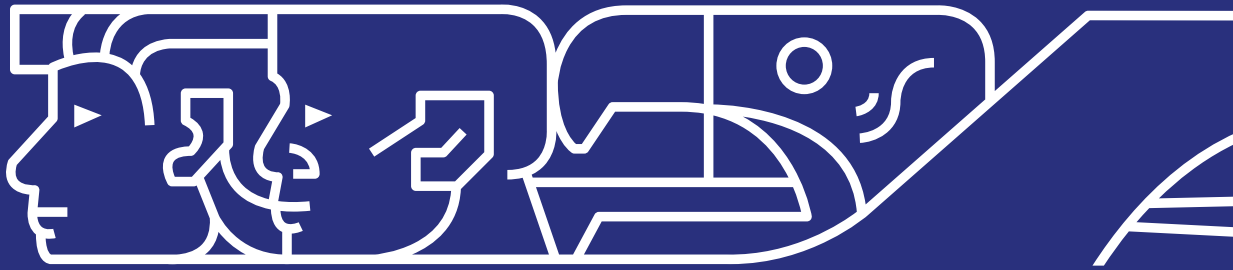
The following provisions apply to applicants who are not admitted to a specific academic program or academic period:

- a. Academic level: they cannot be re-evaluated in the admission process for the same academic level.
- b. Specific program: they can apply for admission to the same program in a different academic period or apply for admission in the same academic period to another program.
- a. Academic period: they can apply for admission in a subsequent academic period, as long as they fulfill the requirements requested by the program.

## **Article 14**

The Attraction Office of each campus, or its equivalent in the Schools, contacts admitted students directly to provide them with the necessary information to complete their enrollment process. This information refers to the deadline for submitting official documents, the required placement tests, enrollment dates and corresponding payments.





## CHAPTER II





## CHAPTER II

# Personal Data Protection

### Article 15

Before starting to compile the file, the data subject must read and accept the terms and conditions for the use of data set forth in the privacy notice for prospective students and applicants, which can be found at <https://tec.mx/es/aviso-de-privacidad-prospectos>

### Article 16

Each applicant's file must include all the documentation required for the program to which he or she wishes to be admitted. These documents are not public and access to the same is restricted. Applicants' files are safeguarded by the Admissions Office of each campus or its equivalent in the national graduate schools.

### Article 17

The Office of the Registrar, or its equivalent at each campus or School, is responsible for validating the documents that accompany each graduate admission application.

### Article 18

The data and documents provided by applicants to compile their file will serve as proof of having previously read the institutional privacy notice and acceptance of the terms therein.

### Article 19

The data and documents provided by the candidate will be used for the primary and necessary purposes set forth in the privacy notice for prospective students and applicants, in order to comply with the obligations derived from the legal relationship that Tecnológico de

Monterrey acquires with the subject to make decisions on his or her admission and offer its educational services once he or she becomes a student.

Moreover, the data can be used for the secondary purposes set forth in the privacy notice for prospective students and candidates. The subject can file an application for revocation or opposition of consent at any time by means of the ARCO Rights application process, defined in the privacy notice.

## **Article 20**

Tecnológico de Monterrey is not under an obligation to cancel personal data when:

- a. They refer to the parties of a private, social or administrative contract and are necessary for the development and fulfillment of the obligations acquired.
- b. Their processing is required by law.
- c. Any other cases provided in the Federal Law for the Protection of Personal Data in the Possession of Individuals.

## **Article 21**

The use of data for statistical or scientific purposes is considered as processing, as long as they cannot be attributed to a determined or determinable person. This includes their use for historical purposes.



## CHAPTER III



## **CHAPTER III**

# **Provisions Applicable to Student Admissions**

### **Article 22**

The admission process fee will be duly posted by the National Admissions Office on the Admissions Portal. This fee covers the entire admission process and is nonrefundable.

### **Article 23**

In order to start the admission process, applicants create an account on the Admissions Portal with an email and a password, so that they can be assigned an identification number.

### **Article 24**

The documents required in the admission process must be submitted directly to the Admissions Office of the applicant's campus of choice

### **Article 25**

Applicants will be notified of the admission decision by the campus or School once they have fulfilled the comprehensive admission process requirements defined herein.

### **Article 26**

The schedule for administering the Graduate Admission Test (PAEP), authorized by the Office of the Academic and Educational Innovation Vice Rector, is formulated on the basis of the recommendations made by the Schools and published at each Tecnológico de Monterrey campus.

## **Article 27**

The Graduate Admission Test (PAEP) can be administered by any Tecnológico de Monterrey campus and site.

## **Article 28**

The Admissions Committee is responsible for requesting and authorizing test retakes for justifiable reasons, considering wait times and the maximum number of opportunities.

## **Article 29**

Applicants have a maximum of three opportunities to take the test, as follows:

- a. The first opportunity at the time and date selected by the applicant, in accordance with the test schedule published by the campus.
- b. A second opportunity considering a minimum period of one month between the first and second tests.
- c. A third opportunity considering a minimum period of three months between the second and third tests.

## **Article 30**

The result of the Graduate Admission Test (PAEP) is valid for two years as of the date on which it was taken and must be valid on the first day of classes of the period to which applicants are applying for admission.

## **Article 31**

The results of the Graduate Record Examination (GRE) of the Educational Testing Service (ETS), Graduate Management Admission Test (GMAT) of the Graduate Management Admission Council (GMAC), and the Executive Assessment (EA) of the Graduate Management Admission Council (GMAC) are valid for two years, as of the date on which they were taken and must be valid on the first day of classes of the period to which applicants are applying for admission.

The validity of each of these tests is subject to the specific admission requirements of each program in the corresponding School.

### **Article 32**

Admitted applicants or applicants with special admission status who complete their enrollment process acquire the status of students with all the rights and obligations set forth in the regulations and provisions of Tecnológico de Monterrey.

The enrollment process consists of:

1. Class schedule.
2. Administrative registration.
3. Tuition payment in accordance with the administrative requirements provided for this purpose.

### **Article 33**

Enrolled students must submit the documentation required by the Institution, including the documents that prove completion of studies at the previous academic level, in accordance with the guidelines set forth in the Academic Regulations for Graduate Students.

### **Article 34**

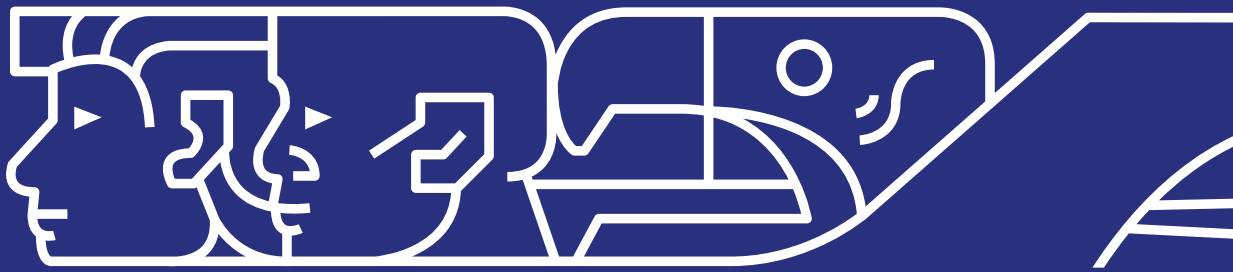
Visiting students must complete the admission process as stipulated in the Academic Regulations for Graduate Students.

### **Article 35**

Applicants who are denied admission to the academic period, program or level cannot be admitted as visiting students.







## CHAPTER IV



# CHAPTER IV

## External Transfer Student Admissions

### Article 36

The admission process can be one of the following two types:

- a. Agreement: students come from a foreign university with which Tecnológico de Monterrey has a current international academic cooperation agreement. Their application for participation has been authorized by the institution of origin.
  - i. Exchange: students cover the costs of tuition at the institution of origin.
  - ii. Study abroad with nomination: students cover the costs of tuition at Tecnológico de Monterrey.
- b. International visitor:
  - i. Study abroad without nomination: students come from a foreign university with which Tecnológico de Monterrey has a current international academic cooperation agreement. Their application for participation has not been authorized by the institution of origin. Students cover the costs of tuition at Tecnológico de Monterrey.
  - ii. Independent from a prestigious university: students come from a foreign university with which Tecnológico de Monterrey has not signed an international academic cooperation agreement. However, the Internationalization Office considers that the prestige of the university is comparable to that of Tecnológico de Monterrey based on accreditation agencies or rankings, such as QS World University Rankings®, among others. Students cover the costs of tuition at Tecnológico de Monterrey.
  - iii. Independent: students come from a foreign university with which Tecnológico de Monterrey has not signed an international academic cooperation agreement. Students cover the costs of tuition at Tecnológico de Monterrey.

### **Article 37**

All students must create an account on the Study in Mexico portal, with an email and a password, so that they can be assigned a folio number.

### **Article 38**

The admission requirements for agreement and exchange external transfer applicants are as follows:

1. Duly completed application for Tecnológico de Monterrey International Programs.
2. Copy of valid passport.
3. Nomination letter from the university of origin.
4. If the international student is a minor, the following must be submitted:
  - a. Letter of responsibility signed by the parent or legal guardian (the person who exercises parental authority).
  - b. Copy of the passport of the signing parent or legal guardian.
5. Any other requirement established for the program to which they are applying.

### **Article 39**

The admission requirements for agreement and study abroad external transfer applicants are as follows:

1. Duly completed application for Tecnológico de Monterrey International Programs.
2. Copy of valid passport.
3. Nomination letter from the university of origin.
4. Payment of the established percentage or total of the tuition fees.
5. Any other requirement established for the program to which they are applying.

### **Article 40**

The admission requirements for external transfer applicants who are international visitors and study abroad without nomination or international independent visitors from a prestigious university are as follows:

1. Duly completed application for Tecnológico de Monterrey International Programs.
2. Total or partial transcript issued by the foreign institution of origin, no more than 6 months beforehand, and which shows the accumulated overall grade average equivalent to at least 80/100 on the Tecnológico de Monterrey grading scale.
3. Copy of valid passport.
4. Letter of recommendation from the university of origin.
5. Payment of the established percentage or total of the tuition fees.
6. Payment of the admission process fee.

### **Article 41**

The admission requirements for external transfer applicants who are international independent visiting students are as follows:

1. Duly completed application for Tecnológico de Monterrey International Programs.
2. Apostilled or legalized total or partial transcript issued by the foreign institution of origin, no more than 6 months beforehand, and which shows the accumulated overall grade average equivalent to at least 80/100 on the Tecnológico de Monterrey grading scale.
3. Signed and sealed documentary proof specifying that the applicants completed the admission process to their university and they are enrolled students.
4. Copy of valid passport.
5. Letter of recommendation from the university of origin.
6. Payment of the established percentage or total of the tuition fees.
7. Payment of the admission process fee.
8. Any other requirement established for the program to which they are applying.

### **Article 42**

The Office of the Academic and Educational Innovation Vice Rector notifies applicants at the appropriate time of the admission process fee. This fee covers the entire admission process and is non-refundable.

### **Article 43**

Applicants who are admitted as external transfer students and have completed their enrollment process acquire the status of students, with all the rights and obligations set forth in the regulations and provisions of Tecnológico de Monterrey.

### **Article 44**

External transfer students who wish to obtain a high school diploma, or undergraduate or academic degree at Tecnológico de Monterrey must complete the established admission process.



## CHAPTER V





# CHAPTER V

## General Provisions

### Article 45

In the event that applicants, for the purposes of their admission, submit an academic certificate or other document that is fake or that contains any false information, their admission process will be put on hold immediately and their case will be sent to a committee appointed by the Office of the Academic and Educational Innovation Vice Rector for analysis. The committee will review the evidence and issue a final decision on whether or not it is feasible for the applicant to continue with the admission process. If the use of fake documents or documents that contain false information is detected once the student has been admitted, in the same way, the student can be suspended while the committee analyzes the case. The committee has the power to apply the sanction it deems appropriate, including the student's definitive dismissal and possibly denying the student admission to any academic program in the future. The documents submitted in the admission process will not be returned and Tecnológico de Monterrey reserves the right to send them to the competent authorities for all legal purposes.

### Article 46

All applicants, for the purpose of their admission, must behave in a manner consistent with the values established in the Vision, Code of Ethics and culture of Tecnológico de Monterrey. If applicants incur in any disciplinary offense, their admission process will immediately be placed on hold and their case sent to a committee appointed by the Office of the Academic and Educational Innovation Vice Rector for analysis. The committee will review the evidence and issue a final decision about whether or not it is feasible for the student to continue with the admission process.

## **Article 47**

Cases that are not contemplated herein will be studied and resolved by the Office of the Academic and Educational Innovation Vice Rector.

## TRANSITORY PROVISIONS

**ONE.** These regulations come into force as of their date of publicationón.

**TWO.** All the regulatory and administrative provisions issued previously that conflict with these regulations are rendered invalid.

**THREE.** Tecnológico de Monterrey will apply these regulations retroactively for applicants who are processing their admission when they come into force.



This document presents information on the **Graduate Admission Regulations 2020** of Tecnológico de Monterrey. Its content reflects the information available in official media at the time of publication.

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TECNOLÓGICO DE MONTERREY

