

TECNOLÓGICO DE MONTERREY



**General  
Regulations  
for Students**



# **GENERAL REGULATIONS FOR STUDENTS**

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

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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

1. The student success mentor has been included in the general definitions
2. Article 17, related to the use of the institutional flag, has been included and, therefore, the numbering of the subsequent articles has changed.
3. The student success mentor has been included in articles 28, 48 and 49.
4. Articles 30 and 33, related to the nature of disciplinary offenses, have been modified.
5. Notifying the National LIFE Office has been incorporated into article 58.



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# GENERAL DEFINITIONS

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

**Substance abuse.** Action and effect of the misuse, excessive, unfair, improper or undue consumption of any substance.

**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.

**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.

**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.

**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 regulatory noncompliance cases at the Institution

**Authority.** Understood also as the school authority, which consists of those responsible for making decisions within the Institution. The individuals who govern or exercise legal control in any of the jurisdictions corresponding to federal, state and municipal contexts.

**Government authority.** The individuals who govern or exercise legal control in any of the jurisdictions corresponding to federal, state and municipal contexts.

**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.

**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.

**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 liaison offices, sites and international offices of Tecnológico de Monterrey.

**Degree program or academic program to which the student belongs.** The high school, undergraduate or graduate academic program in which the student is enrolled.

**BAC.** Term used for the abbreviation of blood alcohol concentration.

**Disciplinary case.** Situation in which a disciplinary offense occurs that implies a violation of these regulations.

**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 merchandise store.

**Development 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.

**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.

**Academic community.** A group of people comprised of the educators from all the Tecnológico de Monterrey campuses.

**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.

**Educational community.** A group of people comprised of the students, faculty, employees and directors from all or each of the Tecnológico de Monterrey campuses.

**Student community.** A group of people comprised of Tecnológico de Monterrey students.

**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.

**Wellnes and Counseling Department.** Service department responsible for supporting students who have behavioral or psychological problems.

**Associate Dean of the School or equivalent.** The person who coordinates all the academic and extracurricular matters related to high school undergraduate and graduate students.

**Director of Student Leadership and Development.** Heads at the campus all the matters related to the comprehensive education of our students in order to drive their individual talent and make them part of an inclusive community. The objective is also for students to value and define a healthy lifestyle, strengthen their sense of belonging, become agents of change and define their professional development path, in order to contribute to a memorable experience and to the accomplishment of their self-fulfillment. The director heads the following programs: Art and Culture; Athletics and Sports; Student Leadership and Experience; Wellness and Counselling; as well as the Life and Career Center, Student Conduct and Residence Halls, impacting the High School, Undergraduate and Graduate levels, and Undergraduate Student Success Mentors.

**National Director of Student Leadership and Development.** The person who heads at the national level the strategy and management of all the matters related to the comprehensive education of our students in order to drive their individual talent and make them part of an inclusive community. The objective is also for students to value and define a healthy lifestyle, strengthen their sense of belonging, become agents of change and define their professional development path, in order to contribute to a memorable experience and to the accomplishment of their self-fulfillment. The director heads the following departments: Art and Culture; Athletics and Sports; Student Leadership and Experience; Wellness and Counselling; as well as the Life and Career Center, Student Conduct and Residence Halls, impacting the High School, Undergraduate and Graduate levels, and Undergraduate Student Success Mentors.

**Program directors, academic department directors, division directors, high school directors, directors.** The person who coordinates academic affairs related to students.

**Dangerous devices.** Accessories that can cause harm. This category includes sticks, cudgels or equivalent, as well as devices that generate electrical discharges, among others.

**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.

**Student.** Person who is enrolled in any of the programs offered by Tecnológico de Monterrey, at the High School, Undergraduate or Graduate level and at any school, campus, liaison office, site or international office of Tecnológico de Monterrey.

**Anti-doping test.** Clinical test or analysis for detecting residue of illegal or controlled drugs.

**Disciplinary offense.** Disciplinary offenses encompass all the individual or collective actions that undermine or tend to undermine the seriousness and effectiveness of the educational process. Disciplinary offenses are behaviors or omissions by students that disturb the peace at Tecnológico de Monterrey,

damage its prestige, harm the rights of individuals and the community in general, violate the provisions of its regulations, or hinder or obstruct the use of the goods and services employed or provided therein. Disciplinary offenses that disrupt the institutional life of Tecnológico de Monterrey encompass individual or collective actions that on being implemented or omitted seek to interrupt, interrupt or obstruct the Institution's activities, violate the institutional Principles, seek to disregard or disregard its authorities, or interfere with the facilities or assets used.

**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.

**Student group.** A group of students created for a common purpose and that is registered with the Student Leadership and Development Office It can adopt the name association or society, terms that, for the purposes of this document, are considered equivalent to student group.

**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.

**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.

**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.

**Institutional.** Related to Tecnológico de Monterrey.

**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.

**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 practice.

**Adult.** In accordance with Mexican law, a person who is 18 years old or older.

**Minor.** In accordance with Mexican law, a person who is not yet 18 years old.

**Student success mentor.** The main objective of the student success mentor is to contribute to the success of undergraduate students during their studies at Tecnológico de Monterrey. This means that students will complete their degree and graduate, develop their talent, integrate into the community, maintain a healthy lifestyle, and generate a sense of caring for others and of belonging to the community. They will also live Tec to the full and forge a memorable personal university experience.

**Furniture.** Set of movable property in premises, in a facility.

**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.

**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.

**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.

**Support staff, support professional, service staff, administrative staff.** These terms refer to all the people who perform a non-academic function.

**Professor, adjunct professor, assistant professor, trainer, instructor.** These terms refer to the people who perform academic or extracurricular work. They teach one or more classes to a group of students at any of the educational levels.

**Prohibited.** Behaviors forbidden by law or by regulations.

**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.

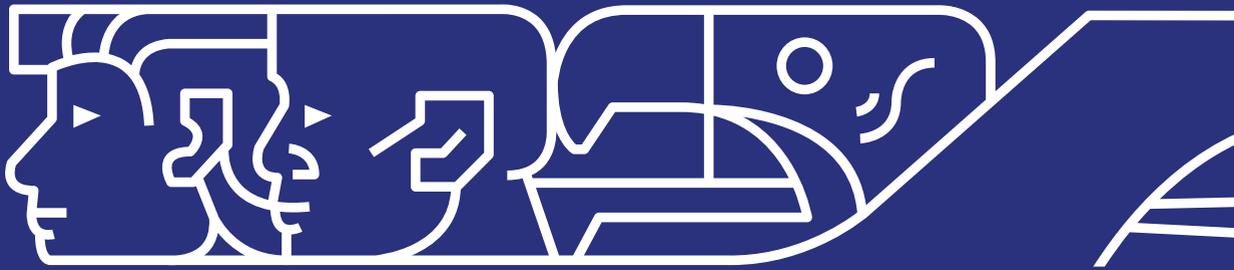
**Evidence.** Evidence shows what happened in an event or the circumstances in which it occurred, for example the case of a disciplinary offense to be analyzed. It is used in evidentiary hearings within the case analysis process in which a Development Support Committee or Disciplinary Committee participates.

**Premises.** For the purposes of this document, it is equivalent to the term campus.

**Academic regulations.** Document that brings together the academic provisions and administrative procedures that Tecnológico de Monterrey deems to be optimal for adequately developing the task of educating students according to the educational level in question.

**Tecnológico de Monterrey.** The term Tecnológico de Monterrey means, for all purposes, Instituto Tecnológico y de Estudios Superiores de Monterrey. Tecnológico de Monterrey is a Free University School with its own legal personality, established by presidential decree and with recognition of the official validity of studies.

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



# CHAPTER I



# INTRODUCTION

Since its foundation, Tecnológico de Monterrey has contributed to the preparation of its students as ethical, responsible citizens, active members of society and promoters of a fairer, more caring and upright country for all.

Each and every member of this academic community is committed to the principles of honesty, respect for the dignity of others, justice, equality, responsibility, trust, solidarity, a culture of work and fulfillment of duties, to contribute to a healthy university experience in an environment that fosters the realization of our students' full potential, with social responsibility.

The structure of the regulations foresees the existence of students' rights and their inherent obligations, in the understanding that rights and obligations live side by side and subsist in harmony, and that one cannot exist without the other. The regulations are of an educational nature, seeking to foment individual responsibility to strengthen an environment of a responsible, respectful, harmonious and upright coexistence.

For members of Tecnológico de Monterrey, these regulations reflect the commitment of our educational community to individual, professional and social responsibility, thus contributing to the common good. We would like to invite you to participate in our community with responsibility, respect, autonomy and solidarity to construct a shared environment that impacts personal, professional and community growth.

## CHAPTER I

# General Student Rights and Obligations

## Article 1

The General Regulations for Students expresses the rights and obligations inherent to students' activities, regardless of the chapter's name. The content of these regulations is additional to the content of the Academic Regulations.

## Article 2

All students at Instituto Tecnológico y de Estudios Superiores de Monterrey, here in after Tecnológico de Monterrey, have the same rights, obligations, freedoms and opportunities, acting under the principle of equal opportunities regardless of ethnicity, nationality, skin color, gender, age, sexual orientation, disability, social, economic, health or legal position, language, religious beliefs, political ideology and anything that is an affront to human dignity. The proper exercise of rights and faithful fulfillment of obligations are, primarily, an individual responsibility of students as members of the educational community to which they belong.

## Article 3

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

## Article 4

All Tecnológico de Monterrey students undertake to know, read, understand and comply with all the legislation in effect at the Institution. Students cannot allege ignorance of any institutional rule or regulation to release them from compliance of the same. Moreover, neither ignorance nor unawareness of the institutional regulatory framework will be a valid argument to avoid the application of a disciplinary consequence.

## Article 5

The obligations set forth in the previous article are endorsed by signing the admission application. In the case of minors, they are endorsed with the signature of the parents, legal guardian or the person responsible for paying the tuition fees. These commitments are effective for the duration of and across student life

at every academic level, even if the student signed the admission application as a minor, assisted by the due representation of the parents, legal guardian or the person responsible for paying tuition.

### **Article 6**

To assure a safe environment for students, every member of the Tecnológico de Monterrey community must carry and show, when so requested, their valid institutional ID in order to access and make use of the 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.

### **Article 7**

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 must prove that they have acquired equivalent services from another insurance company.

### **Article 8**

Tecnológico de Monterrey is not responsible for the theft or loss of any property of any members of its community, or for reimbursing the cost of the property in question

## **CONFIDENTIALITY OF INFORMATION**

### **Article 9**

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

### **Article 10**

Tecnológico de Monterrey undertakes to maintain the confidentiality of its students' personal information, including information related to their academic performance, except in situations that threaten the life of students, third parties 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 legal guardian.

### **Article 11**

Students have the right to expect their information to be confidential. Reports on conduct, character and other aspects of a student's life will not be included in officially valid certificates of studies.

If students, when they come of age, wish to change the conditions in relation to their parents, the person who exercises parental authority or the person responsible for paying tuition, they must apply in writing to the Office of the Registrar and Academic Support Services, clearly expressing the change that is being requested.

### **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 to:

- a. The student him/herself, when expressly requested in writing.
- b. 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 the legal guardian or the person responsible for paying tuition. The same criterion will be in place when the student, having entered Tecnológico de Monterrey as a minor and in the admission process was represented by legally authorized adults, comes of age and has not requested in writing a restriction on information from the Office of the Registrar and Academic

Support Services.

- c. A third party, when duly authorized by an adult student in writing.
- d. The competent authorities when requested officially in writing.

In addition, students' 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 medical or emotional prevention or diagnosis purposes, 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.

## **THE RIGHT TO FORM STUDENT GROUPS**

### **Article 13**

Students have the right to form groups in order to promote their education and development, healthy integration, coexistence, personal growth, teamwork, leadership and solidarity.

As members of student groups, students will be able to increase their sense of belonging to and appreciation for the Institution, their commitment to serving the community, their capacity for innovation, their entrepreneurial spirit and leadership, while performing their activities.

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 14**

Tecnológico de Monterrey's authorities will only recognize as legitimate representatives of student interests the groups that meet the requirements and guidelines established by the Institution.

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.

Students' participation in religious, political and sexual diversity student groups, as well as those determined explicitly by Tecnológico de Monterrey, is exclusively for undergraduate and graduate students, since the practice and exercise of these topics correspond to adult students only.

### **Article 15**

As part of their integral education, students have the right to organize academic, cultural, sports, community outreach and recreational events, such as: conferences, congresses, themed symposia, workshops, courses film festivals, information stands and forums, among others, in accordance with the requirements and guidelines established by the Institution.

### **Article 16**

Students who organize an academic, cultural, sports, community outreach 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.

## **THE RIGHT TO FREEDOM OF EXPRESSION**

### **Article 17**

Tecnológico de Monterrey's flag is one of the most important symbols of our Institution. It represents our history, values, Mission and Vision. Consequently, it is used exclusively in academic and ceremonial events.

**Article 18**

All Tecnológico de Monterrey students have the right to express themselves freely. The right to freedom of expression is based on respect and tolerance that will consist of the capacity to disagree with opinions that differ from their own with the duty of respecting the right of others to express themselves and be heard.

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

- a. 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. Listen to and respect the person who is speaking.
- c. Promote dialogue and deliberation among the members of the student community.
- d. Use appropriate language consistent with personal development and human decency, adhering to the Institution's Principles and Values.

**Article 19**

Tecnológico de Monterrey recognizes and respects the right of its students to uphold their own points of view regarding any topic, as long as when exercising this right, they are doing so in a personal capacity.

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 20**

Students and the different official student groups, through their representatives, can discuss and disseminate the topics of their interest, and express their

opinions by any oral, written or electronic medium, as long as they do so with dignity, order and respect for others and adhere to the provisions of article 18.

### **Article 21**

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

In order to design, edit, publish or distribute these publications in print and electronic media, students must comply with the specifications of the section “the right to form student groups” herein and establish themselves as a student group.

### **Article 22**

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

- a. Be officially established and recognized at the campus in question.
- b. Mention the names of the participating students; in the case of electronic media, reference must clearly be made to the authors.
- c. Notify the Tecnológico de Monterrey authorities and comply with the regulations related to brand identity, use of logotypes and other components.
- d. Maintain in each publication respect for:
  - i. The Principles upheld by Tecnológico de Monterrey.
  - ii. The Institution, its logo and brand, authorities, faculty, employees, students and other members of the educational community.
  - iii. The law, government authorities and society in general.

### **Article 23**

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.

## **STUDENTS’ RIGHT TO PARTICIPATE IN INSTITUTIONAL MANAGEMENT AND LIFE**

**Article 24**

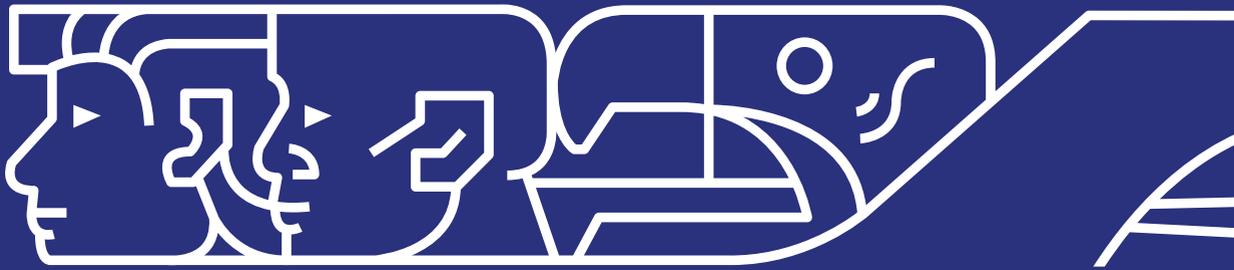
Students can participate in institutional management and life, in accordance with the provisions set forth herein. Students are expected to participate responsibly in the enhancement and development of the Institution, in accordance with the Principles of Tecnológico de Monterrey.

**Article 25**

For matters concerning student life, proposals must be submitted in writing to the campus Office of Student Leadership and Development of the corresponding national graduate 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 II



## CHAPTER II

# Disciplinary Offenses

### Article 30

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

- a. Offenses that interfere with the educational process.
- b. Offenses that disrupt the institutional life of Tecnológico de Monterrey.

Academic integrity violations will be dealt with in accordance with the provisions of the Academic Regulations for the corresponding level.

In addition to the inappropriate behaviors stated herein, there could be others that are contemplated in the guidelines, policies or any other type of legislation of the Institution. In the event that students incur in such inappropriate behaviors, they could face immediate disciplinary consequences, as provided in each piece of legislation, or, when the disciplinary offense so warrants, the consequence for the behavior could be suspension for more than one semester or definitive dismissal, with the student being subject to the disciplinary procedure set forth herein.

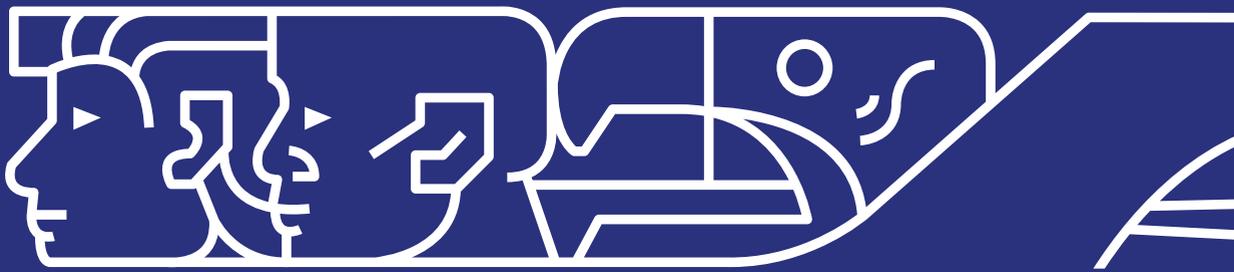
### Article 31

Offenses that interfere with the educational process comprise all individual or collective acts that undermine or tend to undermine the seriousness and effectiveness of the same. In the same way, disciplinary offenses also comprise the behaviors or omissions by students 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, infringe upon the provisions of its regulations, or prevent or obstruct the employment of the goods and services used and provided in the same.

Student actions or omissions which imply a disciplinary offense that interferes with the educational process can occur in person or virtually, inside or outside the classroom, in laboratories, training fields, common spaces and in all spaces on technological platforms, such as “Blackboard”.

## **Article 32**

Disciplinary offenses that disrupt the institutional life of Tecnológico de Monterrey encompass individual or collective actions that on being implemented or omitted seek to interrupt, interrupt or obstruct the Institution's activities, violate the institutional Principles, seek to disregard or disregard its authorities, or interfere with the facilities or assets used.



## CHAPTER III



## CHAPTER III

# Inappropriate Behavior

### Article 33

The category of offenses that interfere with the educational process defined in Article 31, include, among others, all specific behaviors related to:

1. Using offensive, verbal, nonverbal or written language to address classmates or faculty.
2. Using diverse mobile or electronic devices during class, when they are not expressly required for the learning activity.
3. Carrying out, in the classroom, activities that do not correspond to the educational process, creating an environment that does not contribute to the purpose of the activity.
4. Hindering the educational process by failing to participate actively in the same.
5. Violating any federal, state, municipal or international laws (the latter while abroad). Behaviors considered as disciplinary offenses, corresponding to this subsection, will first be sanctioned by the competent authority in accordance with the law and subsequently analyzed and, where appropriate, sanctioned within the educational framework, according to the regulations in effect at Tecnológico de Monterrey.
6. Using electronic media or technological facilities to produce, distribute or access information with content such as nudity, pornography, implicit or explicit violence, vulgar language, sex, offensive or inappropriate dialogues, racism, sexuality, scatology, or other topics that are not appropriate for the comprehensive development of students or affect the rights of others.
7. Submitting and/or using 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. Fake documents submitted to Tecnológico de Monterrey by students will not be returned and could be forwarded to the institution mentioned in such documents, for all legal purposes.
8. Buying, selling, exchanging, manipulating, altering, forging or exhibiting another person's document as one's own, which was issued by any unofficial or official institution or authority, such as: student ID, carpark cards, driver license, INE (voter) cards, doctor's notes, among others, to complete any process inside or outside the Institution.

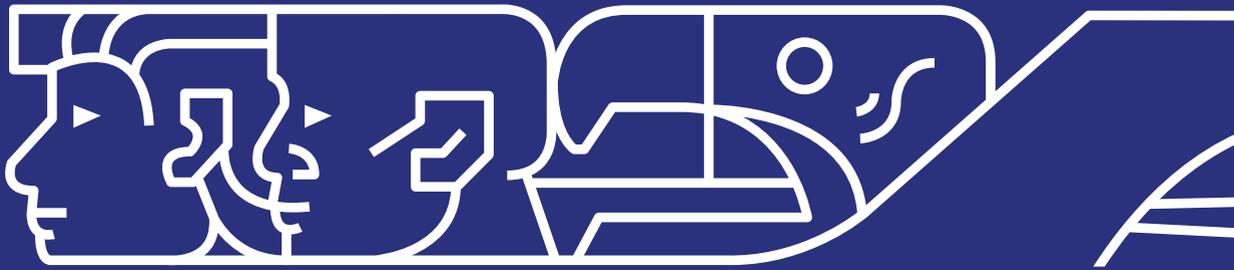
9. Organizing or participating in bets inside the campus facilities.
10. Misusing or accessing without authorization institutional email accounts, social networks, websites or information systems.
11. Consuming, introducing, possessing, distributing, giving away or selling alcoholic or energy booster beverages, without the express permission of the Institution's authorities.
12. Consuming, introducing, possessing, distributing, giving away or selling narcotics or drugs.
13. Using inappropriately the facilities, furniture and all the resources that Tecnológico de Monterrey makes available to students for the execution of their educational activities and student life.
14. Affecting or failing to contribute to the promotion and maintenance of cleanliness in the facilities, furniture and equipment used.
15. Committing acts of negligence or vandalism that damage the furniture, equipment or facilities of Tecnológico de Monterrey or its educational community.
16. Introducing clandestinely, illicitly or without express authorization into the Tecnológico de Monterrey facilities any individual who does not belong to the Institute.
17. Failure by students in their duty to intervene to prevent any event that is undue, inappropriate, unsuitable and/or prohibited by the Institution's legislation, regarding the actions of their guests. . Students can be held liable and sanctioned for jointly responsibility. In all cases, they will respond jointly and severally regarding compensation for damages caused.
18. Participating jointly in the commission of a disciplinary offense, either with another student or persons who do not belong to the Institution.
19. Taking, keeping or defending another person's property as their own.
20. Offending, intimidating or harassing, directly or indirectly, any member of the Institute's educational community, in-person, through any electronic means or in writing.
21. Disrespecting others.
22. Playing music or emitting any type of sound at very high volume outside the areas designated for this purpose.
23. Failing to use headphones to listen to music or any other type of sound at events in which this is required.
24. Participating in roughhousing, fights or any type of physical assault.
25. Participating in actions that damaging the Principles and image of Tecnológico de Monterrey.
26. Disrespecting collaborator, the Institution and/or its authorities inside or outside Tecnológico de Monterrey's facilities.
27. Performing excessive displays of affection or behaving or talking in an obscene manner.

28. Using offensive verbal, non-verbal or written language when addressing any member of the Tecnológico de Monterrey community.
29. Smoking inside the facilities, in the specific case of high school or minor students.
31. Entering the facilities or reporting for activities with alcohol on their breath, in the specific case of high school students and students who are minors.

### **Article 34**

For their own physical safety and that of the academic community, students are strictly forbidden from carrying dangerous devices, firearms, bladed weapons, or any other weapon that is deemed to be dangerous or is prohibited in any legislation, when they are 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.





## CHAPTER IV



# CHAPTER IV

## Disciplinary Consequences

### Article 35

Given their nature, disciplinary consequences 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 disciplinary consequences on a single student as applicable.

### Article 36

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

### Article 37

A corrective measure consists of imposing duties or obligations for the students, 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 corrective measure imposed must clearly indicate the duration of the consequence, the way in which it will be fulfilled and the implications of its nonfulfillment.

### Article 38

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 at the campuses. Each department or area will have the faculties, according to their own policies, guidelines or procedures, to suspend their services temporarily.

**Article 39**

Probation consists of informing students that their continuance at Tecnológico de Monterrey is conditional on not committing another violation of these regulations or on not repeating the offense they committed. Students will fulfill the duties or obligations imposed as a corrective measure. Notification of probation will be expressed in writing, indicating the duration of the disciplinary consequence and any other circumstances related to its fulfillment.

**Article 40**

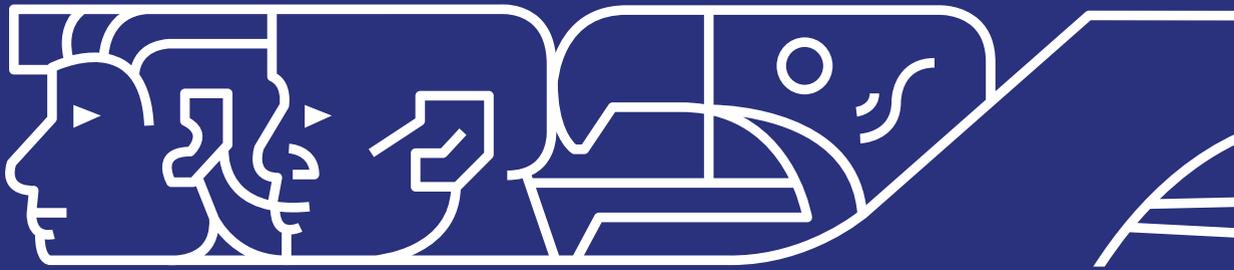
The loss of rights consists of preventing students who cause with an inappropriate behavior or with the omission of an obligation set forth in any institutional legislation, from enjoying the benefits they might have as a result of their appropriate behavior consistent with the rules and regulations of Tecnológico de Monterrey.

**Article 41**

The temporary suspension of students implies their separation from all the activities and use of the facilities and access to the services of Tecnológico de Monterrey, except those required for the fulfillment of the disciplinary consequences set by the Disciplinary Committee created for this purpose, 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 58.

**Article 42**

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. 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 V



# CHAPTER V

## Procedures for Imposing Disciplinary Consequences

### Article 43

Any student, collaborator, faculty member, instructor or director of Tecnológico de Monterrey who is aware of any event that constitutes a disciplinary offense that warrants analysis by a Disciplinary Committee must report this in writing to the campus Director of Student Leadership and Development.

In the case of health science students who are participating in the Multicenter Medical Residency Program, the procedure for imposing sanctions will be based on these regulations and the provisions set forth in the Regulations for Health Science Students in Clinical Activities.

### Article 44

Disciplinary consequences will be applied as follows:

- a. Warnings and corrective measures can be imposed by Tecnológico de Monterrey collaborators, faculty, instructors or directors; by the Director of Student Leadership and Development; or by the Disciplinary Committee formed to analyze the case.
- b. Probation can be imposed by:
  - i. The Academic Program Director, with the approval of the campus Director of Student Leadership and Development. The duration of the disciplinary consequence can range from one summer period up to one year.
  - ii. The Disciplinary Committee formed to analyze the case. The duration of this disciplinary consequence can range from one academic period up to the remainder of the program at the level being studied by the student in question.
- c. The loss of rights and suspension of services can be imposed by:
  - i. The faculty member and the instructor who teaches the class. The duration of this disciplinary consequence can range from one to two sessions.
  - ii. The Director of the area in which the offense is committed, with the approval of the Director of Student Leadership and Development. The

- duration of this sanction can range from one hour up to the equivalent of an academic semester.
- iii. The Disciplinary Committee formed to analyze the case. The duration of this sanction can range from one hour up to the remainder of the program at the level being studied by the student in question.
  - d. Temporary suspension and definitive dismissal can only be imposed by the Disciplinary Committee formed to analyze the case.

### **Article 45**

When the students' behavior is considered to be inappropriate and warrant a simple warning or corrective measure, such consequences can be applied directly and immediately.

The Director of the area in which the offense is committed can impose as a consequence a warning, or if the student has reoffended, the loss of rights or suspension of services. In the classroom, for disciplinary violations in academic activities, the faculty member or instructor can impose consequences ranging from a warning to the loss of the right to attend up to two class sessions for the course in which the offense was committed. If the faculty member or instructor consider that the students should be suspended for more than two sessions, they must notify the Director of Student Leadership and Development so the case can be documented and studied.

### **Article 46**

If students repeatedly incur in unacceptable behavior, have an inappropriate attitude or speak disrespectfully to a collaborator, faculty member, instructor or director who is aware of such behavior, the Director of Student Leadership and Development will have the power to apply a temporary suspension of 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 disciplinary consequence imposed. If the student involved is a minor, the parents, the person who exercises parental authority or the person who is responsible for paying tuition must be notified so that the suspension applied to the student can be enforced.

### **Article 47**

When there is a report of a disciplinary offense that at first sight could appear to warrant a disciplinary consequence such as temporary suspension for more than three days or up to definitive dismissal, the Director of Student Leaders-

hip and Development will assess whether the case requires the formation of a Disciplinary Committee or Development Support Committee, as appropriate, in accordance with the provisions set forth herein.

### **Article 48**

Offenses that interfere with the educational process will be analyzed and sanctioned, where appropriate, by a Disciplinary Committee made up of at least:

- a. The Director of Student Leadership and Development of the campus where the student is enrolled, or his or her representative, who will act as President.
- b. The Director of the High School, the Director of the Degree Program or the Director of the Program to which the student belongs or the Student Success Mentor.
- c. The Director of the academic department that offers the course in question, when a faculty member has been affected in the case.
- d. The Director or leader of the service or research center in question, when a person from such center has been affected in the case.

### **Article 49**

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

- a. The Regional Vice President or the Campus Director or the Student Success Mentor, who will act as President.
- b. The Director of Student Leadership and Development of the campus where the student is enrolled.
- c. The Director of the High School, the Director of the Division, the Director of the Degree Program or the Director of the Program to which the student belongs.

### **Article 50**

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 51**

When the behavior of a student is going to be analyzed in a hearing, by a Disciplinary Committee or Development Support Committee, the Director of Student Leadership and Development, 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 his/her parents, the person who exercises parental authority or the person who is responsible for paying tuition, so he/she can represent the student.

If the student or his/her parents, the person who exercises parental authority or the person who is responsible for paying tuition 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.

Considering that the institutional email is an official means of communication between Tecnológico de Monterrey and the student, its use will also be valid during the disciplinary process. 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 parents, the person who exercises parental authority or the person who is responsible for paying tuition to attend the hearing. The resolution will be obligatory and the absence of the aforementioned people cannot be used as defense.

**Article 52**

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 53**

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 54**

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 and Academic Support Services 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 and, if the student is a minor, by his/her parents, the person who exercises parental authority or the person who is responsible for paying tuition.

**Article 55**

The decision of the Disciplinary Committee is unappealable and final. Only the decisions in which the disciplinary consequence for the offense committed consists of temporary suspension for at least one academic period or definitive dismissal can admit an application for reconsideration, as long as the key requirements for the same are met.

**Article 56**

The procedure for analyzing any reconsideration request is as follows:

- a. The reconsideration request regarding the disciplinary consequence for the offense committed can only be considered for review when, as part of their educational process, students who have incurred in an offense reflect on their behavior and demonstrate their understanding of the importance of acting in accordance with the Institution's legislation.
- b. The reconsideration request must be made in writing and submitted by the student to the campus Director of Student Leadership and Development no more than five business days as of the date on which the Disciplinary Committee issued its decision. If the student refuses to receive the notification of the decision, the five business days will be counted as of the date on which the decision was sent by email to the student's institutional account. The document with which reconsideration was requested must contain the arguments and evidence that support this request.
- c. The campus Director of Student Leadership and Development will ask the Disciplinary Committee to meet so as to inform the same of the reconsideration request. The Disciplinary Committee will analyze the elements exposed to consider the possibility of changing the disciplinary consequence attributed to the offense being assessed. The analysis will be limited to understanding the reasons given by the students as to why they consider that, even though they committed the offense, the disciplinary consequences resulting from their actions could be less severe.
- d. The Director of Student Leadership and Development will notify the student of the final decision no more than ten business days as of the date on which the reconsideration request was received.
- e. The decision of the Disciplinary Committee regarding the reconsideration request will be final, unappealable and will not admit any further reconsideration.

**Article 57**

Students who are conducting studies or projects of Tecnológico de Monterrey with external organizations, Weeks i, Semesters i, internships or research stays abroad and violate any of the Articles described herein, will be sanctioned in accordance with these regulations and with the Student Regulations for International Programs for the corresponding level of studies.

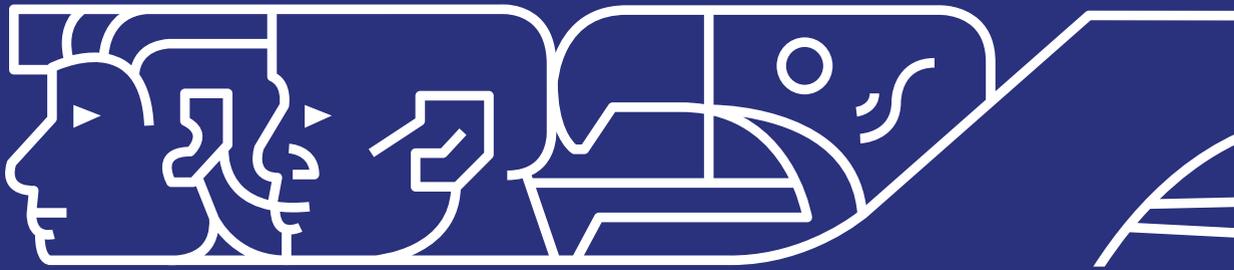
**Article 58**

When the sanction imposed by the Disciplinary Committee is the temporary suspension for an academic period or definitive dismissal of the student, the campus Director of Student Leadership and Development, or his/her representative, must report this resolution to the National Director of Student Leadership and Development before notifying the student.

**Article 59**

In order to be re-admitted, students who have been sanctioned with temporary suspension for an academic period must apply to the Office of the Registrar and Academic Support Services of the corresponding campus for readmission, on the understanding that they have fulfilled the conditions indicated for their reentry. They must also indicate their intention of returning by means of a formal signed application, addressed to the Disciplinary Committee that issued the resolution.





## CHAPTER VI



# CHAPTER VI

## Emotional Support for Students

### Article 60

Students who present behaviors that can be defined as emotional or psychological instability must be reported to the Department of Wellness and Counselling, or its equivalent, where an initial evaluation will be conducted and, if necessary, the department will recommend that the student should receive external professional support, according to a list of health professionals.

This situation will be communicated to the students' parents, the person who exercises parental authority or the person responsible for paying tuition so that the student can look for appropriate attention and select the external health professional, whose diagnosis must be presented in writing with his or her signature and professional license number by the student to the Department of Wellness and Counselling no more than 10 business days after the notification date.

When the situation so warrants, the Department of Wellness and Counselling must communicate the result of the diagnosis to the campus Director of Student Leadership and Development, who will assess whether the case requires the formation of a Development Support Committee to determine the actions to be taken.

This committee must be made up of at least:

- a. The Director of Student Leadership and Development, or his or her representative, who will act as President.
- b. The Director of the Department of Wellness and Counselling.
- c. The Director of the High School, the Director of the Degree Program or the Director of the Program to which the student belongs or the student success mentor.

The functions of the Development Support Committee and its procedures are the same as those of the Disciplinary Committee, as defined in Chapter V herein. If a student is in this position and continues to be enrolled at Tecnológico de Monterrey, the parents, the person who exercises parental authority or the person responsible for paying tuition must provide evidence that the external health professional is treating the student.

Those responsible for the student who requires support must authorize the external health professional to provide the Institution with information on the student's condition, while he or she is being monitored.

The recommendations of the external specialist will be reviewed with the members of the committee to periodically assess the student's emotional stability and ensure that the student will be in optimal conditions to interact in a group and deal with academic rigor.

If the diagnosis is not presented by the parents, the person who exercises parental authority or the person responsible for paying tuition within the established time or manner, the campus Director of Student Leadership and Development will continue with the procedure without such report, and both the student and his or her representative must accept the decision adopted by the Development Support Committee.

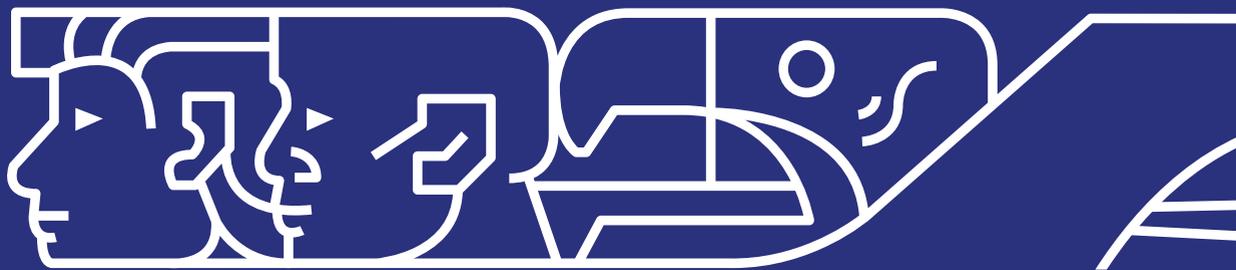
### **Article 61**

If a student has been assigned a temporary suspension 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 Wellness and 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 Office of Student Leadership and Development should authorize or reject the student's application for readmission.

If the student's readmission is accepted, he/she must go to the Office of the Registrar and Academic Support Services to comply with the academic legislation provided to this end.

### **Article 62**

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



## CHAPTER VII



## CHAPTER VII

# Promotion of Student Wellbeing

### Article 63

Tecnológico de Monterrey will provide counseling for students who have problems related to the habituation or consumption of alcohol, tobacco, any narcotic, or illegal or controlled drug addiction or abuse. To this end, the Institute focuses its efforts on the:

- a. Prevention, through a set of activities aimed at avoiding new cases of alcohol and tobacco abuse 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 the consumption of alcohol, narcotics, or illegal or controlled drugs is detected, the student will be referred, in coordination with his/her parents, the person who exercises parental authority or the person responsible for paying tuition, to professionals in this field, who will assess the case and recommend treatment.

### Article 64

Supporting community protection initiatives and in order to prevent and avoid health risks, Tecnológico de Monterrey will perform clinical analyses to detect alcohol, narcotics, or illegal or controlled drug use (anti-doping tests) and blood alcohol concentration tests (breathalyzer 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, the person who exercises parental authority or the person responsible for paying tuition. Any student who refuses to be tested will receive a disciplinary consequence imposed by a Disciplinary Committee, following the procedures described herein.

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.

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

- a) A random, unannounced system.
- b) For equality questions in competitions, targeting a student group, representing Art and Culture or the Athletics and Sports Office, as well as the organizers of student events.
- c) Follow-up of a letter of commitment 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 Director of Student Leadership and Development will create a Disciplinary Committee to define the preventive, support and corrective measures, and, where appropriate, consequences to be applied.

If 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 Wellness and Counseling at their campus, where they will have to sign a letter of 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 letter of commitment must be signed by their parents, the person who exercises parental authority or the person responsible for paying tuition.

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 Wellness and Counseling to assess the situation in conjunction with the student's parents and to recommend options for external attention. If a student tests positive for blood alcohol, the provisions of Article 69 herein will be applied.

## **Article 65**

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

As a result of this evaluation, the campus or site will guide and support the student 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 consequence as provided herein.

### **Article 66**

Students who are caught consuming or in the possession of any narcotic or illegal drug will receive a disciplinary consequence imposed by a Disciplinary Committee, following the procedures set forth herein.

### **Article 67**

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 68**

If a student is caught attempting to introduce, distribute, sell or give away any narcotics or illegal or controlled drugs can receive a disciplinary consequence imposed by a Disciplinary Committee, following the procedures set forth herein. Any suspicion or report that a student selling or giving any narcotics or illegal or controlled drugs, will justify an investigation by the competent authorities of Tecnológico de Monterrey.

### **Article 69**

Students who are minors or who are enrolled at high school level and whose breath smells of alcohol, inside Tecnológico de Monterrey's facilities, will be referred to the Department of Wellness and Counseling or its equivalent to evaluate their blood alcohol level. Their parents, the person who exercises parental authority or the person responsible for paying tuition will be notified of this situation. Moreover, these students might receive a disciplinary consequence imposed by a Disciplinary Committee set up by the campus Director of Student Leadership and Development.

Adult students whose breath smells of alcohol, or whose behavior suggests the consumption of excessive amounts of alcohol, will be referred to the Depart-

ment of Wellness and Counseling, or the person who at that moment can apply blood alcohol test, to assess whether the student's blood alcohol content (BAC) is 0.05% or higher per deciliter of blood (or the equivalent in any other measurement system). If the BAC is equal to or higher than the aforementioned amount, the student will receive a warning in writing and receive guidance, counselling or disciplinary consequences, 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 consequence in accordance with the procedures provided herein, or if it can also be proved that he/she:

- a. Is in possession of alcohol, in which case the procedures set forth in Article 70 herein.
- b. Is reoffending in relation to this behavior.

### **Article 70**

If a student is caught attempting to introduce, distribute, sell or give away, or has introduced, distributed, sold or given away, any alcoholic or energy booster beverage a Disciplinary Committee will be set up and the student will have to explain the reason for this offense to said committee.

### **Article 71**

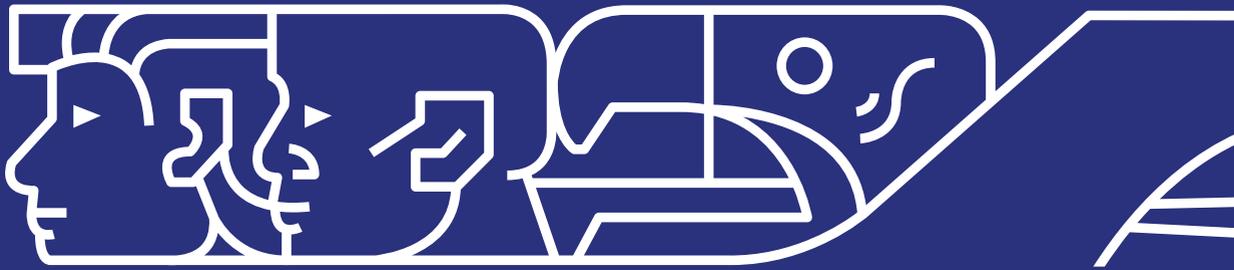
When students acknowledge that they have an alcohol, narcotics, or illegal or controlled drug use or abuse problem, and ask for help to solve this problem, they will be referred to the Department of Wellness and Counseling where they will sign a letter of commitment to collaborate in recovering their health and to receive support from the necessary external professionals for their recovery. In the case of students who are minors, the letter of commitment must also be signed by their parents, the person who exercises parental authority or the person responsible for paying tuition. 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 Wellness and 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 or the person responsible for paying tuition in the case of minors, the letter of commitment is not fulfilled or the student uses alcohol, narcotics, or

illegal or controlled drugs again, he/she will receive a disciplinary consequence that could be definitive dismissal, in accordance with the procedures described herein.

Proof of reoffending will be based on the clinical analyses described in Article 64 herein and/or on the student's acknowledgement of having used alcohol, narcotics, or illegal or controlled drugs, regardless of the test result.





## CHAPTER VIII



# CHAPTER VIII

## Observance and oversight of these regulations

### Article 72

Given their nature, knowledge and observance of these regulations are obligatory for all students enrolled in any educational level offered by 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 parents, person who exercises parental authority or the person responsible for paying tuition must promote the observance of these regulations by the minor. Ignorance of these regulations can never be invoked as an excuse to avoid the application of the corresponding disciplinary consequences.

### Article 73

All the articles of these regulations will be applicable to events that take place in:

- 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 of Tecnológico de Monterrey.
- f. Activities not related to Tecnológico de Monterrey in which the behavior of a student that has been made public through the media can be considered inappropriate in disciplinary issues and involves the name of the Institution.

### Article 74

Observance of these regulations implies that students will respect the regulation in effect at Tecnológico de Monterrey or other universities when they are visiting or participating in activities as guests or as exchange students.

Violation of these regulations and of the laws of the states or nations visited by

students will also be sanctioned according to these regulations.

**Article 75**

When the organizational structure of a campus 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.

# TRANSITORY

## Articles Legality of these Regulations

### Article One

These General Regulations for Students were approved by the Rector of Instituto Tecnológico y de Estudios Superiores de Monterrey, who ordered the corresponding publication, and they will come into force as of August 01, 2018.

### Article Two

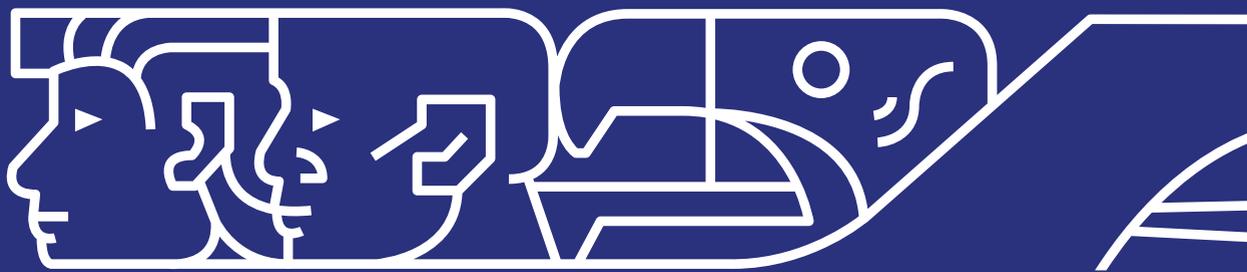
So ordered.

Therefore, based on the General Statutes of Tecnológico de Monterrey 2017, 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, 2019.

### Article Three

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





## **ADDENDUM**



# ADDENDUM

**The General Regulations for Students, was modify and authorized in September 18, 2020 and published in the Official Mail No. 572.**

## **Guidelines for students' conscious return to Tecnológico de Monterrey**

### **Acceptance of measures**

1. Tecnológico de Monterrey students undertake to know, read, understand and fulfill all the corresponding legislation in effect, as provided in the General Regulations for Students. In order to protect their own and other people's health and wellbeing, provisions related to any health emergency that might occur, such as COVID-19, have been added to this legislation.
2. Students, as members of the Tecnológico de Monterrey community, on enrolling in the academic periods corresponding to their curricula, throughout the entire duration of a health emergency, agree to comply with the necessary measures to protect their health and safety and to ensure the wellbeing and safety of others, both on the campuses and in the community in general.
3. Students who go to a campus during a health emergency understand that, as a community, the guidelines established for this purpose must be respected, since, in the event of noncompliance with such guidelines, leading to a COVID-19 outbreak, the institution would be forced to suspend all in-person physical activities at the campus and implement the transition to 100% remote learning.
4. During a health contingency such as COVID 19, all enrolled students, who aim to pursue face-to-face activities, agree and undertake to comply with the institutional provisions established to safeguard their health and the health of the community. Therefore, the consequences for failing to comply with or for the omission of such provisions will range from an immediate warning, being asked to leave the campus, or even definitive dismissal from the institution, in accordance with Article 35 of the General Regulations for Students.

## Behaviors students undertake to perform for the return to their campus

### Health and Wellbeing

5. EWith regard to Health and Wellbeing, all students undertake to:
  - a. Take responsibility for their own health and, consequently, the health of everyone else in our community, by complying with the measures provided by Tecnológico de Monterrey and the Health authorities.
  - b. Comply, before entering a campus, with the guidelines of the “Safe Entry” protocol:
    - I. Complete the course “Commitment to my Wellbeing” found in “miTec”.
    - II. Sign the letter of acceptance of responsibility “Conscious Return” and complete the daily self-diagnosis questionnaire every time they wish to enter the campus, using the mobile app “SAP Fiori Client” or any other app authorized by the Institution for this purpose and that must be downloaded in advance. Students who obtain a red “QR” understand that they must stay home and not go to the campus.
    - III. Allow their temperature to be taken in the campus access screening process.
  - c. Practice appropriate physical distancing and good hygiene, including:
    - I. Keep a distance of at least 1.5 meters from others at all times, including during circulation, entering, exiting, and in any class or student activity.
    - II. Wear a face covering at all times when on campus, making sure that the nose and mouth are both covered.
    - III. Cough or sneeze into the crook of their elbow.
    - IV. Wash their hands with soap and water for at least 20 seconds each time or use hand sanitizer repeatedly.
    - V. Clean the study or work area they occupy, before and after using it.
    - VI. Stay home if they think they have COVID-19 symptoms or if they have a confirmed case of COVID-19, and notify the TQueremos line 800 813 9500, as well as the student success mentor, tutor, degree program director or program director, as appropriate.
    - VII. If they have been in contact with a confirmed case of COVID-19, inform the TQueremos line 800 813 9500, as well as the student success mentor, tutor, degree program director or program director, as appropriate. They must not go to the campus or facilities until so indicated in the return protocol.

- d. Go directly to the campus' COVID-19 Primary Attention Modules (MAP) if they have any COVID-19 symptoms while inside the campus.
- e. Self-isolation for 10 days before entering the campus for the first time once activities restart. Every time students travel outside the city where the campus they attend is located, they must quarantine for 14 days before returning to the facilities.
- f. Get tested for COVID-19 with the doctor or medical institution of their choice whenever Tecnológico de Monterrey so requires if the presence of COVID 19 symptoms is suspected.
- g. Remain isolated in the event of a suspected case of infection or on receiving a positive (confirmed) COVID-19 test result, and cooperate fully with track and trace efforts and quarantine requirements.

### **Social and recreational activities**

6. Regarding social, organizational or recreational activities, all students must take into consideration that:
  - a. Participation in clubs, student organizations and other student-life activities at the campuses, will focus on online participation. If the Institution's authorities permit participation, students must behave in accordance with the applicable protocols (hygiene, physical distancing, and use of face coverings, among others).
  - b. Complying with all the social and event management policies, rules, and requirements adopted by the Institution is indispensable, including the required registration and approval of all in-person events supported by the Institution.
  - c. Face-to-face socializing must be kept to a minimum.
  - d. Since the spread of the COVID-19 virus varies in communities, students who organize student events, be they academic, cultural, sports, community outreach, or recreational, must assess, according to the conditions at the time of the event, whether it should be postponed or cancelled or the number of attendees reduced significantly, complying with institutional regulations for safety and use of facilities, and with the specifications of the corresponding government authorities.

### **Class attendance**

7. With regard to attending classes and activities:
  - a. When students attend classes, laboratories, or any face-to-face activity, they must at all times wear a face covering, stay seated in their assigned seat, and remain at a distance of 1.5 meters from other people.

- b. Students must follow the faculty's and instructors' instructions, particularly those related to face coverings, seat assignment, distancing, and cleaning the corresponding work area, such as seats, desks and other immediate areas.
- c. In the case of classes and other activities that are normally face-to-face, students can attend remotely if they are in isolation for health reasons or for their daily check-up with the APP, preventing them from going to the campus.
- d. Students can be on campus only if they have a class or an official activity and solely in the hours specified by the Institution.

### **Cafeterias and other areas**

8. Regarding cafeterias and other areas, students must comply with all the rules and guidelines established in the residence halls, cafeterias and other common areas on the campus, including the specific COVID-19 measures in place, which encompass the capacity for the campuses and enclosed spaces, restrictions in dining halls, common areas, study rooms, and other spaces..

### **Disciplinary consequences**

9. Disciplinary consequences::
  - a. Students cannot invoke unawareness or ignorance in their favor in the event of noncompliance of these guidelines. Ignorance of the regulations is not an excuse for failure to comply with the same.
  - b. All behaviors or omissions incurred by students in relation to the nonfulfillment of these guidelines will be reviewed as disciplinary offenses, in accordance with Article 32 of the General Regulations for Students.
  - c. Noncompliance resulting from these behaviors will be dealt with by faculty, educators, collaborators, or Student Wellbeing Ambassadors. Immediate consequences will range from a warning, being asked to leave the campus, or disciplinary actions, as set forth in Article 35 of the General Regulations for Students.
  - d. Consequences imposed for nonfulfillment of these guidelines are not subject to appeal, in accordance with the provisions of Article 55 of the General Regulations for Students.

10. Conduct reports from other members of the community. Health and safety are everyone's responsibility; any violation of these COVID-19 protocols must be reported confidentially, by students, faculty, instructors, or educators, through Student Wellbeing Ambassadors, to the Director of Student Leadership and Development (LiFE) at the campus. Active Witness is a support program with student participation, which seeks to maintain a safe and respectful environment in our community.
10. Student Wellbeing Ambassadors. Students can form part of our community's groups of Wellbeing Ambassadors by contacting the Director of Student Leadership and Development (LiFE) at the campuses. Wellbeing Ambassadors contribute to the creation of a culture of conscious co-responsibility and help to assure the fulfillment of these provisions.

These guidelines will remain in effect until the Institution issues a communication suspending their due observance. In addition, they can be modified at any time, taking into consideration official health regulations and recommendations.

For further information, please visit the Conscious Return microsite:  
<https://tec.mx/es/regreso-consciente>



This book presents information on the 2019 **General regulations for Students** 2019 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.sistemattec.mx>)

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The image features a dark blue background with a prominent light blue horizontal band across the center. This band is flanked by decorative elements consisting of parallel diagonal lines that create a sense of depth and movement, extending from the edges of the band towards the corners of the frame.

TECNOLÓGICO DE MONTERREY