

TECNOLÓGICO DE MONTERREY



# Academic Regulations for Graduate Students



# **ACADEMIC REGULATIONS FOR GRADUATE STUDENTS**

INSTITUTO TECNOLÓGICO Y DE ESTUDIOS  
SUPERIORES DE MONTERREY

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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 TO THIS EDITION

The following subsections of Article 6.1 have been modified in order to establish the requirements for obtaining a specialization, master's degree, medical residency or doctoral degree diploma at Tecnológico de Monterrey:

- Subsection 2 has been modified to stipulate that an undergraduate degree (or its equivalent) must be recognized by the competent Mexican authorities.
- Subsection 5 has been modified to include the requirements for taking the exit exam.
- Subsection 10 has been modified to establish the reasons for the annulment of a specialization, master's degree, medical residency, or doctoral degree diploma previously granted by the Institution.





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# INTRODUCTION

These Academic Regulations comply with the provisions and regulations included in the General Academic Policies and Regulations of Tecnológico de Monterrey.

This academic legislation refers exclusively to graduate studies and contains the regulations that must be observed by students in face-to-face and online courses and in international programs, to support their academic activities, and the administrative provisions and procedures deemed optimal by Tecnológico de Monterrey for the adequate accomplishment of the task of student education.

This edition includes amendments to the Academic Regulations for Graduate Students, authorized and published in the Official Academic Mails and those authorized by the undersigned – based on the proposals of the Office of the Educational Innovation Academic Norms Vice Rectory – as of July 2017 to the date of this publication.

The formulation of these regulations is the responsibility of the Academic Senate of Tecnológico de Monterrey. Therefore, any amendment to this document must be agreed upon by this entity, with the approval of the Office of the Educational Innovation and Academic Norms Vice Rector and the Rector for Higher Education of Tecnológico de Monterrey.

JuaJuan Pablo Murra Lascurain  
Rector for Higher Education of Tecnológico de Monterrey  
June 2023



## GENERAL DEFINITIONS

Students are classified on the basis of their prior academic relationship with Tecnológico de Monterrey:

1. **Incoming students.** Students 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.
2. **Continuing students.** Students who are returning to Tecnológico de Monterrey and were previously enrolled in the same level and campus at Tecnológico de Monterrey.
3. **Internal transfer students.** Students enrolled at a given Tecnológico de Monterrey campus who were previously enrolled at a different Tecnológico de Monterrey campus.
4. **External transfer students.** Students regularly enrolled at foreign universities who study courses at Tecnológico de Monterrey for a period of time that is less than the duration of an academic program.
5. **Visiting students.** Students who study courses at the Institution even though they have not been admitted to an academic program.

The following terms are also defined for the purposes of these regulations:

**Academic credit.** At Tecnológico de Monterrey, one class hour of a semestral course earns one credit-hour per semester; two laboratory hours per week of a semestral course earn one credit-hour per semester. In the case of academic programs in the area of health, each five hours per week of a trimestral clinical practice course earn one credit-hour per trimester. In the case of online programs, semestral credit is calculated by dividing the total number of course units by four.

**Average for the Period.** This average considers the final grades (pass and fail) of all the academic courses completed during the period.

**Average on the Certificate of Studies.** This average only considers the courses from the curriculum passed by the student and that are recorded on the certificate of studies. This average is printed on the full certificates of studies with the caption “Average for the courses included in this certificate”.

**Capstone exam.** Examination designed to assess the fundamental competencies and knowledge of a student enrolled in a doctoral program and his/her capacity to integrate them into the solution of complex research problems.

**Clinical practice.** Courses related to the area of Medicine and Health Science in which students conduct practical work, either in a hospital or doctor's office, related to the practice of medicine. It also refers to practical courses in other disciplines.

**Collaboration agreement.** A joint academic agreement between universities in which they establish an academic collaboration commitment.

**Curriculum.** List of courses that comprise an academic program.

**Curriculum Average.** This average considers the grades (pass and fail) of all the courses completed from the curriculum. This average is used for the award of honorable mentions for excellence in master's programs and for considering the minimum average required to obtain academic graduate degrees.

**Double degree.** An academic degree from Tecnológico de Monterrey associated with another degree from another university under the conditions specified in a collaboration agreement.

**Equivalency agreement.** A document issued by the Mexican Ministry of Education which validates in a Mexican educational institution the courses completed and passed by a specific student at another Mexican educational institution.

**Evaluation.** Academic activity in which a grade is assigned to an activity included in a course.

**Force majeure.** An event irrefutably beyond the control of the student that relieves him or her from liability for noncompliance with an obligation. Evidence of said force majeure must be provided.

**Final exam.** A public act that takes place after the preliminary thesis defense, in which the student presents and defends his/her thesis orally in order to receive a decision from the thesis committee. This decision must be recorded in the student's transcript.

**Grade.** Record of the learning assessment that reflects the student's level of performance and can be either numerical or non-numerical.

**Graduate competencies.** A combination of attributes – regarding knowledge and its application, attitudes and responsibilities – that refer to the capacities a student should have developed by the time he/she graduates and contribute to the achievement of a program's objectives.

**Intensive courses.** Courses that are offered in the summer with a minimum duration of five weeks. Face-to-face intensive courses must cover a minimum of 45 class hours.

**Preliminary thesis defense.** Act by which students defend their thesis to a thesis committee, according to the procedure specified by the corresponding graduate school.

**Proficiency exam.** Exam that evaluates the knowledge that can support the award of credit for certain courses.

**Program academic council.** The academic council consists of faculty who teach courses and/or are thesis or project advisors in said program, in accordance with the corresponding guidelines. It is an academic body orientated toward planning, enhancing and developing the program.

**Remedial or preliminary classes.** Courses that seek to standardize the knowledge required to study a graduate program at Tecnológico de Monterrey.

**Revalidation agreement.** A document issued by the Mexican Ministry of Education which validates in a Mexican educational institution the courses completed and passed by a specific student at a foreign educational institution.

**Substitution.** The substitution of one course from the curriculum for another course, even if their content is not equivalent.

**Syllabus.** List of courses that comprise an academic program that has been registered with the Mexican Ministry of Education.

**Thesis committee.** A group comprised of the thesis advisor, members of the program's academic council, and professionals or academics with expertise in the corresponding discipline. This committee must be approved by the Program Director and its objective is to evaluate the thesis of a student from a graduate program. This committee is approved by the program's Academic Council.

**TOEFL®.** Test of English as a Foreign Language™ created by ETS, with the purpose of measuring an individual's level of proficiency in English as a second language.

**Undergraduate degree.** A set of academic and professional strategies, the fundamental aim of which is for students to acquire the competencies and knowledge required to practice a profession.

**Undergraduate Degree Certificate.** Diploma issued to an individual upon completing and passing all the courses of an undergraduate curriculum and fulfilling the graduation requirements.





# CHAPTER I



# CHAPTER I

## Student admission and readmission

### Article 1.1

Individuals who wish to be admitted to Tecnológico de Monterrey as students must demonstrate a high level of probability of academic success. The following criteria will be considered for accepting applications:

1. Result of the admission test defined by the Institution.
2. Prior academic history.
3. Academic and professional achievements.

The Schools can establish additional requirements for their programs, which must be approved by the Academic Vice-Rector.

In the case of students who participate in double or dual degree programs in conjunction with foreign institutions, the admissions process of each of these foreign institutions will be considered equivalent for students participating in the program. This consideration is also valid for external transfer students.

The student admissions process is conducted with the support of each program's admissions committee. These committees are responsible for reviewing the applicant's file and recommending admission on the basis of the official admissions regulations.

### Article 1.2

In order to be admitted to Tecnológico de Monterrey's graduate programs, applicants must have fully completed the undergraduate cycle before passing the first course in the curriculum of their specialization, master's, medical residency or doctoral program. In addition, they must submit the documentation required by the Institution, meet the established requirements to study the program of their choice and comply with the legal requirements in force in Mexico.

In the case of applicants who completed their undergraduate studies abroad, the programs must be equivalent to programs at the same academic level offered by higher education institutions in Mexico and recognized by the Mexican Ministry of Education.

Foreign students who study a graduate program at the Institution must fulfill the corresponding legal requirements for these studies to be recognized in Mexico.

### **Article 1.3**

The deadline for submitting the documentation required by the Institution, including the documents that prove the completion of the previous academic level, is sixty calendar days after the first day of classes of the academic period in which the student enrolled. Tecnológico de Monterrey will revoke the admission of students who fail to submit the documents by the established deadline.

### **Article 1.4**

Students who wish to transfer to a graduate program other than the one to which they were admitted must meet the admission requirements for the program to which they wish to transfer.

### **Article 1.5**

Admission regulations can be applied in special cases for students who have taken a leave of absence for more than five years and apply for readmission.

### **Article 1.6**

When so required by the graduate program, admitted applicants must prove they have the knowledge required for the program of their choice with evidence of prior studies, professional experience or proficiency exams, before the first day of classes of the first academic period. Students who do not have this knowledge must enroll in the corresponding remedial courses.

In the case of online graduate programs, this deadline can be extended to the last day of classes of the first academic period, as long as authorization is obtained from the Program Director.

### **Article 1.7**

A student cannot be admitted to two programs simultaneously at Tecnológico de Monterrey.

**Article 1.8**

Students who wish to change to another program must apply to the Office of the Registrar. The deadline for submitting this application is two weeks before the first day of classes of the regular academic period in which they wish to effect the program change. The program change will only be authorized if the student meets the admission requirements of the new program and have the written authorization of the director of the program in which they originally enrolled.

Given the nature of the medical residency programs, students will not be permitted to apply for a program change in this case.

**Article 1.9**

Students who have been dismissed definitively for unsatisfactory academic performance in any of Tecnológico de Monterrey's graduate programs cannot be readmitted to the same academic level at the Institution.

Students who have been dismissed for academic integrity violations cannot be readmitted to Tecnológico de Monterrey.

**Article 1.10**

Individuals who wish to study courses as visiting students must request admission from the Office of the Registrar, and may be required to take an entrance exam in order to be accepted. They can study no more than three courses while holding visiting student status.

Individuals enrolled as visiting students will receive documentary proof of the studies completed. However, this document will not be officially valid for equivalency purposes in Mexico.

Visiting students who wish to extend their enrollment as such for more than one academic period must apply to the Office of the Registrar every period for confirmation of their admission, which will be granted according to their academic performance and compliance with the General Student Rules and Regulations.

Individuals who have studied as visiting students can apply for admission and be accepted as regular students to study a graduate program if they meet the admission criteria and standards. They will receive official credit only for the courses they studied as visiting students and only if credit can be earned by means of a proficiency exam in that particular program.





## CHAPTER II





## CHAPTER II

# Revalidations, award of credit, equivalencies and transfer credit

### Article 2.1

In order to validate, at a particular Tecnológico de Monterrey campus, the courses passed at an institution other than Tecnológico de Monterrey by a specific student, the legal terms defined in the following paragraphs are utilized, together with the term stipulated for the recording of passed or failed courses at Tecnológico and at the universities with which it has entered into a collaboration agreement.

1. **Revalidation.** Action by which the courses completed and passed by a specific student at a foreign educational institution are validated. This action currently requires, for Tecnológico de Monterrey, a revalidation agreement issued by the Mexican Ministry of Education.
2. **Equivalency.** Action by which the courses completed and passed by a specific student at another Mexican educational institution are validated. This action currently requires, for Tecnológico de Monterrey, an equivalency agreement issued by the Mexican Ministry of Education.
3. **Award of Credit.** Action by which a record is made in the student's transcript of the courses – passed and failed – completed by the student at:
  - a. The same campus, but in a different curriculum when the courses are equivalent in content.
  - b. Another Tecnológico de Monterrey campus or online program.
  - c. Ac. A foreign university with which Tecnológico de Monterrey has entered into a collaboration agreement. This action replaces the action of revalidation described in subparagraph 1 of this article.

### Article 2.2

In accordance with the effective legal regulations and the provisions set forth in this chapter the Office of the Registrar, at the request of the applicant, will apply to the Mexican Ministry of Education for:

1. The revalidation of graduate studies completed at a foreign institution, or

2. The equivalency of graduate studies completed at a Mexican institution other than Tecnológico de Monterrey.

The revalidation and equivalency agreements are proposed by Tecnológico de Monterrey and subject to assessment by the Ministry of Education, which –where appropriate– will authorize said agreement. The revalidation or equivalency agreement cannot be modified after the completion of the first academic period during which the student studies at Tecnológico de Monterrey.

In the case of medical residencies, studies completed at a Mexican or foreign institution other than Tecnológico de Monterrey cannot be validated.

### **Article 2.3**

The graduate classes recorded as passed by means of revalidation or equivalency on the student's transcript must be similar in content and duration to those offered by Tecnológico de Monterrey.

In order to process a revalidation or equivalency agreement, the following requirements must be met:

1. Only courses studied at institutions or from programs recognized by the Mexican Ministry of Education can be revalidated or subject to equivalency.
2. Students must have achieved a grade of at least 80/100 or the equivalent on another grading scale for courses studied at another institution.
3. At least 80% of the content of the course completed at the other institution and of the Tecnológico de Monterrey course for which the revalidation or equivalency agreement is being requested must be similar.
4. Revalidation or equivalency will not be accepted for a course whose academic requirement has not been accredited.
5. The program's specialization courses cannot be recorded as passed by means of revalidation or equivalency, since they define the exit profile and are peculiar to Tecnológico de Monterrey programs.
6. Research courses cannot be recorded as passed by means of revalidation or equivalency.
7. Courses passed at another institution cannot be recorded as passed by means of revalidation or equivalency if the student previously completed and failed the same course at Tecnológico de Monterrey.

Tecnológico de Monterrey can require proficiency exams to be administered in order to evaluate the student's knowledge of the courses for which revalidation or equivalency is being requested.

Students will be awarded an A (Passed) grade for the courses in which the student obtained a revalidation or equivalency agreement for studies completed at another university.

#### **Article 2.4**

No more than 50% of the courses in the curriculum of a master's or doctoral program can be recorded in a student's transcript as a result of a revalidation or equivalency agreement for studies completed at other institutions.

#### **Article 2.5**

No more than the equivalent of 67% of the total number of courses for master's programs established in conjunction with foreign universities can be recorded in a student's transcript as a result of a revalidation or equivalency agreement.

#### **Article 2.6**

If students wish to study a second graduate program at Tecnológico de Monterrey, credit can only be awarded for up to 50% of the curriculum of the second program, with the exception of the research courses.

#### **Article 2.7**

The Program Director can authorize the substitution of a course from the student's curriculum if this is justified academically. Authorization can be given for the substitution of just one course.

#### **Article 2.8**

Courses completed at another educational institution cannot be validated as the result of a revalidation or equivalency process if the student was enrolled simultaneously at Tecnológico de Monterrey. However, credit can be awarded for courses in the circumstances set forth in this article if there is a collaboration agreement with the other institution and if the Program Director gives his or her authorization. The Program Director must ensure that the student's academic load at both institutions does not exceed the limit permitted at Tecnológico de Monterrey.

**Article 2.9**

The revalidation or equivalency agreement obtained by a student for a particular course and program will be valid for any face-to-face and online programs that offer this course.

**Article 2.10**

In the case of graduate programs, courses studied at other universities may not necessarily be eligible for revalidation or equivalency. The academic council of the program in question, through the Program Director, will determine the appropriate criteria for these cases, based on the applicants' universities of origin.

**Article 2.11**

In the specific case of doctoral programs, award of credit and equivalencies for courses completed prior to the doctoral research will be analyzed by the Program Director and Registrar, and must be approved by the Academic Director or Graduate Director from the corresponding graduate school.

**Article 2.12**

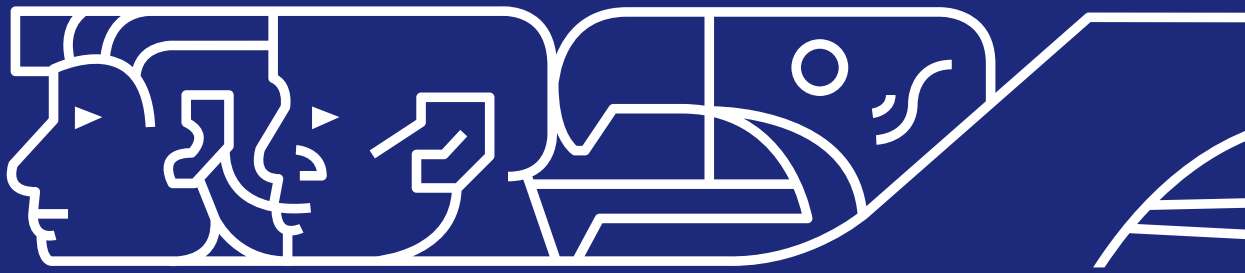
Students must complete all the revalidation and equivalency requirements during the first academic period in which they are admitted or readmitted after a leave of absence to the program in which they have enrolled at Tecnológico de Monterrey through the Office of the Registrar, with the prior authorization of the corresponding Program Director. The resulting revalidations or equivalencies cannot be modified once the agreement has been granted by the Mexican Ministry of Education.

**Article 2.13**

Students who wish to transfer permanently or temporarily to another campus or school, or from a face-to-face program to an online program or vice versa, must request the authorization of the director of the program to which they are transferring and of the director of their current program, both of whom must make sure that the student meets the corresponding academic requirements. Students must also comply with the requirements provided by the Office of the

Registrar for said transfer. Once the transfer has been authorized, the student's full record will be transferred to the receiving campus or school. The record is not transferred in the case of permissions for temporary transfers, for one summer session or semester.





## CHAPTER III





## CHAPTER III

# Academic periods

### Article 3.1

Graduate courses are taught in semester or trimester periods, in accordance with the official calendar of Tecnológico de Monterrey. Other periods may exist for programs offered in collaboration with prestigious organizations or universities.

### Article 3.2

During the summer period, intensive courses are offered for some of the courses on the current curriculum. The intensive courses should comprise the same number of total study hours as in the semester or trimester periods, as appropriate. This article does not apply to medical residency programs.





## CHAPTER IV



# CHAPTER IV

## Enrollment

### Article 4.1

All the graduate programs, in both face-to-face and online formats, are governed by these regulations.

### Article 4.2

Course units are the number of study hours per week that a student is expected to devote to a course in order to fulfill the objectives of the same. In the case of face-to-face programs, the units include both the hours involved in attending class as well as those devoted to the student's individual work. Academic load is the total number of units in which a student is enrolled during a specific academic period. Academic programs in the area of healthcare that include clinical activities are exempted from this regulation. Students are expected to devote at least 70 hours per week in these programs.

### Article 4.3

The following individuals have the right to enrollment:

1. Those who were enrolled as students in and completed the previous academic period, and were not dismissed definitively for academic or disciplinary reasons.
2. Those who have been admitted or readmitted by the Admissions Office at the recommendation of the corresponding Graduate Program Director.

Students who do not complete the enrollment procedure before the deadline set for this purpose by the Office of the Registrar renounce their right to enrollment. These students will have the right to apply for readmission when they wish to return to Tecnológico de Monterrey, in accordance with the regulations and procedures provided.

### Article 4.4

All students must follow the curriculum in effect at the time of their enrollment. If students fall behind in their curriculum, they will be subject to any modifications and academic implications that might be adopted in the corresponding curriculum.

**Article 4.5**

In order to enroll in any course, students must fulfill the academic requirements stipulated for the same, in accordance with the corresponding curriculum.

**Article 4.6**

A student's academic load is measured in units, as defined in Article 4.2 herein. Tecnológico de Monterrey considers that between 36 and 48 units is an adequate load for fulltime students.

**Article 4.7**

The maximum academic load for part-time students in online programs is 24 units per period.

**Article 4.8**

Students can enroll in up to 12 units in addition to those specified in Article 4.6 when they fulfill any of the following conditions and have obtained authorization from their Program Director:

1. They have obtained a final grade average equal to or over 85 in the previous academic period.
2. They are enrolling in the penultimate academic period of their program and did not fail any of the courses in the previous academic period.

**Article 4.9**

The academic load for the Medicine and Health Science programs can be adjusted in the cases that so require, in accordance with their internal regulations.

**Article 4.10**

The full academic load that can be authorized for students in intensive courses is limited to a maximum total of 16 units. The full academic load that can be authorized for students in intensive courses is limited to a maximum of 24 units in an 8-week period for semester programs or a maximum of 24 units in a 6-week period for trimestral programs.

**Article 4.11**

Students can drop any of their courses before the last day of classes. During their academic program, students can drop the same course no more than twice.

**Article 4.12**

Students who are enrolled in courses that include both face-to-face and online components must comply with the course policies stipulated by the professor at the beginning of the academic period, in order to assure attendance, punctuality and participation.







## CHAPTER V



# CHAPTER V

## Learning assessment

### Article 5.1

Students' academic performance is assessed in each of their courses by means of partial evaluations and a final evaluation per academic period. The results of the partial evaluations can lead to partial grades; the result of the partial evaluations and final grade will lead to a final grade.

There are also placement tests, make-up exams, institutional exams and evaluations conducted by external organizations, determined by Tecnológico de Monterrey, in order to assess the level of student learning

### Article 5.2

The course assessment system used by faculty should incorporate:

1. The way in which the grades will be integrated to obtain the final grade for the course.
2. The weight of the partial evaluations, the learning activity grades and the final evaluation.
3. The assessment instruments.
4. The way in which feedback will be provided to students.
5. The dates on which the assessment activities will take place.
6. The assessment and grading criteria

The professor must inform students of the assessment policies and criteria, and of the possible impact of academic integrity violations, for each course at the beginning of the course.

Students have the right to receive feedback promptly from the professor regarding their academic performance and to be informed about the partial evaluations, the final evaluation grade, the learning activity grade and the final grade for the course.

**Article 5.3**

All students have the right to participate in all the assessments of a course in accordance with the policies stipulated by the professor and the rules and regulations of the corresponding Office of the Registrar.

**Article 5.4**

Faculty must report the course partial grades and final grade, as well as students' absences from class session, to the Office of the Registrar within the periods set by this Office.

**Article 5.5**

The final grade for the course represents the level of learning and academic performance achieved by the student upon completion of the same. It is drawn from the partial evaluations, grades for the learning activities and the final evaluation grade, in accordance with the assessment system described by the professor at the beginning of the course. Both the partial and the final evaluations are considered to make up the final grade.

**Article 5.6**

The final evaluation of student learning must be conducted in accordance with the general course objectives and have the following characteristics:

1. It is carried out for each course at the end of the academic period.
2. It is compulsory and no student can be exempted from it.
3. It is conducted by means of assessment instruments, such as an exam, the presentation of final assignments, the outcome of projects and, in general, the activities designed by the professor to assess the student's overall performance in the course.
4. If the final evaluation is an exam, it must be carried out on the date and at the time indicated by the Office of the Registrar; this form of final assessment must be designed with an estimated duration of two hours and a maximum completion time that does not exceed three hours.
5. The final evaluation grade must be supported by physical or digital documentation to prove that at least one assessment activity was administered.

**Article 5.7**

In a partial period, the student learning assessment process must be conducted in accordance with the particular objectives covered in the corresponding period and have the following characteristics:

1. It must be carried out through assessment instruments, such as exams, assignments, the presentation of work and of progress in projects, and, in general, activities designed by the professor to assess the students' performance in the course. Any type of assessment activity that does not for part of the final evaluation must be completed by the deadline set by the professor, which cannot be after the last day of classes.
2. The partial evaluation must be supported by physical or digital documentation that proves that at least one evaluation activity was administered.
3. In the case of face-to-face or online programs, reporting the partial grade on the dates stipulated by the Office of the Registrar is compulsory

The professor must promptly provide feedback to the students about the results of the assessments. Students who have any queries must first endeavor to resolve the issue with the professor and, if necessary, the director of the corresponding academic program. Any queries must be made before the last day of classes, according to the academic calendar.

This article also applies to intensive courses.

**Article 5.8**

In the doctoral programs, students must pass and/or earn credit for evaluations or capstone exams, in accordance with the provisions of each national graduate school.

**Article 5.9**

In the master's programs that so require and in the doctoral programs, in order to earn a degree, apart from fulfilling the graduation requirements, students must defend and earn approval for a thesis before a committee, in an act known as thesis defense, under the terms of the regulations stipulated by the corresponding graduate school.

The committee must be made up of three or five members. When there are three committee members, at least two of them must be Tecnológico de Monterrey faculty members. When there are five committee members, at least three must be Tecnológico de Monterrey faculty. The committee will be chaired by the thesis advisor and can be made up of members of the corresponding program's academic council, Institution faculty, and professionals or academics with expertise in the corresponding discipline.

A majority vote is required and is sufficient to receive a pass grade in the preliminary thesis defense; otherwise the student will receive a fail grade for the preliminary thesis defense

The committee will issue one of the following grades:

- a. Passed,
- b. Passed pending revisions to the document to be specified in writing by the committee together with a deadline for submission, or
- c. Failed.

The committee will request a second defense if necessary. Students can defend their thesis no more than twice. If they receive a failed grade, students must abide by the committee's recommendations and present their thesis again, within the deadline recommended by said committee.

The result of the preliminary thesis defense will be the final grade of the last thesis course or its equivalent, and will be assigned by the committee. If the afore- mentioned requirement is not met, at the end of the period in which the student enrolled in the last thesis course or its equivalent, the committee can assign an IN grade to indicate that the project or thesis is incomplete.

### **Article 5.10**

Once students have passed the last course in the program and the committee members have approved the thesis document with the revisions recommended in the preliminary defense, they can present a Final Exam that can be either public or private. In this exam, the examinee can be questioned about his/her thesis and general knowledge related to the curriculum.

A majority vote is required and is sufficient to obtain a pass grade on the Final Exam; otherwise the student will receive a fail grade for the Final Exam.

On issuing the Final Exam act, the jury can issue one of the following qualitative grades:

- a. Unanimously approved outstanding thesis (applies only to doctoral programs). Each graduate school will set criteria for defining an outstanding thesis, which will be approved by the Vice Rector of Research and Technological Transfer.
- b. Unanimously approved.
- c. Approved by majority vote.
- d. Not approved.

The assignment of a unanimously approved outstanding thesis grade must comply with the guidelines provided for this purpose by the Vice Rector of Research and Technological Transfer.

### **Article 5.11**

The grade scale is in whole numbers from one to one hundred and must be used for all student evaluations, in the partial and final course grades. The following non-numerical grades can also be assigned:

1. IN Grade (Incomplete).  
The final evaluation of a course can be left pending and the provisional grade IN will be reported to the Office of the Registrar for courses in which:
  - a. Research work is conducted and progress in this work's schedule is incomplete given the nature of the work or owing to causes beyond the student's control.
  - b. Work is conducted with physical resources whose availability is limited or beyond the control of the student.
  - c. The teaching system so requires, for example, personalized instruction.

In these cases, the IN grade will be modified by the professor responsible for the course no later than the last day of classes of the following academic period, assigning a numerical grade. In order to assign this grade, the professor needs the endorsement of his/her Program Director. The IN grade is not a failing grade for the purposes of grade average calculation or academic standing definition.

2. SC Grade (No grade).  
The SC grade (No grade) will be used by the Office of the Registrar when,

due to reasons of force majeure, the professor does not submit the grades corresponding to partial or final evaluations by the deadline. The professor must replace the partial SC grade with a numerical grade no later than the deadline set for submitting the grades corresponding to the following partial grade report and, in the case of the last partial grade, the deadline will be the last day of classes, in accordance with the academic calendar. For final grades, the Program Director and the course professor will assign a numerical grade no later than 48 hours after the final grade submission deadline. The SC grade is not taken into consideration for grade average calculation purpose.

3. NP Grade (Absent from exam).

The NP grade can be assigned as a final or partial grade by the course professor when a student was absent from the corresponding final or partial exam or did not complete the elements defined for the integration of these evaluations. This grade will be equivalent to a numerical grade of 1 (one) on a scale of 1 to 100, for grade average calculation purposes.

In partial evaluations, the course professor can replace the NP grade with a numerical grade, no later than the deadline for submitting the grades corresponding to the following partial grade report and, in the case of the last partial grade, the deadline will be the last day of classes, in accordance with the academic calendar. For the final evaluation, the NP grade can be replaced with a numerical grade, in accordance with the final grade review policies provided in article 5.15 herein.

4. A Grade (Passed).

The Grade A (Passed) will be assigned in the courses in which students have obtained a revalidation or equivalency agreement for studies completed at another university; in the courses in which they have enrolled by means of a credit transfer process, as provided in Article 2.1; and in special cases in which credit is earned by means of a dual degree. The A grade is not taken into consideration for grade average calculation purposes.

5. ND Grade (No Defense).

The thesis advisor professor will assign the ND grade (No Defense) in the doctoral defense course when the student, after the preliminary thesis defense, fails to meet the criteria stipulated by the thesis committee appointed for this purpose. Otherwise, the A grade (Passed) will be assigned under the terms set forth in point 6 of this article. Students must enroll in the thesis defense course as many times as necessary while receiving the ND grade, until they pass the course. The ND grade will



not be considered as a failing grade for the purposes of grade average calculation or academic standing definition.

### **Article 5.12**

In order to pass a course, students must complete it, comply with all the required assessments and obtain a final passing grade, which must be equal to or higher than seventy. Students can also pass courses if:

1. They have obtained a revalidation or equivalency agreement for studies completed at another university; an “A” grade will be assigned.
2. They have enrolled in the course by means of a transfer credit process.
3. The curriculum provides that they can earn credit by means of proficiency exams; an “A” grade will be assigned.

A course is considered as failed if the student:

1. Obtains a grade lower than 70.
2. Obtains a final failing grade as a consequence of an academic integrity violation, in accordance with the provisions of Chapter IX herein.
3. Obtains NP as a final grade.

### **Article 5.13**

Students can request a final grade review for the courses in which they were enrolled in a specific academic period. This request should be made directly to the Program Director, who will then study said petition and, if it proceeds, form an evaluating committee that will judge the case. This committee will be made up of three faculty members, other than the professor who taught the course. The right to request a review of the final grades expires ten business days after the last day established on the academic calendar for reporting final grades. The evaluating committee will issue a definitive final grade, which cannot be appealed, within five business days as of the date on which the petition was accepted.

A grade review cannot be requested after the student has graduated or in the cases in which the final failing grade is linked to an academic integrity violation on the part of the student.

**Article 5.14**

For students who are enrolled in the course Medical Care or Hospital Practice, missing one on-call session will be sufficient to be assigned a final grade of one (on a scale of 1 to 100) for the course.

**Article 5.15**

When students fail to take the final exam due to force majeure events, they can petition the corresponding Program Director for a make-up exam, explaining the reasons for this petition in writing. The right to take the make-up exam expires one week before the first day of classes of the following academic period. The Program Director will review the student's request to decide whether or not it is appropriate; his or her decision will be final. If the request is deemed to be appropriate, the Program Director will submit it to the corresponding Academic Department Director. The final grade, which includes the result of the make-up exam, must be recorded before the first day of classes of the following academic period.



## CHAPTER VI



# CHAPTER VI

## Graduation requirements

### Article 6.1

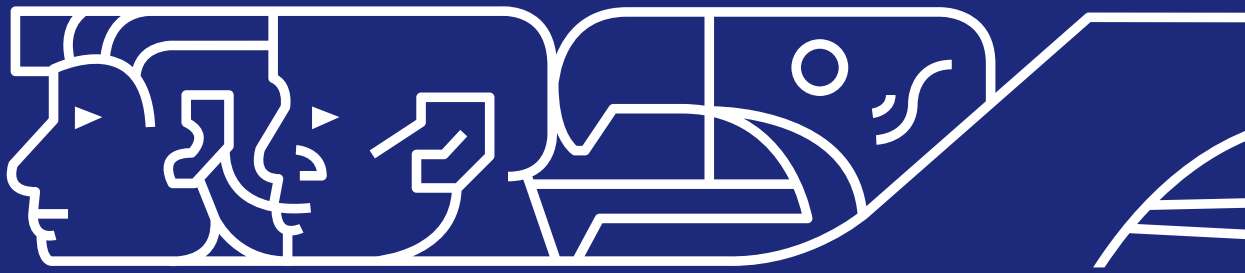
In order to obtain a specialization diploma, master's degree, medical residency degree or doctoral degree at Tecnológico de Monterrey, students must have:

1. Fulfilled, in accordance with the regulations in effect, the preliminary academic requirements for the corresponding curriculum, by means of the corresponding placement exams, proficiency tests or remedial courses.
2. Obtained an undergraduate degree or its equivalent recognized by the competent Mexican authorities.
3. Completed all the courses in the curriculum in question, either by passing all the courses at Tecnológico de Monterrey, or obtaining revalidation or equivalency agreements, consistent with the corresponding regulations, for part of the courses studied at other institutions, and passing the remaining courses at Tecnológico de Monterrey. Courses studied at foreign universities with which an agreement has been signed will be considered, for the purposes of this article, as having been studied at Tecnológico de Monterrey, as long as they do not exceed a specific percentage of the curriculum stipulated for each program in particular.
4. Obtained a final grade average for all the courses included in the curriculum equal to or higher than 80. In order to calculate this average, all the courses completed corresponding to the student's curriculum will be taken into consideration. Therefore, preliminary or remedial courses and those passed by means of proficiency tests are excluded from the grade average calculation.
5. Completed, when stipulated in a curriculum, a research project or thesis that was presented and passed in an exit exam before an academic jury. The result of this exit exam will be recorded in the student's records by means of an act signed by the corresponding academic jury. In order to take the exit exam, students are required to submit:
  - a. The originality report of the research project or thesis generated using the technological tool stipulated by Tecnológico de Monterrey for this purpose and signed by the academic jury and the student.
  - b. A signed statement declaring that the student's work was completed in accordance with Tecnológico de Monterrey's academic integrity values, regulations and standards.

6. Studied at Tecnológico de Monterrey at least the equivalent of the second half of the corresponding curriculum, in the case of students who have obtained revalidation or equivalency agreements for this level. This rule can be flexible in the case of graduate programs that are created in conjunction with other universities by means of an agreement.
7. One scientific product from the research conducted within the doctoral thesis published or accepted for publication, in the case of doctoral programs. The scientific product(s) will be defined by each graduate school.
8. Students who incur in an academic integrity violation during the last period of the graduate program in which they are enrolled, be it semester, trimester or intensive, must comply with the measures determined by the corresponding Committee, otherwise, through such noncompliance, they will delay their graduation process, as stipulated in article 9.4.
9. Students must fulfill the academic requirements for graduating from the graduate program in which they are enrolled within the time limit defined for the corresponding program. Such time limit cannot be greater than double the duration of the program, considering a full academic load. When a student exceeds this time limit, a committee of professors designated by the Associate Academic Dean of the corresponding School will evaluate, as of that moment and in each subsequent academic period, the student's performance based on his or her academic record, progress and potential to complete the program, and will determine his or her possible continuance in the same. Students who, according to the committee's decision, do not remain in the program, will not be deemed to have academic dismissal standing and can apply for admission to another program at the Institute. .
10. Tecnológico de Monterrey can annul a previously granted specialization, master's degree, medical residency, or doctoral degree diploma, and request that the Ministry of Public Education revoke the professional license, when the authorized committee determines that the graduate incurred in a serious academic integrity violation in his/her research project or thesis that, as a final requirement, allowed him/her to obtain a graduate degree, consistent with the provisions of the procedure determined by the National Office of Graduate Studies.

## **Article 6.2**

Academic degrees are issued by the graduate schools and, in the case of online programs, will be awarded to the students at the campus at which they are registered.



## CHAPTER VII





# CHAPTER VII

## Academic honors

### Article 7.1

Transitory article:

The following honors are awarded at master's level:

“Highest Honors for Excellence” to the best student in the program and cohort at the corresponding campus, as long as he/she obtains a final grade average of over 95, obtained the highest average in the cohort and did not fail any of the courses from the curriculum.

In the case of the online programs, two types of cohort are defined for this purpose: the cohort comprised of the graduating students at each campus and the cohort comprised of graduating students enrolled in online programs.

### Article 7.2

In order to obtain highest honors for excellence, the candidate must meet these requirements:

1. He/she must not have committed a disciplinary offence that explicitly indicates in the resolution the loss of this honor.
2. He/she must not have acquired Conditional Standing for Academic Integrity Violation.





## CHAPTER VIII



# CHAPTER VIII

## Unsatisfactory academic performance and student standing

### Article 8.1

Academic standing is the student's status based on his/her final grades. A graduate student can have the following types of academic standing:

1. Regular
2. Conditional
3. Conditional for Academic Integrity Violations
4. Dismissal for Academic Integrity Violations

The particularities of the academic integrity violations are addressed in Chapter IX of these regulations.

### Article 8.2

Regular Academic Standing applies to students whose standing is not Conditional, Academic Dismissal or Dismissal for Academic Integrity Violations. Students with Regular Standing will have no academic impediments to reenroll at any of Tecnológico de Monterrey's campuses.

### Article 8.3

Regular standing changes to Conditional when, at the end of an academic period, any of the following are applicable:

1. Students have obtained an accrued grade average lower than 80 for their curriculum.
2. Students have obtained a grade lower than 75 in two courses of their curriculum.
3. Students have failed one course from their curriculum.
4. Students have obtained a partial or final grade of DA (academic dishonesty).

Regarding subsections 1, 2 and 3 of this article, the remedial courses completed by the student will not be taken into account.

Subsections 2 and 3 of this article do not apply to specializations, since they refer to academic dismissal standing, as indicated in Article 8.5.

Students will receive a notification when their standing changes to Conditional.

#### **Article 8.4**

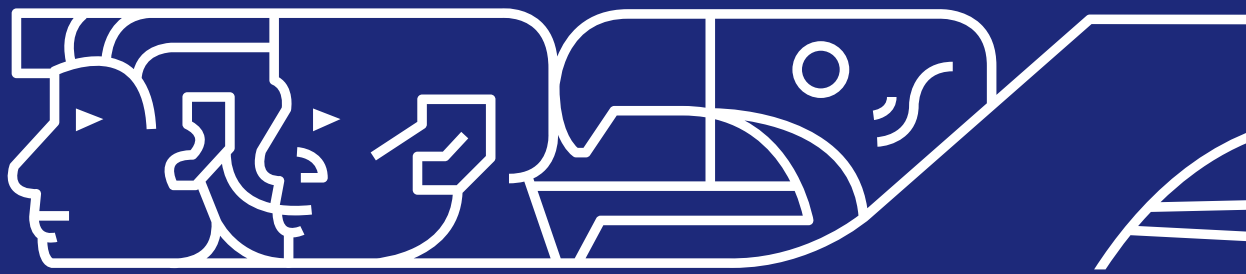
Students who have been sanctioned by the Campus Academic Integrity Committee, in accordance with Chapter IX herein, will acquire Conditional Standing for Academic Integrity Violations.

#### **Article 8.5**

Students will have Academic Dismissal standing when at the end of an academic period any of the following are applicable:

1. Students fail one or more courses from the specialization curriculum in which they are enrolled (or 16 % or more of the total work required by the curriculum), or fail two or more courses from the master's, medical residency or doctoral curriculum in which they are enrolled. Students who need to pass no more than two courses to cover the total number of courses from their curriculum can apply just once for readmission to Tecnológico de Monterrey.
2. Students obtain final grades lower than seventy-five in two or more courses (or their equivalent) from the specialization curriculum in which they are enrolled (or in 32 % or more of the total work required by the curriculum), or in three or more courses in the case of master's, medical residency or doctoral programs. Students can apply for readmission to Tecnológico de Monterrey only if they hold this standing for the first time, as long as their grades were lower than seventy-five but equal to or higher than seventy. This application will be resolved by a committee made up of the Program Director and the graduate program faculty.

The final grades for remedial courses will not be taken into consideration for the purposes of this article.



## CHAPTER IX





## **CHAPTER IX**

### **Academic integrity**

#### **Article 9.1**

Academic integrity means acting in an honest, committed, reliable, responsible, fair and respectful manner in learning, research and cultural diffusion. Academic integrity violations are considered to be any individual or collective action or omission committed by students, inside or outside the classroom, which violates the principles of academic integrity and/or seeks to obtain or facilitate an academic benefit or advantage. Some examples of these undue actions or omissions are copying or attempted copying in any type of exam or learning activity; partial or total plagiarism; facilitating any activity or material so that it can be copied and/or presented as the student's own; identity theft; accessing and/or managing, without express authorization, email accounts or institutional systems; falsifying information; tampering with academic documents; selling or buying exams or distributing them by any means; wrongfully removing or obtaining information or attempting to bribe a faculty member or any collaborator at the institution; and wrongfully altering clinical records, among other actions.

The examples set forth in the previous paragraph are illustrative but not exhaustive.

#### **Article 9.2**

Any student, member of the academic staff, institutional authority, member of the educational community or external bodies linked to the academic process who are aware of any act that could constitute an academic integrity violation, must report it to the Campus Academic Integrity Committee, including evidence of the event through the channels assigned for this purpose, including all the information and evidence available at the time of the report and that demonstrate the event. The Campus Academic Integrity Committee will analyze the case and notify the reported student of the process and the possible consequences.

#### **Article 9.3**

Academic Integrity violations will be managed as follows:

1. When students commit a violation of academic integrity, their professor will assign a failing grade for the activity, exam or partial or final period. The

failing grade assigned by the professor is unappealable, and is in addition to the consequences determined by the Campus Academic Integrity Committee.

2. Once the violation has been identified, the professor will inform the student of the situation, assign the failing grade, and informs the Campus Academic Integrity Committee about the case, describing the situation indicate the failing grade assigned, and attach the available evidence.
3. The Campus Academic Integrity Committee will analyze the case, determine the gravity of the violation and the applicable sanction. When the Committee deems that, owing to its gravity, the violation warrants probation, temporary suspension or definitive dismissal, it informs the student of the initiation of the procedure and calls the student to an audience in which he or she can contribute evidence and express anything he or she deems to be in his or her favor.

#### **Article 9.4**

The consequences that can be determined by the Campus Academic Integrity Committee can be any of the following:

- a. Formative measure: activities whose purpose is to encourage the student to reflect on what happened, thereby developing his or her ethical conscience and providing tools for making ethical decisions in difficult circumstances. If the student does not complete the formative measure under the terms and in the periods set by the Committee, the consequence will be probation status for the academic integrity violation.
- b. Formative measure in the final period: this is a consequence applicable to students who are graduation candidates and have incurred in academic integrity violations, implying that the student will delay the graduation process until he or she has completed the formative measures determined by the Academic Integrity Committee. Students who fulfill the measure in due time and form can continue with their graduation process; otherwise, their noncompliance could delay such process for two academic periods, be they semester, trimester or intensive, without exceeding one calendar year.
- c. Probation Status for Academic Integrity Violations: An academic condition through which the students is subject to no committing another integrity violation throughout the remainder of his or her studies, since any reoffence could affect his or her continuance at the Institution. This status is recorded in the student's transcript and has the following implications:
  1. It prevents the students from receiving honors upon graduation.

2. Probation status remains on the student's transcripts and is valid until he or she completes the current level of studies.
- d. Probation and temporary suspension: this implies, apart from probation with the characteristics described in the previous point, the student's separation from the institution for 1 to 4 academic periods, be they semester, trimester or intensive, without exceeding one calendar year. During this period, the student must fulfill the accompaniment plan indicated by the Campus Academic Integrity Committee in order to apply for reincorporation into the institution, maintaining the probation status for academic integrity violations.
- e. Definitive withdrawal: consists of the separation of the student from the Institution in all its campuses or locations, during the level of studies that they are studying or permanently.

### **Article 9.5**

Only violations whose consequence was the assignment of temporary or definitive dismissal from the institution can be appealed. Any appeal must be presented in writing to the Campus Academic Integrity Committee no later than five working days of the academic calendar, as of the date on which the Committee notified the student of the consequence. In turn, the Campus Academic Integrity Committee will send the appeal to the National Academic Integrity Committee, who will notify the student of the final decision within no more than ten working days of the academic calendar as of the date on which the appeal was received. The decision of the National Academic Integrity Committee is final and unappealable.

### **Article 9.6**

Students who are executing studies, internships or research stays at organizations and universities with which Tecnológico de Monterrey has signed a collaboration agreement, and violate any of the precepts related to academic integrity, will be sanctioned in accordance with its regulations and the provisions set forth herein.

### **Article 9.7 (transitory)**

These regulations apply to all students as of the date of promulgation. Hereinafter, the cases recorded as "AD" or "Academic Dishonesty" will be treated by the Campus Academic Integrity Committee as an "academic integrity violation." The grade "AD" will continue to be considered as a failing grade under the previous terms, for the calculation of academic standing and the grade average, and for the award of academic honors.





## CHAPTER X



# CHAPTER X

## General and transitory provisions

### Article 10.1

All students enrolled at Tecnológico de Monterrey are required to familiarize themselves and comply with these Academic Regulations for Graduate Students, given their importance. Ignorance of these regulations cannot be used as a valid argument for failing to comply with the provisions contained herein.

### Article 10.2

In exceptional cases, the Academic Vice-Rectory can take temporary measures other than those stipulated herein.

### Article 10.3

Tecnológico de Monterrey is an Institution that seeks to provide educational opportunities on the basis of equity and non-discrimination. Nevertheless, in each and every case Tecnológico de Monterrey reserves the right to approve or deny admission and enrollment.

### Article 10.4

The regulations apply equally to all graduate students, regardless of their entry period.

### Article 10.5

The written or electronic publication on the portals of these academic regulations for graduate students abrogates the academic regulations for graduate students that were in force before the current regulations, as well as any other legislation that is similar or is related to the graduate academic environment that might subsist for organizational purposes, thus revoking all provisions that are contrary to these regulations.

**Article 10.6**

Despite the provisions of the previous article, for the consideration of cases that could be deemed to be transitory, students must present their request in writing to the corresponding registrar for his/her consideration. This document must contain their explanation and justification of the reasons why they believe that they are an exception owing to the transitory nature of this academic legislation.

**Article 10.7**

In the case of students from face-to-face and online graduate programs in the area of Business who wish to transfer to EGADE Business School, that school will define the corresponding mechanisms.

**Article 10.8**

Students who graduate from the graduate business programs that are not assigned to EGADE Business School will receive the academic degree issued by the corresponding campus. Students who graduate from the online graduate business programs that are not assigned to EGADE Business School will receive the academic degree from online programs.

**Article 10.9**

Joint academic programs, offered with foreign universities, in which students obtain a single master's or doctoral degree, issued and signed by the authorities of the participating institutions, will no longer be offered.

**Article 10.10**

When in these regulations a different name is given to an administrative unit, meaning any office, department or unit for attention or service, define before the start of the validity of the same, any matters being processed will be dealt with by the administrative unit with the new name.



**Article 10.11**

Cases that are not contemplated in the articles of these regulations will be studied and resolved by a committee made up of three directors or faculty members representing the Registrar and Academic areas. In each and every one of these cases, the agreements must be documented and included in the student's records.



This book presents information on the 2023 Academic Regulations for Graduate Students of Tecnológico de Monterrey. Its content reflects the information available in official media at the time of publication.

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