



UNIBE
Forjando líderes!

UNIVERSIDAD IBEROAMERICANA, UNIBE ACADEMIC REGULATIONS

Santo Domingo, R.D.

August 2016



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Table of Contents

ACADEMIC REGULATIONS	4
STUDENT REGULATIONS AND DISCIPLINARY RULES AND PROCEDURES	22
REGULATIONS FOR SCHOLARSHIPS RECIPIENTS	33
LIBRARY REGULATIONS	36

ACADEMIC REGULATIONS

INDEX

Title I	
Definition and Objective	6
Title II	
Regarding University Academic Tools	6
Title III	
Regarding the Academic Calendar	7
Title IV	
Regarding Course Programs and Syllabus	7
Title V	
Regarding the Student	8
Title VI	
Regarding Faculty members	8
Title VII	
Regarding Admission	9
Title VIII	
Regarding Enrollment	9
Title IX	
Regarding Modifications	11
Title X	
Regarding Readmission	11
Title XI	
Regarding Course Delivery Mode	11
Title XII	
Regarding Course Transfer, Accreditation, Exemption and Recognition	13
Title XIII	
Regarding Attendance and Punctuality	14
Title XIV	
Regarding Academic Evaluation	14
Title XV	
Regarding Grades	15

Title XVI	
Regarding the Academic Grade Point Average	16
Title XVII	
Regarding Permanence in Academic Programs	16
Title XVIII	
Regarding Course Review	17
Title XIX	
Regarding Course Withdrawal	17
Title XX	
Regarding Changes of Program of Study	18
Title XXI	
Regarding the Academic Load	18
Title XXII	
Regarding Academic Standing	18
Title XXIII	
Regarding Academic Honors	19
Title XXIV	
Regarding Graduation and Academic Degree	20
Title XXV	
General Provisions	20

ACADEMIC REGULATIONS

Title I

DEFINITION AND OBJECTIVE

Article 1. The Academic Regulations apply students at Universidad Iberoamericana.

Article 2. Its purpose is to establish the general framework of academic regulations and define policies and rules governing the educational process of Universidad Iberoamericana.

Title II

REGARDING UNIVERSITY ACADEMICS TOOLS

Article 3. The curriculum is defined as the set of formative learning experiences designed to ensure the achievement of the UNIBE's graduate profile. It refers to the educational project of the institution, prepared on the basis of UNIBE's philosophical foundations and its Educational Model.

Article 4. The academic program consists of the University's educational offer, based on different curricular activities including courses, workshops, seminars, blocks and modules, organized into a comprehensive curriculum map designed that responds to the graduate profile.

Article 5. The Study Plan is the document that describes the rationale, justification, objectives, structure, duration, type of academic program, teaching and learning strategies, and evaluation system. The study plan consists of a coherent and interrelated set of curricular activities which are defined based on the core areas that make up the profile of graduates of each program.

Once the study plan is completed and the requirements of the academic program fulfilled, the right to receive the following degrees is awarded: Associate, Bachelor, Engineer, Architect, Doctor of Dental Surgery and Doctor of Medicine.

Paragraph: Universidad Iberoamericana will carry out the process of curriculum redesign in order to maintain curriculum updated. These changes do not involve increase in the duration of the academic program for active students, and will be mandatory for all students.

Article 6. Curricular activities are courses, workshops, blocks, seminars, practices, among other training modalities, which are designed to develop the relevant competencies expected of students during an academic period.

Paragraph: Curricular activities may be taught in face-to-face, online or in a hybrid mode.

Article 7. The credit is the unit of measurement of the academic workload required for the learning of a course or equivalent curricular activity and can be one of the following options during one academic period:

- a. 15 hours of lectures and / or direct support from a faculty member, according to the methodology of the academic program, or
- b. 30 hours of practical work supervised by the faculty member, or

- c. 45 hours of research or independent study.

Article 8. The University may offer academic programs at the following levels of education:

- a. Associate Level, granting Associate degrees;
- b. Undergraduate Level, which grants degrees such as a bachelor, architect, engineer, medical doctor and doctor of dental surgery;
- c. Graduate Level, which grants specializations, master's and doctorate.

Paragraph: Bachelor's degrees or equivalent degrees have a minimum requirement of one hundred and forty (140) credits, except for:

The academic programs of Architecture, Law, Dental Surgery and Engineering, which will have a minimum academic load of two hundred (200) credits and a minimum duration of four years.

The medical program will last a minimum of five (5) years, and includes pre-med.

Title III REGARDING THE ACADEMIC CALENDAR

Article 9. The Academic Calendar is the division of the academic year on certain dates that indicate when administrative and academic activities must be carried out by students, faculty and staff.

Article 10. The academic year consists of two academic terms.

Article 11. Academic periods are defined as semesters, they consist of 16 weeks and contemplate a cycle of teaching and a cycle of assessment. The calendar year consists therefore of 3 academic terms, plus 4 weeks of vacation distributed according to the Academic Calendar.

Article 12. The design of the Academic Calendar is the responsibility of the Academic Vice-Rector and any modification thereof must be approved by the Academic Board.

Title IV REGARDING COURSE PROGRAMS AND SYLLABUS

Article 13. The syllabi and programs of the courses should be prepared conforming to the content and official format of the University and in accordance with the Principles and axes of UNIBE Educational Model, curriculum guidelines and School profile of graduate.

Article 14. Each course program must specify the core area and competencies to which it contributes, a general description, thematic structure, teaching techniques used and the evaluation criteria and references.

The syllabus is an enlarged and detailed version of the course program, which includes a calendar of activities, a description and specification of teaching techniques and assessment tools that will be used.

Article 15. The current course program for each semester, approved by the School, should be available in digital and / or hard copy for each student during the first week of

classes.

Title V REGARDING THE STUDENT

Article 16. Student is the person who has been admitted and enrolled in an academic program, after having completed all academic and administrative requirements established by the University.

Article 17. Active student is one who is registered and enrolled in a semester.

Article 18. Non-Active or Withdrawn Student is one who did not complete the registration process or who has been suspended due to low academic performance.

Article 19. The Transfer Student is one who comes from another recognized institution of higher education, has been admitted to the University and who has credits transferred, in accordance to the policies set forth in the Regulations herein, Title XII.

Article 20. The visiting student is one enrolled in another foreign or Dominican higher education institution that meets the established criteria and is following courses of the curriculum or special courses which do not lead to an academic degree issued by UNIBE.

Article 21. A student may attend as a listener to a course, with prior authorization of the Director of the School and the faculty member. No credit, title or certificate will be awarded for attending classes under the listener condition.

Article 22. The student who is behind in his/her curriculum because of non-enrollment, withdrawal or not passing a course, as well as those who enter in a semester different from the one at the beginning of the Academic Calendar (September - December), must resort to follow the courses as offered in each semester. In both cases they may receive advice from the Director of the School to plan the selection of their courses.

Title VI REGARDING THE FACULTY MEMBERS

Article 23. A faculty member is the person hired by the University to perform one or more of the following of duties: teaching, research, and / or extension services; he or she is subject to a working agreement between both parties.

Article 24. Faculty members are responsible for fulfilling the program of the course under their charge, and any individual or collective assistance to students for achieving set objectives.

Article 25. Faculty members have to strictly comply with the Academic Calendar, except upon prior written authorization of the Academic Vice-Rector, which shall be approved by the School Director.

Article 26. The faculty member is responsible for assigning grades to each student on the dates established in the Academic Calendar and in the formats defined by the University.

Paragraph 1: Faculty members provide services to the University through one or more

Schools, Departments or Areas, and according to the needs of the institution and the specific needs of the School, Department or Area to which he/she is assigned. Their contracts are as University Faculty member and not of a particular Department or Faculty.

Paragraph 2: The principles and basic rules that govern and define the relationships between the University and its faculty members, as well as their role, duties and rights are established in the Regulations of Academic Personnel of Universidad Iberoamericana.

Title VII REGARDING ADMISSION

Article 27. Admission is the process by which a student is accepted to study in one of the University's Programs, in the belief that the student is able to comply with the requirements thereof.

Article 28. Admissions Policies and Requirements for the various programs shall be established by the Academic Board.

Paragraph: As a minimum requirement to be admitted in an undergraduate program, students must be high school graduates or equivalent, and their overall grade point average must be at least 2.00, or equivalent in the scale of 1 to 100. The minimum grade point average required for transferred students to the University is 2.00, and 2.50 if the program to be studied is Medicine or Dentistry.

Article 29. All documents required by the Admissions Department become the property of the University and are kept strictly confidential.

Article 30. The admission process of a student to UNIBE is the exclusive competence of the Admissions Committee, which includes the Academic Vice-Rector, Admissions Director, Registrar Director, a representative of the Office of Student Affairs, Academic Program Director and / or a faculty member.

Title VIII REGARDING ENROLLMENT

Article 31. The registration process is a collaborative effort of all departments of the University, organized and directed by the Academic Vice-Rector and in coordination with the Registrar Department. The enrollment process is formalized by implementing the provisions established by Administrative Vice-Rectory.

Article 32. The student will select the corresponding courses according to established policies and procedures for these purposes.

This selection must be made under the following criteria:

a) Compliance with pre-requisites: The student must have passed the pre-requisites of the selected course. Violation of a prerequisite involves the automatic withdrawal of the registered course.

Paragraph: Compliance with this provision is solely the responsibility of the student. The Director of the School and the Registrar Department must ensure compliance.

b) Number of times the course has been selected, so as to comply with the limits established in these Regulations in Articles 94 and 105, letter C.

Article 33. That the offer is subject to the block of courses established in the curriculum at the time of enrollment for the academic semester.

Article 34. The student has the right to request information and guidance on their academic progress, and the School Director will advise the student so as to benefit from the courses offered.

Article 35. Once the selection of courses is completed, the student must formalize the registration process by making the payment of the semester set forth in the terms established in the Academic Calendar.

Article 36. Students are entitled to take courses from other programs, if they meet the pre-requisites in their Academic Program or modality. They must obtain approval from the Director of the program they are enrolled in and the Director that offers the course in question, and comply with policies and procedures established for these purposes.

Paragraph: The selection of a course of another program, if appropriate, will influence their academic grade point average without being able after obtaining a final grade, to seek annulment of the same.

Article 37. After the completion of the selection and modification processes, the selections of students who have not made their payment will be eliminated, and such students will be considered as being Not Active or Withdrawn, and must complete the Readmission procedures set out in this Regulations, in the event the student wishes to return to the University.

Article 38. All students who wish to withdraw from the University after completing payment, and provided this request is submitted within the first week of class, may request a refund of the amount paid or a credit of the payment for the next semester in the student's account. After the third week of class at the University this right is not acknowledged. An Academic suspension effective in the newly enrolled semester grants the student the right to a full refund of the amount paid and / or a credit of the same in the student's account.

Paragraph: The withdrawal request with the purpose of a return and / or a credit of the amount paid shall be conducted via a written communication addressed to the Administrative Vice-rectory.

Article 39. Students, who for the reasons mentioned above are considered not active or withdrawn and still attend classes, do so under their own responsibility. No faculty member may include them in the lists prepared by the Registrar Department, in which only students who completed the registration process must be included. If, nevertheless, they take evaluations, it shall be known that the results thereof will not appear in any way in their academic record. If they wish to return to the University, they must apply for readmission for the following semester on the dates reserved for this in the Academic Calendar and meet the pertinent requirements.

Title IX

REGARDING MODIFICATIONS

Article 40. Modification is the process by which the student who has completed the registration process, make changes in the selection of courses (add or remove courses or make changes of section).

Article 41. The requirements for modifications are:

- a. To be enrolled in the semester.
- b. To have made the payment for modification in the date established in the Academic Calendar.
- c. There is space available in the section to be added and / or modify.
- d. Meet the pre-requisites requirements established in the academic program.
- e. That the change does not generate clashes between courses.

Title X REGARDING READMISSION

Article 42. Readmission is the process which allows a non-active or withdrawn student to register again in the University, upon written request.

Article 43. The requirements for readmission are:

- a. Appointment with the Orientation and Counseling Department.
- b. Submit a formal letter to the Admissions Committee, explaining the reasons that led to the separation from the institution and highlighting their commitment to complete their academic program.
- c. Complete the readmissions form.
- d. No outstanding balance in the student's account.
- e. Payment of the readmission application within the prescribed timeframe.

Article 44. The application for readmission of any student will be subject to approval from the Readmissions Committee.

Article 45. All readmitted students shall continue their studies according to the current curriculum at the time of readmission, unless the Readmissions Committee decides otherwise.

Title XI REGARDING COURSE DELIVERY MODE

Article 46. Face-to-face mode: Is a method in which students attend classes on campus or other designated location for educational purposes every week of the academic year.

Article 47. Hybrid mode: Is a method that combines on campus and online classes, through the virtual classroom, based on the University's technological platform. The percentage of on-campus and virtual hours shall be established in the class program.

Article 48. Virtual mode: All classes are taught online.

Paragraph: Curricular activities taught using the hybrid and virtual mode must adhere to

the policies and procedures established to ensure their proper management.

REGARDING TUTORSHIP AND SPECIAL COURSES

Article 49. Regarding tutorship: This is a modality of study available for students under normal academic status who have not been able to maintain the regular sequence of the curriculum. This modality should be adapted to the dates and deadlines established in the Academic Calendar.

Article 50. Considerations to request tutorship of a course:

- a. Courses offered under tutorships must be adaptable to this teaching methodology and should not have laboratories.
- b. Tutorships should not be taught to groups larger than five (5) students.
- c. Tutorships shall have a minimum duration equivalent to two thirds (2/3) of the hours of the regular course.
- d. Only the Academic Vice-Rector has the authority to approve courses which are suitable to be offered by Tutorship.

Article 51. The requirements to request tutorship for a course are as follows:

- a. Have a minimum GPA of 2.50
- b. Have passed the prerequisites for the course, if the course had any.
- c. Have not failed or withdrawn the requested course twice.
- d. Require no more than 23 credits to graduate or to conclude prerequisites of their academic program cycle, and / or demonstrate that they have serious drawbacks in fulfilling the ordinary sequence of their academic program.

Article 52. A student may not take more than two (2) courses through tutorship in a semester, or complete more than three (3) courses under tutorship in their academic life.

Article 53. Regarding Special Courses: It is one that is offered outside the regular programming of the curriculum, and must have the approval of the Academic Vice-Rector. It should be adapted to the dates and deadlines established in the Academic Calendar. Students on academic probation may not request special courses. The Special Course will have the same number of hours of regular course.

Article 54. The student must apply for the Tutorship and the Special Course at their School, through the Director, who shall seek approval from the Academic Vice-Rector through the Registrar's Office Director, and communicate the decision to the student.

Article 55. The faculty member in charge of the Tutorship and Special Course must have strict control of student attendance, using the forms established for these purposes. The student must complete at least 90% attendance.

Article 56. Resulting evaluations of the courses under tutorships and special courses will be reflected in the academic transcript of each student, in accordance with the provisions of the Regulations herein.

Paragraph: The cost of the tutorships courses and special courses will be determined by the Administrative Vice-Rector according to the credits and the number of hours of the

course and the number of students enrolled.

Title XII REGARDING COURSE TRANSFER, ACCREDITATION, EXEMPTIONS AND RECOGNITION

Article 57. Course transfer is the process by which UNIBE acknowledges studies completed by a student before being admitted to an Academic Program at the University.

Article 58. There are several modalities to transfer courses previously taken:

a. Course transfer

Requirements:

- Program content equivalent to at least 80%.
- There is a difference of no more than one (1) credit (or equivalent) between the attended course and course to be transferred.
- That the course has been approved with a grade of at least 70%.

b. Transfer per block or area of knowledge

This refers to the recognition of a block cycle of courses of a specific area for an equivalent block in the curriculum. This modality is only used for the Basic Cycle courses and applies to those aspiring graduates who already hold a Bachelor's degree.

Paragraph: The Committee responsible for transfer processes must verify and validate the courses when evaluating student's academic record.

Article 59. The formal request for course transfer must be submitted to the Admissions Office, along with the original official record of the Institution of Higher Education of origin, as well as descriptions of each course taken, when applying for admission.

Paragraph: Courses five (5) years or older cannot be transferred if a degree has not been obtained before applying for admission in the University.

Article 60. Students who have been admitted as "High school graduates", and have started the academic program, shall not subsequently claim transferred status by submitting official transcript from another Institution of Higher Education.

Article 61. The maximum credits to transfer is 50% of UNIBE's entire academic program. The minimum number of credits to transfer is nine (9) credits.

Paragraph: A Committee is responsible for the transfer processes and approving the verification and transfer of courses.

Article 62. Accreditation is the academic process by which credits approved by an UNIBE student in an Institution of Higher Education with which UNIBE has signed agreements for these purposes are recognized. Programs, courses and number of credits to be taken must be approved by the Dean or Director of the School.

Article 63. Exemption is the recognition of the knowledge acquired by a student before

entering UNIBE. Academic credits are granted for course exemption. The University determines the courses that can be exempted, using the mechanisms established for this purpose.

Article 64. Course recognition is the acknowledgment of courses taken and approved in another academic program at UNIBE.

Paragraph: UNIBE Graduates who decide to pursue another Academic Program in the institution may transfer credits of courses already studied in previous academic program.

Title XIII REGARDING ATTENDANCE AND PUNCTUALITY

Article 65. Faculty members and students are required of attending and being punctual to all classroom sessions. Each hour of teaching will last 50 minutes.

Article 66. The student must attend 80% of the theoretical classes and 90% of laboratories and practical classes to have the right for the final evaluation.

Article 67. The School and the faculty members are responsible of organizing replacement of suspended classes in other hours to those established, with prior agreement with the students and the authorization of the School, within the scheduled dates.

Title XIV REGARDING ACADEMIC EVALUATION

Article 68. A student's academic performance assess and foster the teaching and learning process in each course of the curriculum, students' outcomes are measured in an academic period. The evaluation is performed by the faculty member of the relevant course. Evaluation is conducted in a continuous basis and adds up through the semester.

Article 69. The different evaluation methods include: Diagnostic, formative and summative evaluation.

- a. The diagnostic evaluation aims to identify the students training needs. It allows the University to assess the potential, the level of skills and prior knowledge the student has in relation to the objectives set to be achieved in the course.
- b. Formative evaluation is developed throughout the learning process; thus ensuring that students are developing the foreseen competencies, while allowing adaptation of the teaching process in order to achieve significant learning.
- c. Summative evaluations aim at determining the achievements so as to certify or qualify the level of performance achieved by students. The grading criteria used in this evaluation process varies according to the objectives and activities to evaluate.

Article 70. The evaluation is carried out through partial evaluations and one final evaluation. The final grade is the sum of the scores in evaluations of the two partial periods based on 100 points. The minimum grade to pass the course is 70 points.

Paragraph: For the purposes of evaluating students, faculty members may require exams, research papers, projects, quizzes, tests, presentations, etc.. These should be

adjusted to the objectives of the course and results should be used to verify student's achievements.

Article 71. The assessment criteria and instruments should be clearly defined in the syllabus and informed to the student at the beginning of the course.

Article 72. Only students enrolled in the course and section, and entered in the official list submitted by the Department of Registration are eligible for evaluation grade.

Article 73. Student are entitled to final evaluation of a course when they have met the requirement of 80% of the scheduled classroom attendance and 90% attendance in laboratories and practical classes.

Article 74. In cases where a student cannot be present at their final evaluation, they must justify the reasons for absence, which will be assessed by the School Director, who will have the final decision. The application must be made within a period of 48 hours after the evaluation and must be accompanied by documentary evidence that may justify the absence during the evaluation process.

Article 75. Faculty members must submit accumulated student grades during the semester at two moments: A partial score in the eighth week and a score and final grade in the last week of classes.

Paragraph: The faculty members of curricular activities taught as a module, as well as workshops lasting less than six months, set their own assessment report calendar.

Title XV REGARDING GRADES

Article 76. Faculty members must publish the grades obtained by students in the dates established in the Academic Calendar, in the format established by the Registrar's Office. These grades are set according to the following system:

LETTER	SCORE	GRADE	VALUE
A	4	90-100	Excellent
B	3	80-89	Good
C	2	70-79	Sufficient
D	1	60-69	Failed
F	0	0-59	Failed

Article 77. Letters with no grade value are:

- R- Withdrawal
- I- Incomplete
- S- Satisfactory
- NS- Unsatisfactory
- EXO- Exempted
- CON- Transferred
- COL-Recognized

Article 78. The letters S and NS do not affect Academic Honors.

Article 79. The minimum passing grade is 70 points. In cases of courses that have laboratories and / or practices, failing one of these two components involves failing the course.

Article 80. In the event a student has been unable to meet the requirements to pass the course, the faculty member may temporarily assign the Incomplete (I) grade. To modify this grade, the faculty member must complete a Supplementary Credit Certificate, which must be accompanied by documentation supporting the grade.

Paragraph: If the Supplementary Credit Certificate is not submitted on time during the Academic Calendar, the corresponding grade is automatically assigned to the cumulative score the student had so far.

Article 81. The final score may only be modified by the faculty member of the course, after completing the review process under the provisions of the Regulations herein.

Title XVI REGARDING THE ACADEMIC GRADE POINT AVERAGE

Article 82. The Academic Grade Point Average (GPA) indicates students' performance in quantifiable terms of numbers from 0 to 4.00.

Article 83. The Semesters Grade Point Average corresponds to the courses and equivalent curricular activities with academic credit courses taken in one semester. It is obtained by multiplying the number of credits for courses taken in that semester by the grade obtained according to their numerical value; adding the points obtained by multiplying of all those courses and dividing by the total number of credits taken in the semester. Withdrawn courses are not taken into account for GPA purposes.

Article 84. The accumulated GPA corresponds to credit courses and equivalent curricular activities taken with credits studied by the student in UNIBE until a degree is granted. It is obtained by multiplying the number of credits of all courses taken by the grade obtained according to their numerical value, adding the points obtained from these multiplications and dividing by the total credits taken at that time.

TITLE XVII REGARDING PERMANENCE IN ACADEMIC PROGRAMS

Article 85. The cumulative GPA to remain in the University in normal condition is 2.00.

Article 86. It is the responsibility of each student to know their academic GPA at the end of each semester.

Article 87. In addition to having the established GPA, students must meet the particular mode and requirements of their academic program and relevant institutional policies.

Article 88. Students must abide with the Student Disciplinary Regulations and Standards to remain in the institution.

Title XVIII

REGARDING COURSE REVIEW

Article 89. Every student has the right to request a review of their evaluation and the faculty member must grant this right.

Article 90. The process will be as follows:

- a. The review request to the faculty member shall be in writing, through the School Director or the Department that manages the course, in a term not greater than five (5) days from the publication of their grades.
- b. Each School shall determine and communicate by the means established by the School the date and time for the review of courses.
- c. The student, the faculty member and the Director of the School or the Area Coordinator shall be present during the review. In case the faculty member is absent, the school must appoint another faculty member to represent him. In the absence of the student, the review will take place without his/her presence.

Article 91. In the event there is a modification of score resulting from the review, the faculty member will submit, through the School Director, a Supplementary Certificate to the Register office within the period stipulated in the Academic Calendar. If there is no modification, the result shall be notified to the student in writing.

Article 92. One same grade or examination shall not be subject to more than one revision or decrease of the original score.

Article 93. A final grade that has been subject to review shall be enforceable for the purposes of registration, grade point average and course selection until such time the Registrar's Office has been notified of the final decision of the case.

Title XIX REGARDING COURSE WITHDRAWAL

Article 94. A student may withdraw the same course a maximum of three (3) times and make complete withdrawal (all courses of a semester) a maximum of two (2) times in his/her academic life.

Paragraph: Withdrawal does not imply refund or credit of money.

Article 95. The withdrawal control of courses will be taken by the Academic Audit Unit. The Program Director and the student will be responsible for compliance with the provisions of Article 94.

Article 96. The withdrawal course will result in the official legend "Ret" instead of a grade or score, which is not taken into account for the calculation of the GPA.

Article 97. In the event of failure to attend an enrolled course without having officially withdrawn it, automatically an "F" grade will be granted.

Titled XX

REGARDING CHANGES OF THE PROGRAM OF STUDY

Article 98. Students have the right to request a change of academic program. The request must be made within the period prescribed in the Academic Calendar.

Article 99. Students interested in a change of academic program should:

- a. Make an appointment at the Orientation and Counselling Department.
- b. Take a vocational test.
- c. Request an interview appointment with the Director of the School that they want to enter and another with the Director of the current academic program they are enrolled at.
- d. Complete the Change of Academic Program form.
- e. Pay the application fee within the prescribed timeframe.

Article 100. The GPA of a student that changes program of study shall remain unaffected.

Title XXI REGARDING THE ACADEMIC LOAD

Article 101. The semester course load of each student will be determined by the academic program that they follow and shall not exceed the total number of credits established for that program.

Paragraph: Students that exceptionally require additional credits must have the approval of the School and the Academic Vice-rectory.

Title XXII REGARDING ACADEMIC STANDING

Article 102. The academic status is determined as a result of student achievement at the end of each semester, which could be: Good Standing, Academic Probation, Suspended, Final Separation from the Academic Program.

Paragraph: The academic status of students is determined by the semi-annual and cumulative GPA.

Article 103. Good Standing: All students earning a semester and cumulative GPA equal to or greater than 2.00 is considered in Good Standing.

Article 104. Students on Academic Probation are those students that from the second semester:

- a. Get a semester or cumulative GPA between 1.00 - 1.90.
- b. Get a semester GPA below 1.00, but the accumulated GPA is 2.50 or more.

Paragraph: Students who are on academic probation must participate in the Academic Support Programs determined by the School and the Orientation and Counselling Department to ensure satisfactory academic progress.

Article 105. An undergraduate student will be suspended if:

- a. The semester GPA is lower than 1.00 while the cumulative GPA is less than 2.50. The first semester of students at the University is not counted for Suspension purposes.
- b. Is placed in academic probation three (3) consecutive times.
- c. Fails the same course three (3 times).

Article 106. The first Academic Probation entails removal for one semester. The second Academic Probation entails removal for a year. A third Academic Probation entails a final removal from the Academic Program.

Paragraph 1: The readmission of a student after completion of the Academic Probation period is subject to evaluation and approval of the Readmission Committee.

Paragraph 2: If readmission is granted, the student will have to take an Academic Support Program determined by the Orientation and Counseling Department.

Article 107. Exceptionally, the student who has a second or third Academic Probation but has completed and passed 85% or more of their Academic Program may apply for readmission an academic semester after being separated from the Institution.

Paragraph 1: Any student who obtains a Third Academic Probation, with a definitive removal of the Academic Program, and does not comply with the provisions of Article 107, may request a review of his file for him/her to return to the Institution under a different of Academic Program; this will be approved or not, according to the assessment of the Readmission Committee.

Paragraph 2: No student readmitted to a new academic program, after obtaining a third Academic Probation or definitive separation of the program may make an academic program change to the previous program.

Article 108. Once the student is readmitted, a new calculation of the grade point average will start taking as basis the cumulative GPA corresponding to the last semester on Good Standing. Except in cases where the student has been suspended in the second semester, in which a zero shall be set as basis.

Title XXIII REGARDING ACADEMIC HONORS

Article 109. An honor student is a student who has not failed any course at the University and whose accumulated grade point average is 3.30 or above.

Paragraph 1: All transfer students who have failed a course in their original institution in the same academic program enrolled in UNIBE will not receive honors.

Paragraph 2: In case of receiving a disciplinary sanction by the University Disciplinary Committee, the student will no longer be eligible for academic honors.

Article 110. All undergraduate students who successfully complete an academic program shall receive academic honor according to the following cumulative grade point average scale:

- 3.30 to 3.59 CUM LAUDE
- 3.60 to 3.89 MAGNA CUM LAUDE
- 3.90 to 4.00 SUMMA CUM LAUDE

Article 111. Any student who meets the established requirements shall be entitled to the University's academic recognition, which will be recorded in their Diploma.

Title XXIV

REGARDING GRADUATION AND ACADEMIC DEGREE

Article 112. Graduation is the culmination of an Academic Program offered by UNIBE. It consists of a ceremony to which students attend freely in order to receive their diploma. If unable to attend, the diploma will not be given to a representative of the student at the Ceremony, but will be given to the student after the ceremony.

Article 113. UNIBE student's graduation candidates must meet the following requirements:

- Pass all courses and requirements of their academic program.
- Have a cumulative grade point average of 2.00 at the undergraduate level.
- Meet the particular policies of their academic program or program modality.

Article 114. UNIBE may confer the following degrees:

- Associates degree
- Bachelor's degree, Bachelor of Engineering and Bachelor of Architecture, Doctor of Medicine and Doctor of Dental Surgery
- Specialization certificates
- Master's degree
- Doctoral degree

Article 115. A graduate refers to a person who completed an academic program receiving a diploma that accredits the student for having taken and passed at least 50% of the credits in the institution.

Article 116. Only undergraduate diplomas will show the Academic Honors achieved by the student during his/her studies.

Title XXV

GENERAL PROVISIONS

- Review and amendment of the Regulations herein are the responsibility of the University Academic Board.
- The University's Academic Board shall resolve all matters not included in the Regulations herein.
- The Rector, as the highest academic authority, will ultimately decide on any matter relating to the Regulations herein.
- Any violation regarding compliance with the principles contained in the Regulations herein shall be sanctioned by the University Academic Board at the request of one of its members.
- The Regulations herein shall be enforceable as of September 5, 2016 and

contains the modifications approved by the Academic Board as of August 26, 2016. The Regulations herein revoke and replace the previous Regulations, and any other provision contrary to it.

- 6.** The Academic Board will determine the manner in which the Regulations will be published for the awareness of the academic community of Universidad Iberoamericana.

STUDENT REGULATIONS AND DISCIPLINARY RULES AND PROCEDURES

INDEX

Title I	
Objectives of the Regulations	23
Title II	
Students Rights and Duties	23
Title III	
Regarding the Integral Development of Students	24
Title IV	
Regarding Care of Students with Special Educational Support Needs	24
Title V	
Regarding Psycho-pedagogical Support	24
Title VI	
Regarding Student Groups	24
Title VII	
Regarding Complaints and Claims	25
Title VIII	
Regarding Prevention of Substance Use and Promotion of Healthy Lifestyles	25
Title IX	
Regarding Disciplinary Violations	25
Title X	
Regarding Competent Jurisdictions and Application Procedure	27
Title XI	
Regarding General Sanctions	30
Title XII	
Regarding the Observance, Compliance and application of the Regulations	32
Title XIII	
General Provisions	32

STUDENT RULES AND DISCIPLINARY RULES AND PROCEDURES

Title I

OBJECTIVES OF THE REGULATIONS

Article 1. These regulations aim to establish institutional policies to promote the comprehensive development of students. This includes their rights and duties as members of our academic community, support programs and disciplinary rules and procedures.

Title II

STUDENTS RIGHTS AND DUTIES

Article 2. The fundamental right of University students is to receive quality education, as well as services that promote the full development of their potential.

Students rights are:

- a. Respect for their dignity as a person.
- b. Respect for their ideas and religious beliefs.
- c. Respect for their political convictions.
- d. Non-discrimination.
- e. Receive respectful treatment from the faculty, peers, and administrative staff.
- f. Have the opportunity to participate in research and extension programs.
- g. Have access to the University's learning resources, research and information.
- h. The option of applying for scholarships and benefits to be granted by the University or through its mediation.
- i. Appeal to the relevant authorities if they believe their rights have been violated. This right may be exercised personally and in writing to the Director of the School, Office of Student Affairs and competent Vice-Rector.
- j. Confidentiality on academic, behavioral, emotional or any other character information; which it cannot be disclosed to third parties without the presence or student's proper written authorization.

Paragraph: In the event that any information from the file of a student is requested for inter-institutional purposes or by a competent authority, this must be requested in writing through an official letter from the interested institution or authority.

Article 3. Students' duties:

- a. Know and respect the philosophical, academic and administrative foundations of the Institution.
- b. Commit to comply with the requirements of their curriculum.
- c. Know and comply with the University's regulations, policies, procedures and academic calendar.
- d. Maintain a dignified and respectful relationship with the authorities, faculty, peers, as with all University staff.
- e. At all times, inside and outside the classroom, behave in accordance to institutional rules and values.
- f. Actively participate in academic and co-curricular activities that are scheduled and assigned to them by the University.
- g. Meet the attendance and punctuality standards as established in the Academic Regulations.

- h. Abstain from performing in the University Campuses political or religious propaganda activities.
- i. Contribute to the conservation of buildings, furniture, equipment, work material and gardens belonging to the University.
- j. Abstain from exercising acts of political, social, economic, religious, gender or any other discrimination.

Title III

REGARDING THE INTEGRAL DEVELOPMENT OF STUDENTS

Article 4. Universidad Iberoamericana shall provide through the various units and departments that make up the Office of Student Affairs, services and programs of psycho-pedagogical support, physical and cultural development to its student body, in order to promote their integral development and achieve their educational goals. These services and programs aim to promote the integration of students to University life, promote the development of physical and psychological health, as well as emotional, cultural and spiritual balance.

Title IV

REGARDING CARE OF STUDENTS WITH SPECIAL EDUCATIONAL SUPPORT NEEDS

Article 5. UNIBE promotes an educational, equal and equitable environment for students with special educational needs, in order to establish appropriate measures for the proper development of their academic and emotional life. Also, the University seeks awareness among members of the academic and administrative community regarding the inclusion of people with special educational needs.

Article 6. Students admitted to the University presenting special needs and who require support or accommodations for the development of their academic life, will participate in a program designed to encourage their academic inclusion.

Title V

REGARDING PSYCHO-PEDAGOGICAL SUPPORT

Article 7. Students who have atypical behaviors, emotional or psychological disorders will be referred to the Orientation and Counseling Department, for evaluation and establishment of monitoring and a psycho-pedagogical intervention plan, according to the policies and protocols of the Office of Student Affairs.

Title VI

REGARDING STUDENT GROUPS

Article 8. The Office of Student Affairs serves as a guide for the establishment and student participation in UNIBE Student Groups, in order to promote their integration to the community, through the exercise of responsible leadership. Students shall design initiatives that favor the sense of institutional belonging, social commitment, entrepreneurship and innovation. Student groups must adhere to established policies for their operation.

Title VII REGARDING COMPLAINTS AND CLAIMS

Article 9. Students have the right to file their complaints or claims in writing and in a respectful manner to the appropriate bodies, through the Director of their School or the Office of Student Affairs. The University has policies and procedures for receiving and managing them.

Title VIII REGARDING PREVENTION OF SUBSTANCE USE AND PROMOTION OF HEALTHY LIFESTYLES

Article 10. Universidad Iberoamericana promotes substance abuse prevention and healthy lifestyles among the members of its academic community through different methods, such as courses, lectures, workshops, seminars, promoting training, awareness and intervention about the risks of legal and illegal drug use, sexuality, toxic habits, violence, etc.

DISCIPLINARY RULES AND PROCEDURES

Article 11. Universidad Iberoamericana promotes principles and values to regulate the behavior of members of the University community, among including honesty, ethical behavior, respect, responsibility, fairness and academic excellence.

Article 12. This section defines and classifies the actions considered as disciplinary offenses; instances of application, composition and responsibilities of the Disciplinary Committee; the hearing procedure; and the penalties established in case of violation of rules and institutional policies

Title IX REGARDING DISCIPLINARY VIOLATIONS

Article 13. Disciplinary violations are classified into five categories, based on their nature:

- a. Academic dishonesty
- b. Offenses that undermine the teaching-learning process
- c. Disrespect to individuals
- d. Acts incompatible with University life
- e. Damage of university property.

Article 14. Academic dishonesty offenses are, among others, the specific behaviors related with:

- a. Copying, defined as “intentional use or intent to use” of materials, notes, without prior authorization, and other types, including communication of unauthorized information during an evaluation.
- b. Communication between students and between them and third parties during the evaluations, either via cell phone, using electronic means or between students inside and outside the classroom.
- c. Theft or exchange of exams.
- d. Not doing their part of the assignments when they participate in groups.

- e. The use of full or partial support of an external tutor, a professional or business firm performing instead of the student, the job the student was assigned.
- f. Total or partial plagiarism, understood as taking the ideas or work of others and presenting them as their own, without making the corresponding citations or references.

Paragraph: Penalties for punishable offenses under the preceding Article shall be applied by the faculty member or the Discipline Committee of the School.

Article 15. Offenses that undermine the teaching-learning process are, among others, specific behaviors related with:

- a. Unauthorized use of cell phones, other electronic devices and materials during class.
- b. Dressing inappropriately for the development of academic activity.
- c. Failure to follow class policies defined by the faculty member and set out in the course syllabus.
- d. Hinder the development of the class.
- e. Smoking outside designated areas.
- f. Violate policies and rules of the School and / or Institution.

Paragraph: Sanctions for offenses punishable under the preceding Article shall be applied by the faculty member or the Discipline Committee of the School.

Article 16. Disrespect towards individuals is defined as the specific behaviors related to, among others:

- a. Using a verbal or nonverbal offensive language with peers, faculty and University staff.
- b. Physically and / or verbally harass, make threats, intimidate, defame, abuse, or otherwise offend people, inside or outside the premises.
- c. Sexual harassment, requests for sexual favors or harassment.
- d. Discrimination on grounds of religion, race, gender, nationality, sexual preference, ethnicity, disability, or any other cause.

Paragraph: Sanctions for offenses punishable under the preceding Article shall be applied exclusively by the University's Disciplinary Board.

Article 17. Acts incompatible with University life, are among others, specific behaviors related to:

- a. Violation of the principles, values and image of UNIBE by participating in acts considered as inappropriate behavior.
- b. Violation of the University's Regulations, Policies and Standards.
- c. Consume, possess, distribute or sell narcotics or drugs on or off premises.
- d. Consume, distribute or sell alcohol on campus.
- e. Participate in class or co-curricular activities, inside and outside the premises, under the influence of drugs or alcohol.
- f. Participate in fights or assault.
- g. Intentionally obstruct either pedestrian or vehicular freedom of movement.
- h. Introduce weapons to the University, even if they hold authorization from the national authorities.

- i. Use electronic means (email, social networks, forums, blogs, etc.) to access pornographic, violent information and other material that violates morality and decency.
- j. Violation of national laws and regulations in the premises or during activities promoted by the University.
- k. Forged signatures, alteration of official documents of the University or of other public or academic institutions.
- l. Unauthorized use of the University's name and logo.
- m. Unauthorized occupation of classrooms, halls and other spaces of the University for actions different from the use they are reserved for.
- n. Perform acts of a sexual nature or acts against morality and decency in the premises.
- o. Offer faculty members or administrative staff gifts or favors in exchange for grades or in order to avoid academic sanctions.
- p. Violation of the rules and policies of the University on the use of information and communication technology (email, intranet, learning management system, programs, software, etc.).
- q. Identify, sign, take tests, or make presentations usurping the identity of another person.

Paragraph: Sanctions for offenses punishable under the preceding Article shall be applied exclusively by the Disciplinary Board of the University.

Article 18. Damage to university property refer to specific behaviors related with:

- a. Theft or attempted theft of items and / or money from other people or the University.
- b. Deterioration of Library's books and / or magazines.
- c. Mistreatment of laboratory, library, workshops, practice centers, classrooms, elevators, restrooms equipment and furniture or other property of the University.
- d. Damage to vehicles while parked at the University.

Paragraph: Sanctions for offenses punishable under the preceding Article shall be applied exclusively by the Disciplinary Board of the University.

Article 19. In any case, the Academic Vice-Rector has the authority to empower the Disciplinary Board of the University to the extent he/she deems, considers, or appreciates that because of the gravity of the facts, they deserve such empowerment.

Article 20. In the event a student incurs in violations of national laws, this shall not prevent the application of a disciplinary sanction on the grounds that the misconduct represents an act incompatible with the principles governing the work of the University.

Title X REGARDING COMPETENT JURISDICTIONS AND APPLICATION PROCEDURE

Article 21. Instances involved in the application of the Regulations herein are: The Faculty member, the Discipline Committee of the School and the Disciplinary Board of the University.

REGARDING SCHOOL'S DISCIPLINE COMMITTEE

Article 22. The School's Disciplinary Committee shall be composed as follows:

- a. The Dean and / or School Director
- b. A representative of the Office of Student Affairs
- c. A Faculty member of the School

Paragraph: The sanctions which the Disciplinary Committee of the School may impose are provided for in Articles 14 and 15 of the Regulations.

Article 23. The School Disciplinary Committee needs at least two members in order to validly deliberate and decide, in which case the President of the Disciplinary Committee of the School or who occupies this function must be present.

Functions and Responsibilities of the School's Discipline Committee

Article 24. It is the responsibility of the Disciplinary Committee of the School to hear and decide regarding the accusations formulated against any member of the student body for disciplinary acts committed during University life. These acts are categorized within the Regulations in a descriptive but not limited way, and their relevant sanctions are presented. The Disciplinary Committee has first grade jurisdiction over the decisions presented for review, that have been made by a Faculty member.

Procedure

Article 25. The School's Discipline Committee is convened by the Dean and / or Schools Director, by written notice to all members of the Committee as well as the student or students in question, specifying the date, time and place, accompanied by the documents and evidence relating to the case.

Article 26. The day established for the hearing, the Disciplinary Committee of the School, after hearing the case, shall deliberate in private, after examination of the case file, and therefore decide by majority vote, within five (5) jours francs, from the time the matter is in a state of receiving decision on the merits.

Article 27. The decision reached shall be notified in writing to the student, Registrar's Office, the Office of Student Affairs, the Academic Vice-Rector and any other body deemed relevant. The resolution adopted by the Disciplinary Committee of the School shall contain:

- a. Full Names and positions of members of the School Disciplinary Committee.
- b. Full name and registration number of the student or students involved in the case.
- c. Full Name and position of other persons involved in the case.
- d. A succinct statement of the facts and documents submitted for the file.
- e. An analysis of the evidence presented.
- f. The articles of the Disciplinary Regulations establishing the duties of the School Disciplinary Committee.
- g. The sanction applied.
- h. The signatures of the members of the Disciplinary Committee of the School.

REGARDING THE DUTIES OF THE UNIVERSITY'S DISCIPLINARY COMMITTEE

Article 28. The Disciplinary Committee of the University shall consist of five members:

- a. The Academic Vice-Rector, who chairs it
- b. A representative of the Registrar's Office
- c. A representative of the Office of Student Affairs
- d. A representative of the School of Law and Political Sciences
- e. The Dean or Director of the School that the student belongs to.

Paragraph: The sanctions that may be imposed by the University's Disciplinary Committee are those provided for in Articles 16, 17 and 18 of the Regulations.

Article 29. The University's Disciplinary Committee validly deliberates and decides with three members, in which case the President of the Disciplinary Committee or who occupies this function must be present.

Regarding the Duties of the University's Disciplinary Committee

Article 30. It is the responsibility of the University Disciplinary Committee of the School to hear and decide regarding the accusations formulated against any member of the student body for disciplinary acts committed during University life. These acts are categorized within the Regulations in a descriptive but not limited way, and their relevant sanctions are presented. The University Disciplinary Committee has second tier jurisdiction over the decisions presented for review by the School's Disciplinary Committee.

REGARDING STUDENT CONVENING PROCEDURES

Article 31. The convening of the University's Disciplinary committee corresponds to the Academic Vice-Rector, by written notice to all members of the Committee and the student or students in question, specifying the date, time and place, accompanied by the documents and evidence relating to the case.

Article 32. The Academic Vice-Rector notifies in writing the precise formulation of indictment or charges to the student, indicating the date, time and place for holding private hearing for the case. Likewise, the Academic Vice-Rector indicates the time allowed to produce and deposit its arguments containing a written defense.

Article 33. The student may choose a person from the University community to assist in the defense for cases of the University's Disciplinary Committee, in accordance to the Regulations herein.

Paragraph 1: This right may only be exercised when the student is present at the citation for the oral hearing of the case.

Paragraph 2: It is established that in case of failure of the student to attend the hearing of the case before the University Disciplinary Committee, the case will still be processed by the Committee, , who will decide according to the evidence contained in the record.

Regarding the Citation of Witnesses

Article 34. The student and others involved may request in writing to the University's Disciplinary Committee, through the School, the presence of up to three (3) witnesses during consideration of the case.

Regarding holding University's Disciplinary Committee

Article 35. The day set for the hearing, the University's Disciplinary Committee, after hearing the case, shall deliberate in private, after examination of evidence submitted, having heard the witnesses, if any, and accordingly decide consequences by majority of vote, having to decide within five (5) business days, as from moment the matter is in a state of completion.

Regarding the University's Disciplinary Committee Resolution

Article 36. The decision to intervene shall be notified in writing to the student, to the Director of the School, to the Registrar's Office, the Office of Student Affairs and any other relevant body. The resolution adopted by the Disciplinary Board of the University shall contain:

- a. Full names and positions of members of the University's Disciplinary Committee.
- b. Full name and registration number of the student or students involved in the case.
- c. Full Name and position of other persons involved in the case.
- d. A succinct statement of the facts and documents submitted for the file.
- e. An analysis of the evidence presented.
- f. The Articles of the Disciplinary Regulations establishing the duties of the University Disciplinary Committee.
- g. The sanction applied.
- h. The application of written notice of the decision in question to student or students involved, the School to which they belong to and the Registrar's Office.
- i. The signatures of the members of the University's Disciplinary Committee.

Title XI REGARDING GENERAL SANCTIONS

Article 37. The sanctions are classified as but not limited to, as follows:

- a. Verbal warning.
- b. Copy of written warning to the Student Academic Record.
- c. Annulment of evaluation or work.
- d. Course(s) failure, without possibility of withdrawal.
- e. Suspension from current semester.
- f. Conditioning the right to remain at the University to not committing a new indiscipline, fulfill the duties and obligations imposed on it as a corrective measure.
- g. Apply additional sanctions such as referral to behavioral workshops, counseling, mentoring or other remedial measures.
- h. Suppression of acquired rights, such as Academic Honor and scholarship benefit.

- i. No registration in one or more semesters at the University.
- j. Final separation from the University.

Article 38. The faculty member has the capacity of applying the following sanctions:

- a. Verbal warning.
- b. Annulment of evaluation or project.

Paragraph: The sanctions imposed by the faculty member will be notified in writing to the student with a copy to the Dean and / or Director of the School, Academic Vice-Rector and Registrar's Office, indicating full name and registration number of the student or students involved in the case, as well as the description of facts and evidence, faults committed and the sanction imposed.

Article 39. The School's Disciplinary Committee has the competence of applying the following sanctions:

- a. Verbal warning.
- b. Written copy of the warning attached to the Student Academic Record.
- c. Annulment of evaluation or project.
- d. Failure of one or more courses, without possibility of withdrawal.
- e. Apply additional sanctions, as referrals to behavior workshops, guidance, counseling, and other corrective measures.

Paragraph: The sanctions applied by the Disciplinary Committee of the School shall be notified to the student in writing, with copy to the Academic Vice-Rector, the Registrar's Office, indicating full name and registration number of the student or students involved in the case, as well as relationship of facts and evidence, faults committed and the sanction imposed.

Article 40. The University's Disciplinary Committee is responsible of applying the following sanctions:

- a. Failure of one or more courses, without possibility of withdrawal.
- b. Suspension from the current semester.
- c. Conditional permanence at the University: involves not committing a new act of indiscipline, comply with duties or obligations imposed as a corrective measure.
- d. Apply additional sanctions such as referral to behavior workshops, guidance, counseling, or other corrective measures.
- e. Suppression of acquired rights, such as Academic Honor and scholarship benefit.
- f. No registration in one or more semesters at the University.
- g. Definite separation from the University.

REGARDING APPEALS

Article 45. The sanctions provided for in this Regulation applied by the faculty member may be appealed under review before the Disciplinary Committee of the School within three (3) days of the of the notification of the decision in writing sent to the student. Decisions taken by the Disciplinary Committee of the School, may be appealed in review

before the Disciplinary Committee of the University within five (5) days, counted from the written notification to the student of the decision or resolution that intervenes in the case. Article 46. If decisions taken by the University's Disciplinary Committee, are not subject to an appeal, they then consequently become final, irrevocable and of immediate application, whether acting as a second or first tier jurisdiction.

Paragraph: In no case the appeal put forward by the student can carry a greater penalty than the one that was imposed.

Title XII REGARDING OBSERVANCE, COMPLIANCE AND APPLICATION OF THE REGULATIONS

Article 47. The observance, compliance and enforcement of the Regulations herein is mandatory for all students at the University at any level and modality of study, including visiting students.

Article 48. All articles of the Regulations herein apply to situations that occur in:

- a. Universidad Iberoamericana Campus.
- b. Any facility belonging or under the responsibility of Universidad Iberoamericana.
- c. Any academic or extracurricular activity that takes place inside or outside the premises.
- d. Any activity unrelated to Universidad Iberoamericana where the behavior of students may damage the image of the University.

Title XIII GENERAL PROVISIONS

- a. Review and amendment of the Regulations herein are the responsibility of the University Academic Board.
- b. The University's Academic Board shall resolve issues not included in the Regulations herein.
- c. The Rector, as the highest academic authority, will ultimately decide on any matter relating to the Regulations herein.
- d. Any violation regarding compliance with the principles contained in the Regulations herein shall be sanctioned by the University Academic Board at the request of one of its members.
- e. The Regulations herein shall be enforceable as of September 5, 2016 and contains the modifications approved by the Academic Board as of August 26, 2016. The Regulations herein revoke and replace the previous Regulations, and any other provision contrary to it.
- f. The Academic BoardBoard will determine the manner in which the Regulations will be published for the awareness of the academic community of Universidad Iberoamericana.

SCHOLARSHIPS REGULATIONS

INDEX

Title I	
General Regulations for Scholarship Programs of Universidad Iberoamericana	34
Title II	
General Provisions	34

SCOLARSHIPS REGULATIONS

Title I

GENERAL REGULATIONS OF UNIVERSIDAD IBEROAMERICANA SCHOLARSHIP PROGRAM

Article 1: Universidad Iberoamericana will establish scholarship and financial assistance programs to provide educational opportunities to students with excellent academic, artistic and / or athletic conditions, who meet the initial profile to study at the institution.

Article 2: All scholarship program should define requirements and application procedures, as well as scholarship maintenance policies, which must be informed through various means to potential candidates, schools, academic community and society in general.

Article 3: Applications will be received during the admissions process only for the September-December semester at the Admissions Office.

Article 4: The beneficiary of a scholarship must cooperate with the activities established by the University, which will be assigned by the Students Affairs Office and / or Dean or School Director.

Article 5: A student with a scholarship will act in strict compliance with the University's disciplinary rules.

Article 6: No scholarship recipient may make full course load withdrawal without the written permission of the Academic Vice-Rector. If a student makes a total withdrawal without such authorization, the scholarship will be lost.

Article 7: No scholarship recipient can apply for a change of program of study without an assessment by the Orientation and Counseling Department, in compliance with the provisions stated regarding the matter in the Academic Regulations and after receiving authorization from the Academic Vice-Rector.

Article 8: In the event the scholarship recipient loses the scholarship due to lack of discipline, they will not be entitled to recover the scholarship under any circumstances.

Article 9: Any situation referred to in these Regulations affecting a grantee, will be made known to the Scholarship Committee.

Title II

GENERAL PROVISIONS

- a. Review and amendment of the Regulations herein are the responsibility of the University's Academic Board.
- b. The University's Academic Board shall resolve issues not included in the Regulations herein.
- c. The Rector, as the highest academic authority, will ultimately decide on any matter relating to the Regulations herein.
- d. Any violation in meeting the principles contained in the Regulations herein shall be sanctioned by the University Academic Board at the request of one of its

members.

- e. The Regulations herein shall enter into force as of September 5, 2016 and contain the modifications approved by the Academic Board dated August 26, 2016. The Regulations herein revoke and replace the previous Regulations, and any other provision contrary to it.
- f. The Academic Board will determine the manner in which the Regulations will be published for the awareness of the academic community of Universidad Iberoamericana.

LIBRARY REGULATIONS

INDEX

Title I	
Definition	37
Title II	
Regarding Hours and Services	37
Title III	
Regarding Users	37
Title IV	
Regarding Collections	37
Title V	
Regarding Terms of Loans	38
Title VI	
Regarding Duration of Loans	38
Title VII	
General Rules	40
Title VIII	
Regarding Sanctions	40
Title IX	
General Provisions	41

LIBRARY REGULATIONS

Title I DEFINITION

Article 1. The University Library is an academic and management unit whose primary function is to select and organize graphic and digital resources to serve users in the teaching and learning process and research work.

Title II REGARDING HOURS AND SERVICES

Article 2. UNIBE Library offers its services to the University community and the general public at established times which are published on its website and notice boards.

Article 3. Services are suspended daily 10 minutes before Library closing time for the purpose of receiving and filing the materials which have been loaned and returned.

Title III REGARDING USERS

Article 4. Internal users of the Library of UNIBE, to whom services are preferentially oriented for, are:

- a. Students
- b. Faculty members
- c. Employees
- d. Alumni

The following are considered External users:

- a. Students, teachers and employees of other educational institutions.
- b. Members of public and private institutions as well as individuals.

Title IV REGARDING COLLECTIONS

Article 5. UNIBE Library has the following collections:

- a. General collection
- b. Reserve collection
- c. Reference material
- d. Dissertations
- e. Brochures
- f. Dominican Collection
- g. Newspaper publication
- h. Vertically filed materials
- i. Special Collections
- j. Audio-visual materials
- k. Maps
- l. Databases

Title V REGARDING TERMS OF LOANS

Article 6. To make use of the services Internal users or members of UNIBE must meet the following requirements:

- a. Present and / or surrender the current ID card that accredits them as a member of the institution (whether faculty, student, employee or graduate) until the return of the loan.
- b. Use loaned material personally and within Library premises.
- c. Not exceed the number of bibliographic materials they are entitled to borrow.

Article 7. The requirements for external users are:

- a. For members of other educational institutions or other types of institution: must surrender the current ID card of the institution and / or personal identification card, until the return of the loan.
- b. For private individuals: must surrender a valid ID card and personal identification.
- c. Follow the provisions governing the use of services.

Title VI REGARDING DURATION OF LOANS

Article 8. Loan conditions regarding duration and number of copies to lend will depend on the type of collection that the material belongs to.

A) GENERAL COLLECTION AND BROCHURES

Article 9. Materials belonging to this collection are loaned for use at home for no longer than five (5) days for students, employees and alumni, and a week for faculty members. If the day of return is not a working day, it shall be returned the following business day. At the end of this term the loan may be renewed, provided that it has not been reserved by another user.

Article 10. The number of books to take from this collection may be up to three (3) for students, staff, alumni, and faculty members.

B) RESERVE COLLECTION

Article 11. Library materials corresponding to this collection are of greater demand, because they are the texts assigned by faculty to support the syllabi. They are available for use in the reading room for two (2) hours, and may be renewed, provided no other requests or reservations have been made.

Article 12. A home loan from this collection will be permitted one hour before closing services, according to the schedule.

Article 13. The materials must be returned the next day before 9:00 a.m. or if it is a holiday, the following business day. In this collection the external loan of more than one (1) book is not permitted, and for internal use up to two (2) copies are allowed.

C) REFERENCE MATERIALS / PROJECTS, DISSERTATIONS, JOURNALS, DOMINICAN COLLECTION AND MAPS

Article 14. Because of their consultation nature, this type of material is used exclusively in the reading room for two (2) renewable hours if there are no other requests.

D) VERTICALLY FILED MATERIAL

Article 15. Vertically filed material is comprised of national circulation newspaper articles and other publications of temporary interest, compiled and organized since 1992. This material is for internal use and may be reproduced.

E) SPECIAL COLLECTIONS

Article 16. The unique copies of this collection are exclusively for internal use and with the requirements that apply for this type of loan. From the second copy onwards, home loans should follow these conditions:

Article 17. The materials corresponding to this collection are lent for home use for no longer than five (5) days to students, staff and alumni, and a week for faculty members. If the day of return is a holiday, the due date will be the following business day. At the end of this time the loan may be renewed, provided that another user has not reserved it.

Article 18. The number of books to take from this collection may be up to three (3) for students, staff, alumni, and faculty.

F) AUDIO-VISUAL MATERIALS

Article 19. Lending of audiovisual materials is limited to UNIBEs faculty members for teaching purposes, for the duration of the relevant class and in the classroom indicated in the application form. Faculty is responsible for returning the materials.. The request must be made 24 hours in advance.

Article 20. For loans to students, the Director of the corresponding School or corresponding department must request this in writing, and are responsible for the equipment and its safe return.

Article 21. Schools or departments that require equipment may request it in writing, for a maximum period of one academic semester, after which all equipment must be returned to the Library for maintenance and inventory purposes.

Paragraph 1: In the event that the reproduction of materials for internal use is not possible in the premises of the Library, external use is permitted for this purpose, but only within the University campus.

Paragraph 2: All loans must be handled in accordance to these Regulations, however, when there is a need that would justify a special concession, such request must be presented to the Library Department.

Title VII GENERAL RULES

Article 22. Library users must comply with the following rules:

- a. Eating, drinking or smoking is not allowed in the lending and reading areas.
- b. No loud speaking is not allowed.
- c. Cell phones and electronic devices must be placed in silent mode.
- d. Use equipment or tools that interfere with silence and concentration is not allowed..
- e. Reproduction of dissertations and final projects is not allowed, and reproduction of reference materials is limited, to ensure their preservation.
- f. The tools, equipment and overall possessions of the Library, are for the exclusive use of its personnel.
- g. Entrance to work and a collections area is not allowed.
- h. Members of the faculty who are interested in reviewing bibliographic material for educational purposes should present their ID identified and request permission to enter the collections areas.
- i. The relationship between library staff and users shall be maintained in a framework of respect that allows an efficient service to the University community.

Title VIII REGARDING SANCTIONS

Article 23. The following sanctions will be applied for non-compliance with standards and policies.

- a. A delay in returning material of the General Collection will be sanctioned with an economic penalty for each day of delay and suspension of service until the return of the material and payment thereof.
- b. A delay in returning Reserved materials will result in an economic penalty per hour of late return, and the suspension of service until the return of the material and payment thereof.
- c. Taking home a material reserved for internal use will result in an economic penalty of an per hour of late return and an additional charge for violation of the loan.
- d. All further delay of more than one week (in the case of the General Collection) and one day (for the Reserve), will be reported to the appropriate School, as well as the penalties for violation of the internal loan process.
- e. Two late return reports in a semester may represent the loss of the right to borrow books on the following semester.
- f. Materials in loan are the responsibility of the user, so in case of loss, mutilation or damage, they must replace the material and pay an additional cost for the technical processing of the replaced publication.
- g. No academic transcript will be issued, nor will the student be able to enroll or graduate with unreturned books or pending economic sanctions.
- h. Faculty members and employees who no longer work for the University must return any borrowed material.
- i. Those who do not comply with the Regulations herein will not be able to use the Library's books lending facilities.
- j. Any issues not contemplated in the provisions of the Regulations herein shall be the responsibility of the Library's Director; and if necessary, taken to the

Title IX

GENERAL PROVISIONS

- a.** Review and amendment of the Regulations herein are the responsibility of the University's Academic Board.
- b.** The University's Academic Board shall resolve issues not included in the Regulations herein.
- c.** The Rector, as the highest academic authority, will ultimately decide on any matter relating to the Regulations herein.
- d.** Any violation in meeting the principles contained in the Regulations herein shall be sanctioned by the University Academic Board at the request of one of its members.
- e.** The Regulations herein shall enter into force as of September 5, 2016 and contain the modifications approved by the Academic Board dated August 26, 2016. The Regulations herein revoke and replace the previous Regulations, and any other provision contrary to it.
- f.** The Academic Board will determine the manner in which the Regulations will be published for the awareness of the academic community of Universidad Iberoamericana.



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