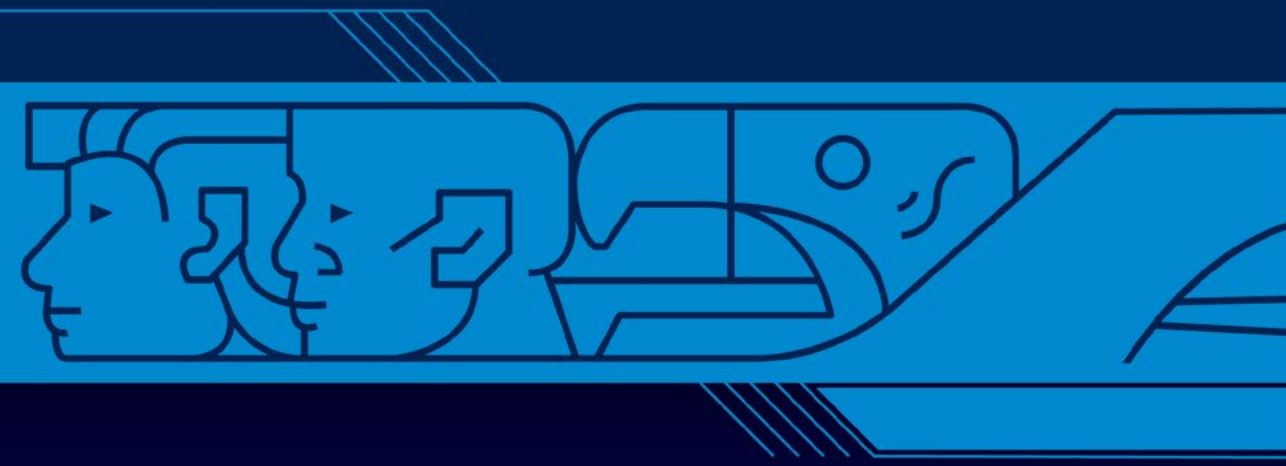
TECNOLÓGICO DE MONTERREY



Regulations on Scholarships and Financial Aid for Graduate Students

REGULATIONS ON SCHOLARSHIPS AND FINANCIAL AID FOR GRADUATE STUDENTS

INSTITUTO TECNOLÓGICO Y DE ESTUDIOS SUPERIORES DE MONTERREY

Promulgation date: November 2016
Amendment: June 2021, 2022, 2023, 2024.
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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

This version of the Regulations on Scholarships and Financial AID for Graduate Students was updated on August 8, 2024 and includes the adjustments reported in Official Mail 793:

Amendments to Article 9:

- With respect to the Institutional Scholarship pertaining to science programs, the wording has been adjusted in the requirement for awarding this scholarship, and specifies that students must have been admitted to the corresponding graduate program.
- The Scholarship Agreement with Organizations for science programs has been included.
- With respect to the Institutional Scholarship pertaining to the professional impact graduate programs, any exceptional cases will now be reviewed and authorized by the Scholarship and Financial Aid Committee.

Amendments to Article 10:

- The exclusion of Scholarship Agreements with organizations for science and executive programs has been eliminated.

CONTENTS

INTRODUCTION 9

GENERAL DEFINITIONS 11

CHAPTER I
Objective and Scope of Application 15

CHAPTER II
Types of Financial Aid and their Award Requirements 19

CHAPTER III
Award of Financial Aid 25

CHAPTER IV
Scholarship Maintenance Requirements 29

CHAPTER V
Participants' Rights and Obligations 33

TRANSITORY ARTICLES 37

APPENDIX 39

INTRODUCTION

Tecnológico de Monterrey, aware of its responsibility to cooperate within the context of education for the development of the communities in which it operates, provides, through financial aid, diverse options for students who are willing and have the necessary abilities to complete their studies at Tecnológico de Monterrey successfully and require such aid in order to do so.

The Regulations on Scholarships and Financial Aid for Graduate Students have been created based on Chapter VII of the General Academic Policies and Regulations of Tecnológico de Monterrey, with the purpose of implementing a unique, standardized financial aid award process for Tecnológico de Monterrey graduate students.

This edition includes the modifications authorized and published in official academic emails, also the one´s authorized by the undersigned up to this publication date, based on the proposals of the Office of the Educational Innovation an Academic Legislation Vice Rector, formulated in response to the recommendations made by a committee designated for this purpose.

Juan Pablo Murra Lascurain
Rector for Higher Education of Tecnologico de Monterrey
August 2024

GENERAL DEFINITIONS

Admission score. Minimum score on the Graduate Studies Admission Test (PAEP) required for admission to the graduate programs of Tecnológico de Monterrey.

Award. Process subsequent to the application procedure through which a type of financial aid is awarded to students who have been admitted to study a graduate program.

Call for applications. The document published on the official graduate admissions site and in diverse media to provide information on the specific characteristics of the types of financial aid awarded, the deadlines for each type and the requirements to be met by applicants. Calls for scholarships and financial aid shall be established on the basis of the admission regulations in effect.

Financial aid. The partial or total percentage of tuition payment exemption awarded to students to complete their studies at Tecnológico de Monterrey. The types of financial aid are:

- Institutional Scholarship.
- Scholarship Agreement.
- Alumni (EXATEC) Benefit.
- Tec Student Loan.

Financial aid applicant. Student who has been admitted to Tecnológico de Monterrey and applies for financial aid.

Financial aid application. Document that contains the student's general and academic information. It must be submitted by the applicant who seeks to obtain some type of financial aid in order to pursue graduate studies.

Fulltime. Students who are enrolled fulltime in a graduate program and have no work commitments during the period in which they are financial aid beneficiaries.

Graduate Studies Admission Test (PAEP). Minimum score on the Graduate Studies Admission Test (PAEP, in Spanish) required for admission to the graduate programs of Tecnológico de Monterrey.

Graduate programs for executives. These programs invite talent in business, academic or technological development spheres who are already in leadership positions to create solutions to major business, government or social challenges.

They prepare mid- or senior-level directors, partners or leaders in a broad professional network that links them to these needs.

Institutional Scholarship. Exemption from paying a percentage of tuition, without the obligation of subsequent repayment by the beneficiary. It also applies to graduates of an undergraduate degree at Tecnológico de Monterrey. Each institutional scholarship program is oriented towards a specific student profile and has its own characteristics, franchises, and award and maintenance requirements.

Medical residency programs. Contain a set of academic, care and research activities that prepare students in immersive clinical contexts during their program in order to provide patient-centered care.

Professional impact programs. Specializations and master's degrees for students who seek to broaden, update or deepen their professional competencies through disciplinary and interdisciplinary frontier content that will drive their professional development and contribute to the transformation of the world from their context.

Scholarship Agreement. The reduction of a percentage of the cost of tuition resulting from an agreement with a national or international company, institution or organization, without the obligation of subsequent repayment by the beneficiary. This type of financial aid cannot be combined with the institutional.

Scholarship average. The weighted average from academic credits considered in the final grades of all the courses or educational units completed, both passed and failed, in the academic period and in the intensive period prior to such period. This average includes the introductory-level educational units completed in the aforementioned periods and is used as a scholarship maintenance requirement for the academic period in which students are enrolling and the immediately subsequent intensive period.

Scholarship budget. Part of the national graduate schools' income from tuition fees that is allocated to financial aid.

Scholarship cancellation. The definitive interruption of the aid for reasons other than its termination.

Scholarship Committee. Comprised of leadership representatives from the Schools, Scholarships and Financial Aid Office, and the Office for Graduate Studies.

Scholarship holder. The person who has been awarded a scholarship.

Science programs. Offer academic degree programs for research and inter/transdisciplinary knowledge generation that is of public value, through strategic connections with social, public and productive ecosystems, driving scientific talent that will positively transform society and the world.

Student Loan. A percentage of tuition whose payment is deferred under the terms and conditions determined by the Institute.

CHAPTER I

CHAPTER I
Objective and Scope of Application

Article 1

In order to carry out its academic and educational activities with its characteristic levels of excellence, Tecnológico de Monterrey offers financial aid programs to support students who have the necessary abilities to complete their studies successfully and who meet the requirements of such programs.

Article 2

The objective of these regulations is to provide the bases, requirements and procedures for the granting and maintenance of financial aid of Tecnológico de Monterrey, in order to:

a. Streamline the financial aid application, award and maintenance processes for students who have been admitted and apply for or receive such aid.

b. Facilitate the application, award, formalization, renewal, administration and transfer processes of the financial aid programs for the national schools with regard to graduate programs.

c. Regulate and implement the financial aid programs, in accordance with the budget allocated in each school

d. Inform participants of their rights and obligations.

The policies and regulations herein refer to the graduate level.

When in these regulations a different name is given to an administrative unit, meaning any office, department or unit for attention or service, defined 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 3

The Office of Scholarships and Financial Aid for Graduate Students is responsible for awarding financial aid to graduate students in accordance with its budget or other funds allocated for the same reason, ensuring that all aid is awarded impartially and considering the criteria set forth herein.

Article 4

The Office of Scholarships and Financial Aid informs student applicants of the financial aid award decision, through the official communication channel.

CHAPTER II

CHAPTER II
Types of Financial Aid and their Award Requirements

Article 5

Students who have been admitted to a graduate program and apply for financial aid must complete the financial aid application form posted on the official graduate program admissions site, on the dates established in the call for applications or agreement program in the case of tuition agreements.

Article 6

The Financial Aid Office publishes the calls for applications with the requirements for the award of financial aid and the specific application deadlines for each type of aid.

Article 7

The types of financial aid that can be awarded to students are as follows:

- **Institutional Scholarship:** Exemption from paying a percentage of tuition and which does not require subsequent repayment by the beneficiary. It requires an evaluation of the candidate to demonstrate his or her outstanding performance. It can be combined with a Tec Student Loan or external financing.

- **Scholarship Agreement:** Reduction of a percentage of the tuition resulting from an agreement with a national or international company, institution or organization. It can be combined with a Tec Student Loan or external financing.

- **Alumni (EXATEC) Benefit:** The aim of this benefit is to recognize the preparation of Tecnológico de Monterrey graduates, who have developed competencies aligned with the purposes of the graduate degree. Such recognition consists of up to 30% of tuition, without the obligation of subsequent repayment by the beneficiary. Each school can determine the maximum number of candidates to receive this benefit and the percentage to be granted to the beneficiary.

- **Tec Student Loan:** es un porcentaje de la colegiatura cuyo pago se difiere en los términos y condiciones que el Instituto determine, aplica para los programas de impacto profesional en formato presencial. Se permite tener una combinación de Beca y Préstamo Educativo, bajo esta combinación, el compromiso para el beneficiario es el de retribuir lo recibido correspondiente al porcentaje de préstamo educativo en los términos y condiciones que el Instituto determine. El préstamo educativo no se puede otorgar a estudiantes extranjeros y no aplica para programas en línea.

Article 8

Financial aid is granted to study the following categories of graduate programs:

a. Science Programs.
b. Professional Impact Graduate Programs .
c. Executive Programs.
d. Medical Residency Programs.

Article 9

The types of financial aid for tuition that can be awarded to a student, by program category, are as follows:

I. **Science Programs:**

Institutional Scholarship. The aim of this scholarship is to link research and inter/transdisciplinary knowledge generation that is of public value, through students' strategic connections with social, public and productive ecosystems, driving scientific talent that will positively transform society and the world. This type of aid can cover a percentage of up to 100% of tuition. It can be combined with external funds from organizations (Scholarship Agreement).

Award requirements:
1. To be admitted to a graduate science program.
2. Sign and submit the Letter of Commitment for the Award of Institutional Scholarships for Science Programs (Appendix I).

Alumni (EXATEC) Benefit. The aim of this benefit is to recognize the preparation of Tecnológico de Monterrey graduates, who have developed competencies aligned with the purposes of the graduate degree. Such financial aid can cover up to 30% of tuition.

Scholarship Agreement with Organizations. The reduction of a percentage of the cost of tuition applied to applicants who belong to a company, institution, association or organization with which Tecnológico de Monterrey has a current agreement. The maximum aid contributed by Tecnológico de Monterrey will depend on the agreement in effect with the organization and can cover up to 25% of tuition, depending on the specifications of the agreement.

II. **Professional Impact Graduate Programs:**

Institutional Scholarship. The aim of this scholarship is to support academically outstanding admitted students in accordance with the admission requirements in effect. This financial aid covers up to 40% of the corresponding tuition. Any exceptional cases will be reviewed and authorized by the Scholarship and Financial Aid Committee.

Award requirements:
1. Have been admitted to the professional impact graduate degree with regular standing.
2. Fulfill the call requirements in effect for the entry period.

Institutional Academic Excellence Scholarship. The aim of this scholarship is to recognize one (1) admitted student, per school and per entry period, who has the best admission requirements evaluation. This financial aid covers up to 100% of the corresponding tuition.

Award requirements:
1. Have been admitted to the professional impact graduate degree with regular standing.
2. Fulfill the call requirements in effect for the entry period.

Alumni (EXATEC) Benefit. The aim of this benefit is to recognize the preparation of Tecnológico de Monterrey graduates, who have developed competencies aligned with the purposes of the graduate degree, with up to 30% of tuition. Each school can determine the maximum number of candidates to receive this benefit and the percentage to be granted to the beneficiary.

Scholarship Agreement:
Scholarship Agreement for Public Officials. The reduction of a percentage of the cost of tuition applied to employees of government agencies who can demonstrate their current relationship with such agency by means of official documentary proof. This financial aid can cover up to 30% of tuition.

Scholarship Agreement with Organizations. Es la reducción de un porcentaje del costo de la colegiatura que aplica a los solicitantes que pertenezcan a una empresa, institución, asociación u organismo con el cual el Tecnológico de Monterrey tenga un convenio vigente. El apoyo máximo aportado por el Tecnológico de Monterrey dependerá del convenio vigente con la organización; puede ser de hasta el 25%, dependiendo de las especificaciones del convenio vigente.
Scholarship Agreement with Financial Institutions. The reduction of a percentage of the cost of tuition applied to applicants who have received a loan from an external financial institution for tuition payment. The maximum aid contributed by Tecnológico de Monterrey is up to 30% of tuition.

III. **Executive Programs:**

Institutional Scholarship. The aim of this scholarship is to support academically outstanding admitted students in accordance with the admission requirements in effect. This financial aid covers up to 15% of tuition.
Award requirements:

1. Have been admitted to the executive program with regular standing
2. Be a full-time student exclusively in the program in which he or she is enrolled.

Alumni (EXATEC) Benefit. The aim of this benefit is to recognize the preparation of Tecnológico de Monterrey graduates, who have developed competencies aligned with the purposes of the executive program. Each school can determine the maximum number of candidates to receive this benefit and the percentage to be granted to the beneficiary.

IV. **Medical residency programs:**

Institutional Scholarship The aim of this scholarship is to support the preparation of national and foreign physicians in clinical settings, with the purpose of addressing preparation, research and development in patient care, in public and private institutions. This financial aid can cover from 50% up to 100% of tuition.

Article 10

Scholarship agreements with organizations do not apply to medical residency programs. In addition, they do not apply to graduate programs that have entered into a dual-degree or commercialization agreement with third parties.
Scholarship agreements cannot be combined with institutional .

CHAPTER III

CHAPTER III
Asignación de apoyo educativo

Article 11

Each national graduate school has a limited budget for awarding scholarships and tuition agreements to the students who meet the established conditions and requirements. Once the Scholarship Committee has ruled on the percentages to be granted per student and per academic period, no modifications or reconsiderations can be made during the same entry period.

Article 12

Each School grants the institutional and excellence scholarship percentage based on:

a. Budget availability.
b. Goals per academic period and per program.
c. Fulfillment of the criteria defined herein.

Article 13

The Office of Scholarships and Financial Aid informs each applicant of the result of their financial aid application, through the official communication channel, by the official deadline established in the call for applications, as long as the student's application meets the established criteria.

Article 14

Graduates from a graduate program studied with a scholarship awarded by Tecnológico de Monterrey and who apply again for a scholarship to study another graduate program, at the same academic level, will not be candidates to receive it.

Article 15

In an academic period, students can have just one type of financial aid. If a student requires additional aid, it must come from the Tec Student Loan or external funds.

Article 16

Students who have been awarded financial aid will maintain the same on transferring to another campus, as long as they remain in the same academic program and have the authorization of the program director of the campus to which they wish to transfer, in addition to the authorization of the national financial aid director.

Article 17

Graduates who studied, and graduated from, a graduate program with financial aid and apply again for financial aid to study a program at a higher level of education, are eligible to receive it.

Article 18

Applicants must confirm their acceptance of the financial aid awarded on the dates defined in the call for applications in effect by submitting the duly signed institutional letter of commitment. This letter of commitment refers to: the duration of the financial aid, academic average to be maintained, academic load per period and activities to be completed according to the type of financial aid allocated.

Article 19

Financial aid lasts solely for the academic periods in which it was allocated. Therefore, applicants who wish to postpone their entry into an academic program will have to complete the financial aid application process again.

Article 20

The total financial aid awarded to students corresponds solely to the total number of courses (or credits) included in the curriculum for which such aid was requested.

Article 21

To receive the financial aid awarded, students must study their program without interruption.

CHAPTER IV

CHAPTER IV
Scholarship Maintenance Requirements

Article 22

Student requirements for maintaining scholarships:

a. Maintain Regular Academic Standing in accordance with the provisions of the Academic Regulations for Graduate Students.
b. Study the academic load established in their curriculum in the corresponding period.
c. Study the graduate program in which they are enrolled without interruption.
d. Maintain a minimum grade average of 80/100 in the curriculum courses studied per academic period.
e. All students who are beneficiaries of a scholarship may commit to participating actively in diverse strategic initiatives, or academic or research activities of each school, as appropriate.

Article 23

If students do not meet the scholarship maintenance requirements, they can maintain it on a probationary level during the following period, as long as they receive the authorization of a committee made up of three directors or faculty members who represent the corresponding school, designated by the corresponding School's Dean of Graduate Studies, and the student undertakes to recover his or her regular academic standing by signing the letter of commitment written by the program director, who, in turn, shares it with the Office of Scholarships and Financial Aid.

CHAPTER V

CHAPTER V
Participants' Rights and Obligations

Article 24

Obligations of Tecnológico de Monterrey:

1. Award resources related to financial aid and scholarships per school.
2. Inform scholarship holders, at the end of the academic period, when cancelling their financial aid is necessary.
3. Cancel any application or financial aid awarded when the student applicant, scholarship beneficiary, institution or organization provides false or incomplete information or documentation.
4. Verify at any time compliance with the obligations set forth herein and with any other applicable administrative provision.

Article 25

Obligations of the scholarship holder, in addition to fulfilling the objective of the scholarship:

1. Sign the documentation that formalizes the financial aid.
2. Maintain regular academic standing, as stipulated in Academic Regulations for Graduate Students.
3. Fulfill the obligations set forth herein and any other applicable administrative provisions.

Article 26

The Academic Vice Rector and Educational Innovation and Academic Norms Vice Rector of Tecnológico de Monterrey will determine the appropriate solution to any controversy or situation that is not specified in these regulations.

Article 27

Ignorance of these regulations does not release the scholarship holder from complying with the guidelines set forth herein.

TRANSITORY ARTICLES

ONE. These regulations come into effect as of the issuance of Official Email No. 748 on July 6, 2023.

TWO. To all student cases issued previously that conflict with these regulations, the Graduate Office of Scholarships and Financial Aid may rule on the student´s best interest applicable regulations.

THREE. Unforeseen cases in this Regulation will be handled and analyzed by a committee made up of two directives or professors from a School and the Graduate Scholarships and Educational Supports Head.

APPENDIX I

APPENDIX I

LETTER OF COMMITMENT FOR THE AWARD OF INSTITUTIONAL SCHOLARSHIPS FOR SCIENCE PROGRAMS

<Name of the Dean of the Graduate School>
H. National Office of the Dean of the School of <Name of School>
Instituto Tecnológico y de Estudios Superiores de Monterrey.

PRESENT

I hereby state that, in consideration of the **Institutional Scholarship for Science Programs for <100%>** of tuition that has been granted to me by Tecnológico de Monterrey to pursue graduate studies, for a tuition amount of **<Tuition amount (in numbers and in letters)>**, in strict adherence to my moral responsibility as an individual, I undertake to comply in full and in a timely manner with the following commitments:

- Comply with all institutional regulations, particularly those concerning the Regulations on Scholarships and Financial Aid for Graduate Students, the Academic Regulations for Graduate Students, and the General Regulations for Tecnológico de Monterrey Students.
- Maintain **Regular Academic Standing** in accordance with the provisions of the Academic Regulations for Graduate Students throughout the scholarship term, which is for **<number of periods>**, and that will **culminate with the Thesis Defense in the last semester.**
- Reside, throughout the scholarship term, in the metropolitan area of the city in which the campus where I will be pursuing my graduate studies is located.
- Join at least one of the Strategic Focus Research Groups (GIEE, in Spanish) designated by the graduate program in order to conduct the research activities defined by the tutor/advisor and the student progress monitoring and assessment committee.
- Fulfill **up to 8 (eight) hours per week in the Scholarship-holder Program activities** assigned by the graduate program office and/or by the tutor/advisor and the student progress monitoring and assessment committee.
- Study the academic load stipulated in the curriculum and determined by the program office in the corresponding period.
- Maintain a **minimum semester grade average of <required grade average> during each semester,** regardless of the cumulative overall grade average, **without failing any courses.**
- Promptly notify the program office and the scholarship office of any circumstance that may result in the student's nonfulfillment of any of the

aforementioned conditions; and process the student's partial (course) or total (semester) dropping of or voluntary withdrawal from the program, either temporarily or definitively, as well as the decision to apply for entry to another graduate program at Tecnológico de Monterrey.

- Have sufficient and adequate financing sources to cover my living expenses throughout my graduate studies.

Consequently, I am aware and fully agree that the **financial aid** of which I am a beneficiary **will be cancelled** in the event that I should:

1. Fail to comply with any of the commitments set forth above.
2. Incur in any of the situations described in Chapter VIII (Poor Academic Performance and Student Status) of the Academic Regulations for Graduate Students.
3. Obtain a deficient evaluation of my performance as a beneficiary of the Institutional Scholarship for Science Programs, by the program office and/or by the tutor/advisor and the student progress monitoring and assessment committee.

I understand that the loss of the scholarship does not prevent me from exploring any other possible options to continue my graduate studies with my own.

SINCERELY,

Signature: _____

Name: _____

Program: _____

Registration number: _____

Date: _____

Scholarship term: **<Scholarship start and end dates (mm/yyyy)>**

This document presents information on the **2024 Regulations on Scholarships and Financial Aid 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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The electronic version of this publication is available on the Mitec Portal (https://mitec.itesm.mx).

Edited and published by: The Office of the Educational Innovation and Academic Legislation Vice Rector

TECNOLÓGICO DE MONTERREY