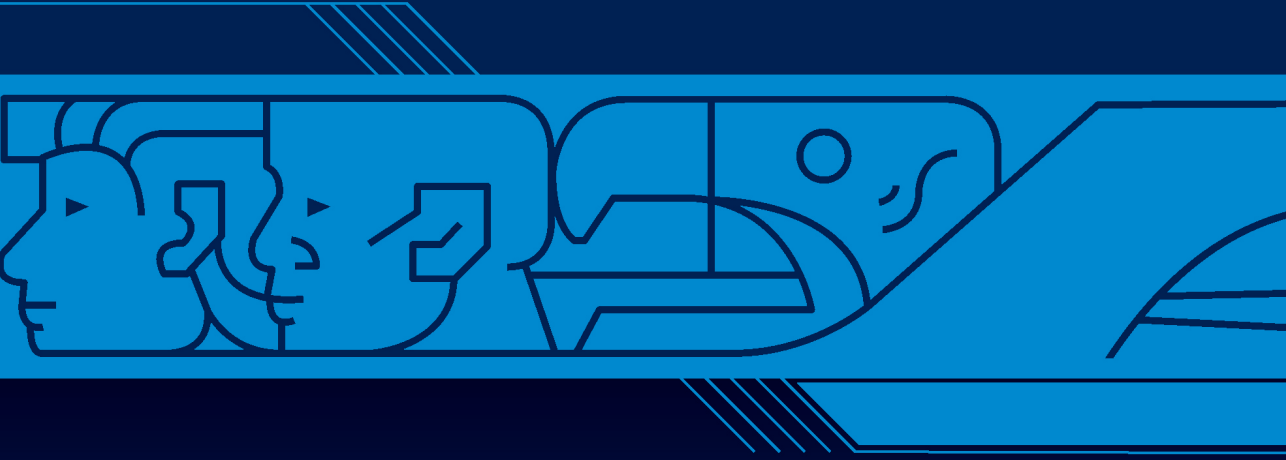


TECNOLÓGICO DE MONTERREY



# High School Student Regulations for International Programs



# **HIGH SCHOOL STUDENT REGULATIONS FOR INTERNATIONAL PROGRAMS**

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

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Amendments: 2011, 2016, 2022.

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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 edition of the regulations includes amendments that modify the content and sequence of the chapters and articles.

1. The general definitions were adjusted according to the General Regulations for Students.
2. General definitions were included for smoking, host home, overseas institution or foreign institution, intensive program, and protocol for actions to prevent and address gender-based violence.
3. The definitions of Case, Stimulant, and Education Level have been eliminated.
4. Articles 2, 3, and 4, in Chapter I, have been updated to describe credit transfer for courses studied abroad.
5. Articles 7 and 8, in Chapter II: Participation Requirements, have been updated.
6. Articles 10, 11, 13, 15, 16, and 18, in Chapter III: Application Process, have been updated.
7. Article 12, which requests information for preventing at-risk situations for students' health and integrity abroad, has been included, changing the numbering sequence.
8. Articles 19, 21 to 29, in Chapter IV: Before Going Abroad, have been updated.
9. Articles 30, 32, 34, 35, 37 to 46, in Chapter V: While Abroad, have been updated.
10. Article 33, which allows students to take second-opportunity exams (retakes).
11. Article 42, on students' early arrival to and late departure from the host country has been included, changing the numbering sequence.
12. Article 48, on the student's obligation to answer the program feedback survey has been included, changing the numbering sequence.
13. Articles 47, 48, 49, 50, 51, 52, 53, 57, 58, 59, 60, 62, and 63 in Chapter VI: Disciplinary Provisions have been updated.
14. Article 55, which sets forth actions to protect students' mental health while abroad, has been included, changing the numbering sequence.
15. Article 55, which indicates the disciplinary consequences in an international program, has been updated.
16. Articles 54 and 56, which explain the role of the overseas coordinator, have been eliminated, changing the numbering sequence.
17. Article 61, on the documentation required to form a Disciplinary Committee has been eliminated.

18. Articles 64, 66, and 69, in Chapter VII: Returning to Tecnológico de Monterrey, have been updated.
19. Article 65, regarding the international program feedback survey, has been moved to Article 48.
20. Articles 67 and 68, which specify the credit transfer process for courses in an international program, have been eliminated.
21. Articles 70, 72, 74, 75, 76, and 79, in Chapter VIII: Tecnológico de Monterrey Disclaimer, have been updated.
22. Article 69, on taking care of students' belongings in an international program, has been added.
23. Article 71, which addresses the payment of debts generated by students abroad, has been eliminated.
24. Article 78, on reviewing the terms and conditions of the provision of services hired by the student, his or her parents, the legal guardian or the person responsible for paying tuition, has been added.
25. Articles 80, 81, 83, 84, in Chapter IX: Observance and Oversight of These Regulations, have been updated.
26. Articles 82 and 86, referring to the definition of a minor's parents and the formation of the Committee for cases not provided for in Tecnológico de Monterrey's current legislation, have been eliminated. The term tutor has been changed to "the parent or the legal guardian or the person responsible for paying tuition."



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# INTRODUCTION

In order to incorporate an internationalization component into students' education, Tecnológico de Monterrey, based on the General Academic Policies and Regulations, signs international academic cooperation agreements with foreign educational institutions. Through these agreements, Tecnológico de Monterrey's high school students have the opportunity to study part of their academic program at a foreign university, as long as they meet the participation requirements and provisions contained herein.

The formulation of these regulations is the responsibility of the Internationalization Office of the Vice Presidency for High School Studies. Therefore, any amendments to this document must be proposed to the Internationalization Representative Committee and approved by Educational Innovation and Academic Norms Vice Rector and the President of Tecnológico de Monterrey.

Juan Pablo Murra Lascurain  
Rector for Higher Education of Tecnológico de Monterrey  
August 2022



# GENERAL DEFINITIONS

**Academic regulations.** Document that brings together the academic provisions and administrative procedures that Tecnológico de Monterrey considers optimal for the adequate implementation of the task of preparing students according to the educational level they are studying.

**Administrating campus, international program's administrating campus.** Both terms refer to the campus that generates the connection and signs, that has entered into an international academic cooperation agreement and is responsible for operating the programs derived from such agreement.

**Adult.** In accordance with Mexican law, an individual who is at least 18 years old.

**Alcohol, alcoholic beverage.** Any type of beverage that contains alcohol or ethanol in its formula. It also refers to beverages that are obtained through fermentation or distillation, including but not limited to, beer, liquor, brandy, whisky, rum, tequila, mezcal, and any of their mixes, as well as soft drinks and low-calorie or calorie-free drinks that contain alcohol.

**Anti-doping test.** Urine test or clinical analyses for detecting residue of illegal or controlled drugs.

**Authority.** The people who are responsible for making decisions within Tecnológico de Monterrey and at the foreign institution, as well as the people who govern or exercise legitimate control in any jurisdiction corresponding to the federal, state, or municipal levels in Mexico and abroad.

**Bladed weapons.** Instruments in the form of a blade made of any material with the hardness and cutting edge or edges with which an attempt against a person's physical wellbeing can be made. The term includes, but is not limited to, swords, switchblades, -single or double edged knives-, and sharp pointed objects, or any sharp artefact used with the intention of wounding a person or that could generate a wound.

**Campus.** Legitimately owned or used physical space, property or land of Tecnológico de Monterrey in which the installations belonging to or under the control and use of the Institution and its service centers are located. The term includes, among other elements, streets, walkways, paths, gardens, parking lots, buildings and adjacent roads that comprise the facilities in which the Institution's

activities are conducted. It is applicable, in the same circumstances, to the physical space occupied by the international liaison offices, sites and international offices of Tecnológico de Monterrey.

**Campus of origin, student's campus of origin.** Both terms refer to the campus from which the student originates and the student is participating in an international program managed by any other Tecnológico de Monterrey campus. If necessary, the student's campus of origin will be responsible for convening disciplinary committees for its students, regardless of whether the offense committed by students occurred during their participation in an international program managed by another campus.

**Consumption.** Use of edibles or other goods to satisfy needs or desires. This concept includes, but is not limited to, the ingestion, drinking, aspiration, topical application and inhalation and injection of the same.

**Credit transfer.** The action by which the courses – passed and failed – completed by a student are recorded in the student's transcript at:

- a. The same campus, but in a different curriculum, when the courses are equivalent in content.
- b. Another Tecnológico de Monterrey campus.
- c. A foreign university with which Tecnológico de Monterrey has international cooperation agreement.

**Director of Student Leadership and Development.** Person responsible for leading efforts concerning matters related to the comprehensive preparation offered to students in order to drive their personal development and make them part of an inclusive community. The objective is also for students to value and define a healthy lifestyle, strengthen their sense of belonging, become agents of change, and define their professional development pathway, in order to contribute to a memorable experience and the accomplishment of their self-fulfillment. The director leads programs in Art and Culture, Athletics and Sports, Leadership and Student Experience, Well-Being and Counselling, Life and Career Center, Student Behavior, and Residence Halls, impacting the High School, Undergraduate, and Graduate levels.

**Energy-booster drinks.** Other than vitamin or rehydrating beverages. These are beverages with stimulating properties that supposedly provide consumers with relief from fatigue and exhaustion, and enhance mental abilities and detoxify the body. They contain caffeine, vitamins and other organic substances such as taurine, which eliminate the sensation of exhaustion in the person who consumes them.

They do not usually contain alcohol and must not be mixed with the same, since the combination blunts the depressant effect of alcohol in the central nervous system. They should not be confused with rehydrating beverages or any other type of beverages, such as fizzy drinks. Since they contain a high level of caffeine, they can produce dependency and the manufacturer recommends consuming no more than a small can (255 ml) per day.

**Evidence** Elements that serve as supporting arguments, providing evidence of what happened in an event or the circumstances in which events occurred.

**Firearms.** Instruments, means or machines for attacking someone or defending oneself, with which one or several shots can be fired by means of the ignition of gunpowder or another explosive. The term firearm means any type of mechanical instrument used to fire devices at high speed. This category includes pistols, rifles, carbines and machine guns –percussion, precision, semiautomatic or automatic– that shoot devices such as bullets, blanks, buckshot and slugs, slugs, rubber bullets, paintballs, including, but not limited to, instruments such as catapults, bows and crossbows. For the practical purposes of this document, this term will be used for any instrument that falls within this category owing to its functional characteristics or their appearance.

**High School Director, Program Director, Director.** Person who coordinates academic matters related to students.

**Host home.** The place and the people that host students during their participation in the international program. Not all international programs include accommodation in a host home.

**Intensive Program.** Short two- to six-week international programs.

**International Program Director or his/her representative.** Person who coordinates all matters related to international programs, but does not necessarily belong to the area of teaching. He/she is in charge of the departments that send students abroad and receive international students at Tecnológico de Monterrey, among others.

**International academic cooperation agreement.** Official document signed by the authorities of Tecnológico de Monterrey and of one or more foreign institutions stipulating the conditions and duration of the international cooperation established between the institutions involved. The title of the signed agreement may vary, although the objective remains the same.

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

**Narcotic or drug.** In this document, these two terms mean the same. They refer to substances that produce stupor, muscle relaxation, dulled awareness and changes to the state of consciousness. They also refer to stupeficient, psychotropic, enervating, natural or synthetic chemical substance that can affect the body and its processes, the mind and nervous system, behavior or feelings. The following will also be considered narcotics or drugs, any type of toxic or harmful substance; and medications that, when used without a prescription or in excess of the medically prescribed dose, could alter or alter the mind. This encompasses all and medications that, when used without a prescription or in excess of the medically prescribed dose, could alter or alter the mind. This encompasses all substances specified by law, such as in the General Health Act, including, though not limited to:

- Prohibited stimulants, such as amphetamine, cocaine and crack or rock.
- Legally permitted stimulants such as nicotine, alcohol and caffeine.
- Depressants, such as barbiturates, tranquilizers, and methaqualone.
- Hallucinogens, such as LSD, acid, PCP, angel dust, peyote, MDA, DMT, STP and psilocybin.
- Narcotics such as heroine, morphine, opium, codeine, meperidine and methadone.
- Cannabinoids, such as marihuana and hash oil.

For the purposes of these regulations, a narcotic or prohibited drug is defined as a substance that is explicitly prohibited by law. Narcotics or controlled drugs are drugs whose consumption is not prohibited by law but is controlled, since they require a duly registered, correctly formulated medical prescription, in the student's name and signed by a healthcare professional legally authorized to so do. The date of the prescription must be analyzed as well as the written recommended dose for the student who owns the prescription.

**Overseas coordinator.** The person designated by the international program administrating campus to supervise an international program. He/she can be an employee of Tecnológico de Monterrey or of one of the foreign institutions. This person must be expressly recognized by the parents or legal guardian of the students who participate in the international program.

**Overseas institution, Foreign institution.** The educational institution with which Tecnológico de Monterrey liaises in order to execute the international program.



**Parental authority, the person who exercises parental authority, parents, the person responsible for paying tuition.** Institution or person that has control or legal function over non-emancipated minors, with the aim of assuring they receive a suitable education.

**Personal trip.** Trips that do not form part of the international program and, in general, are for sightseeing or recreational purposes or are motivated by a personal need. These trips include travel completed by students from the place at which the international program in which they are participating is offered to a different destination, their stay at said destination and return travel to the place at which the international program is offered.

**Prohibited.** Restriction. Applies to behaviors forbidden by law or regulations.

**Protocol for Actions to Prevent and Address Gender-Based Violence.** Its aim is to prevent, address, investigate, and sanction gender-based violence events occurring among members of both the Educational Community and the work centers, ensuring that the principles and values set forth in the Institution's Vision prevail. This is an immediate action plan by our institutional authorities for the prevention of gender-based violence, which includes violence against LGBTTTIQ+ members, and for dealing with reported cases in an impartial, transparent manner. This action plan is aligned with internal legislation and human rights.

**Readmission, reentry, reenrollment.** Activity for enrolling again at Tecnológico de Monterrey. The three terms are used with the same meaning in this document.

**Revalidation.** Act by which the Mexican Ministry of Education validates the courses completed and passed by a specific student at a foreign educational institution.

**Smoking.** Inhaling or exhaling nicotine smoke or that of any other substance using the combustion method, such as cigarettes, cigars or pipes, or the vaporization method, such as electronic cigarettes.

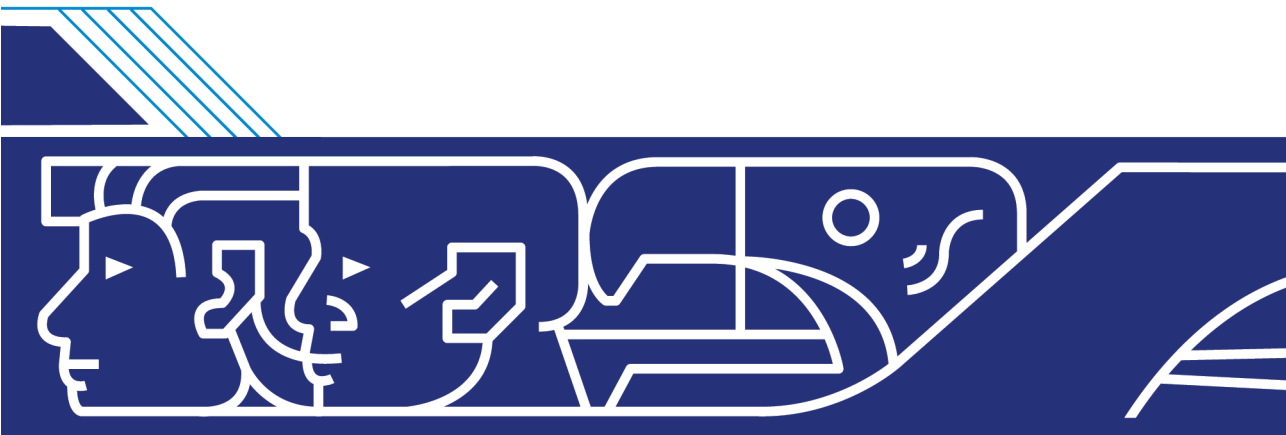
**Stimulant.** A stimulant or psychostimulant or psychotonic is, in general, a drug or substance that increases motor and cognitive activity levels, reinforces wakefulness, states of alertness and attention.

**Student or Pupil.** Any person who is enrolled in any of the academic programs offered by Tecnológico de Monterrey, at the High School, Undergraduate, and Graduate level, at any school, campus, liaison office, site, or international office of Tecnológico de Monterrey or a foreign institution.

**Substance abuse.** Action and effect of misusing or consuming a substance in an excessive, unjust, improper, or wrongful manner.

**Tecnológico de Monterrey.** This refers to Instituto Tecnológico y de Estudios Superiores de Monterrey. Tecnológico de Monterrey is a free university school with its own legal personality, granted by presidential decree and with recognition of the official validity of studies.

**Transcript.** The official document in which the foreign institution records the students' final grades. It is used by the Office of the Registrar of the campus of origin to transfer credit for the courses studied y students abroad.



# CHAPTER I



# CHAPTER I

## International program opportunities

### Article 1

Students who wish to participate in an international program must approach the International Programs Department of their campus, since this is the only entity with the authority to offer international academic program opportunities organized by Tecnológico de Monterrey, through which credit for their curriculum courses can be transferred.

### Article 2

High school students will be able to accredit for studies completed at a foreign educational institution connected to Tecnológico de Monterrey through a cooperation agreement international academic to Tecnológico de Monterrey for studies completed at a foreign educational institution through a Tecnológico de Monterrey cooperation agreement, as long as they meet the requirements stipulated in the Regulations for Managing and Operating International High School Programs and the number of courses for which credit is transferred does not exceed 50 percent of those corresponding to their curriculum. The courses for which credit is earned abroad at the direct instruction of Tecnológico de Monterrey will be considered as courses and passed at a foreign institution for the purposes of this article.

### Article 3

In the semester and annual international programs, students have the right to transfer credit per semester up to the full academic load of their curriculum, as long as they are studying the full academic load at the foreign institution. Otherwise, the student's high school director or program director will define the number of courses for which credit can be transferred, according to a review of the courses completed en el extranjero y las políticas establecidas para esto. Dicha propuesta de acreditación deberá ser autorizada por la Dirección de Servicios Escolares.

In the event that students have taken and passed in advance courses from their program corresponding to the semester to be studied abroad, they can complete their academic load with additional courses, according to availability at the foreign institution, and from their curriculum. The possibility of earning

credit for such courses will be subject to the prior review and authorization of the student's program director, which must be documented in writing. In intensive programs, students can earn credit for up to two courses, depending on the program specifications.

#### **Article 4**

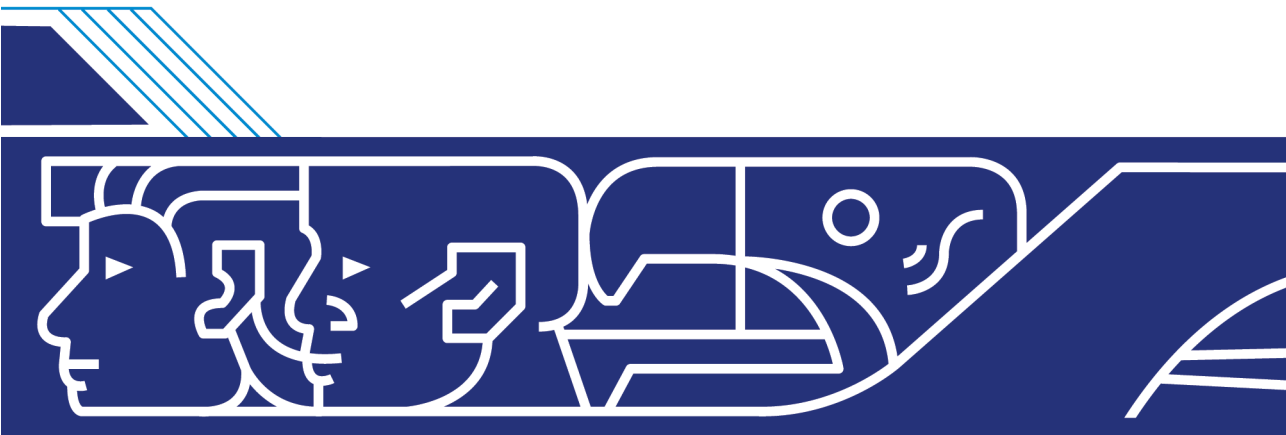
International programs must in particular comply with all the academic aspects specified in the General Academic Policies and Regulations, the High School Academic Regulations, the Regulations for Managing and Operating International High School Programs, the academic regulations of the foreign institution in question and these regulations. Students must consult all the applicable legislation through the official Tecnológico de Monterrey portal. Students are responsible for knowing the current legislation and ignorance of such legislation cannot justify noncompliance with the same.

#### **Article 5**

Students cannot receive academic credit for the extra-curricular activities in which they participate abroad.

#### **Article 6**

The high school director or program director is responsible for authorizing the student's international program courses. Credit cannot be transferred for courses that have not been authorized by the high school director or program director.



## CHAPTER II





## CHAPTER II

# Participation requirements

### Article 7

In order to participate in one of the international programs, students must meet the following requirements:

- a. Have regular or conditional academic standing, in accordance with the academic regulations in effect both at the time when they applied to the program and when they leave Mexico.
- b. Continue to have the right to participate in an international program.
- c. Be exempt from any disciplinary or academic integrity consequences that have been applied to them and that consisted or consists of suspension from the international program in which they participated or are participating.
- d. Comply with the minimum grade average for participation stipulated by the foreign academic institutions or Tecnológico de Monterrey for certain international programs.
- e. Have the written authorization of their high school director or program director.
- f. Have the written authorization of their parents or the legal guardian or the person responsible for paying tuition
- g. In the case of new students, be officially admitted to and enrolled at Tecnológico de Monterrey when applying to participate in an international program. Consequently, to this end and as a result of not having a cumulative grade average, they will be considered to have a grade average of 80 and regular academic standing.
- h. Comply with the specifications of the program in which they intend to enroll.
- i. Complete the procedures for participating in an international program satisfactorily, including, but not limited to: application, selection and authorization of the courses to be studied, submission of documents, payment of fees with the foreign institution and fulfillment of immigration requirements.
- j. Have no financial debts with Tecnológico de Monterrey when applying to participate in the program and when enrolling in the period to be studied abroad.
- k. Have international full-coverage major medical insurance that will be valid throughout the period of the international program and includes at least:
  - i. Medical and hospital expenses for accidents or illness abroad
  - ii. Repatriation of the student for health reasons or of remains.
  - iii. Medical examination and diagnosis abroad.
  - iv. Civil liability.

- v. Repatriation of remains.
- vi. Dismemberment.
- vii. Legal assistance and defense.

For the purposes of assuring the safety of our students when they are abroad and guaranteeing compliance with the obligation of having International Insurance, a policy will be included as part of the cost of the program. This insurance cannot be cancelled. The student, his/her parents, the legal guardian or the person responsible for paying tuition will have the freedom to acquire additional International Insurance with the insurance company of their choice.

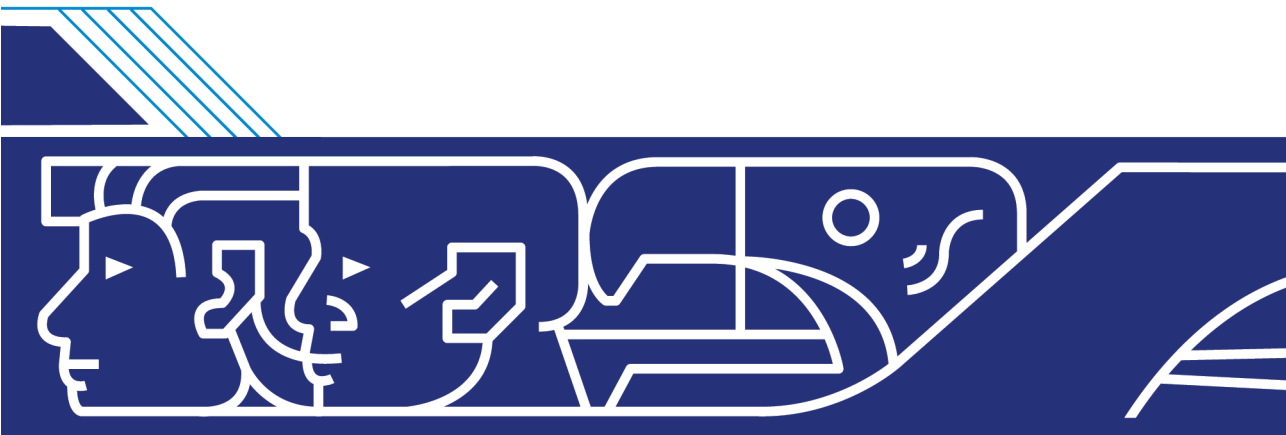
- l. Have national full-coverage major medical insurance.
- m. Have tuition fee payment insurance.
- n. Expressly recognize, together with their parents the legal guardian or the person responsible for paying tuition, the authority of the overseas coordinator previously appointed by the administrating campus.
- o. Submit the student's and parents' or the legal guardian or the person responsible for paying tuition, consent for Tecnológico de Monterrey to use his/her personal and sensitive information and to transfer, where appropriate, such information to any third parties involved in the international program.

## **Article 8**

High school students can participate in international programs in any semester of their academic program. For semester international programs, should be considered that their graduation must take place at least one semester after returning from abroad and they must study at least one course at their campus of origin in the academic period in which they will be graduating.

## **Article 9**

Students can only participate in the activities of an international program if they have been accepted and are enrolled in the international program in question.



## CHAPTER III



## CHAPTER III

# Application process

### Article 10

Students and their parents the legal guardian, or the person responsible for paying tuition have a responsibility and the obligation to consult and review the information enrollment methods and processes, and the requirements and policies for participating in international programs, and for completing the entire admission process in person on the dates specified by the International Programs Department.

### Article 11

Students and their parents the legal guardian or the person responsible for paying tuition, are responsible for providing the full information and accurate information required by the International Programs Department or the foreign institution.

### Article 12

In order to be able to help students take advantage of the experience and, at the same time, prevent at-risk situations for students' health and integrity abroad, each student must have a written statement declaring whether or not he or she is currently receiving or has received medical treatment or therapy for physical, psychological or other reasons. The parent, the legal guardian or the person responsible for paying tuition is responsible for ensuring that said statement is accurate and is submitted during the enrollment process.

### Article 13

Students must adhere to the dates, hours and specifications (submission of paperwork, payments, meetings) marked on the calendar of the International Programs Department of the administrating campus.

### Article 14

Students and their parents or the legal guardian or the person responsible for paying tuition must participate in all the informative meetings organized by the Department of International Programs.

**Article 15**

Students cannot apply for participation in two different international programs to study during the same academic period.

**Article 16**

Students can enroll during the same summer period in an international program and in another academic program offered at one of the Tecnológico de Monterrey's campuses, as long as the maximum number of courses and units is observed during this period and the dates of the two programs do not overlap.

**Article 17**

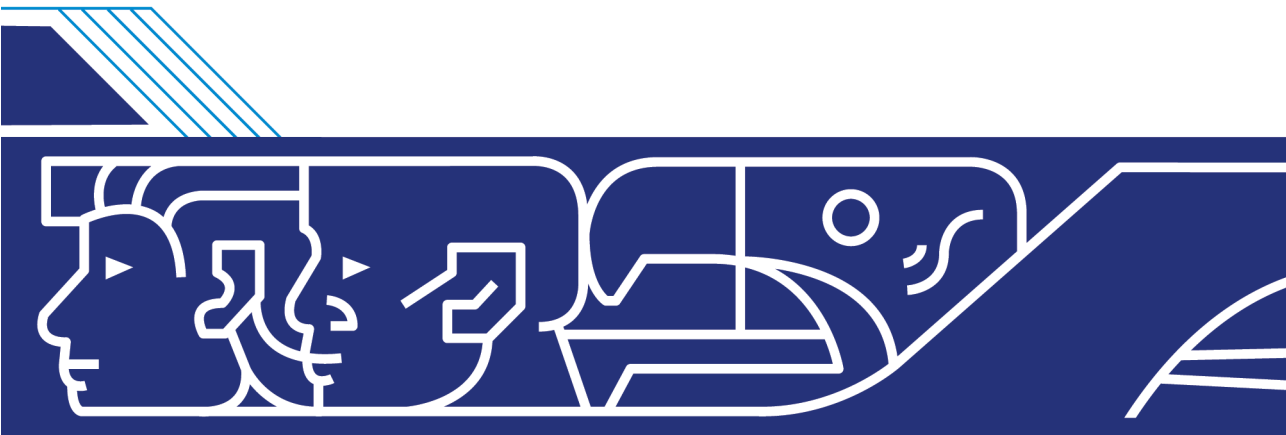
Students, one or both parents, the legal guardian or the person responsible for paying tuition are responsible for completing all the necessary processes for their official admission to the international program. Completion of the enrollment process does not guarantee the student's admission to the program selected. If admitted to the international program, the student will be informed in writing by the Department of International Programs.

**Article 18**

Students are responsible for obtaining the written authorization of their high school director or program director for the courses they wish to study abroad. Credit cannot be transferred for courses that have not been authorized in writing.

**Article 19**

Students who receive some form of financial aid from Tecnológico de Monterrey, must consult with the corresponding department about the continuation policies for this financial aid program before going abroad.



# CHAPTER IV





# CHAPTER IV

## Before going abroad

### Article 20

Tecnológico de Monterrey will not carry out any processes with embassies, consulates or government agencies that are either resident in the United Mexican States or located abroad. Immigration processes to assure the students' legal status abroad (passport, visas) are the sole and exclusive responsibility of the students, or their parents, the legal guardian or the person responsible for paying tuition.

The foreign or immigration institutions, under the protection of their regulations, can deny the students' participation in the program of their interest, when said students do not have the official, legal documentation required to study in the destination country. Under these circumstances, students cannot request any type of reimbursement or economic compensation.

### Article 21

Student participants must be aware that at some educational institutions and for certain programs there are pre-established course packages that cannot be changed under any circumstance. Therefore, they cannot enroll in different courses even if they form part of the curricula available at the foreign institution during the academic period they will be studying.

### Article 22

Students, their parents or the legal guardian or the person responsible for paying tuition, are responsible for paying to Tecnológico de Monterrey the fees corresponding on the dates set by the international program in which the student has enrolled, either at Tecnológico de Monterrey or at the foreign institution indicated by the international program administrating campus.

### Article 23

Students, or the parents or the legal guardian or the person responsible for paying tuition, will undertake to pay all the expenses and costs generated as a result of the following situations:

- a. Nonfulfillment of the processes or deadlines set by the foreign institution.
- b. Immigration procedures to enter and remain in the countries of the corresponding international program, as well as any additional charges resulting from such procedures.
- c. Courier service for sending documents.
- d. Processes generated by the early return of the student for whatever reason or whichever authority determines his/her.
- e. Change of accommodation.
- f. Participation by the student in trips not organized by the international program.
- g. When the student chooses to travel separately if travel is included in the cost of the program. Included travelling costs are non-refundable.
- h. Eventualities not covered, either partially or fully, by the insurance acquired by or for the student.
- i. Any omission or incorrect information provided by the student or his/her parents, the legal guardian or the person responsible for paying tuition.
- j. Participation by the student in walkouts, strikes, riots, any type of demonstrations, fights, rallies, mob violence and/or disturbances.
- k. Damage, theft or loss of the student's belongings and the processes for their repair or replacement.
- l. Damages to third parties, individuals or items, caused by the student.

## **Article 24**

Students, or their parents or the legal guardian or the person responsible for paying tuition, must complete all the necessary processes for enrollment at Tecnológico de Monterrey during the academic period of the international.

Processes can include but are not limited to: reviewing the status of scholarships, administrative registration, payment of tuition fees, academic enrollment and review of the requirements for transferring credit for their international academic program at Tecnológico de Monterrey on returning from abroad.

## **Article 25**

Students, or their parents, the legal guardian or the person responsible for paying tuition, must know and accept the grade scale and equivalence that will be used for transferring credit for the courses to be studied abroad. Courses that are failed at the foreign institution will be considered as failed at Tecnológico de Monterrey and will appear on the students' transcript with the corresponding grade, according to the aforementioned scale and equivalence.

**Article 26**

All cancellations prior to the student's participation must be made directly in the enrollment system where the student applied to the program.

**Article 27**

If students cancel their participation in an international program, they or their parents, the legal guardian or the person responsible for paying tuition must adhere to the withdrawal and cancellation policies established by the international program administrating campus. They must also observe any applicable regulations that in the same regard have been stipulated by the foreign institution and that are not included in Tecnológico de Monterrey's policies.

**Article 28**

The International Programs Department of a campus can at any time, cancel the students' participation in any international program when participants:

- a. Do not observe the dates marked on the calendar of the International Programs Department or those indicated by the foreign institution.
- b. Do not meet the requirements of the international program or of the foreign institution (language requirements, academic requirements, disciplinary requirements, academic honesty requirements, among others).
- c. Have unpaid balances at Tecnológico de Monterrey or have not paid the cost of the international program.
- d. The student or his parents, whoever exercises parental authority or the person responsible for paying tuition has omitted to declare, totally or partially, information that generates a risk to the physical or emotional integrity of the student.

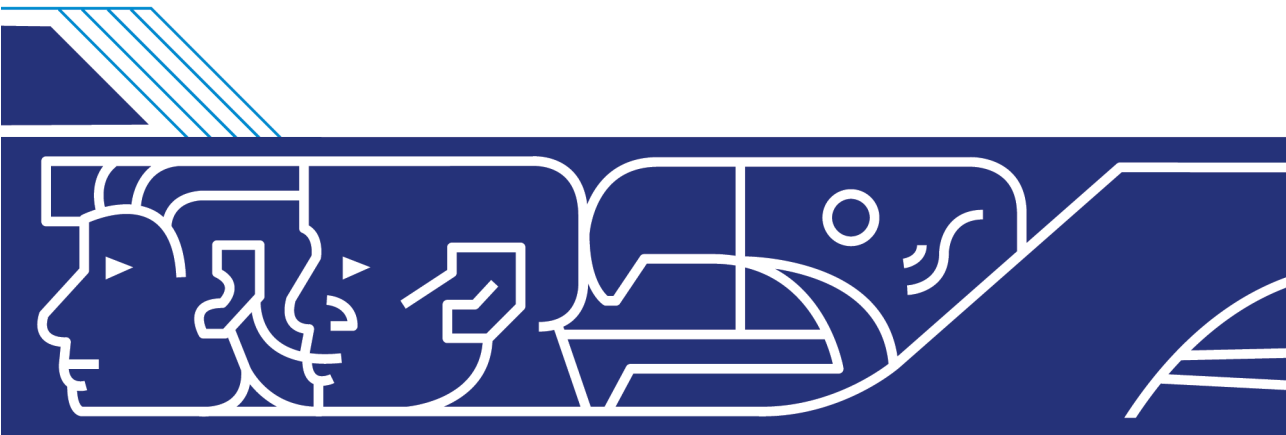
In the aforementioned cases, students or their parents, the legal guardian or the person responsible for paying tuition must adhere to the withdrawal and cancellation policies established by the international program administrating campus.

**Article 29**

All programs have a limited capacity and, in some programs, a minimum number of students is required to open the program. Maximum enrollment may be reached before the end of the enrollment period.

**Article 30**

If the International Programs Department is forced to cancel a program because the minimum number of students enrolled is not met, required, the charges made for this concept on the student's statement at Tecnológico de Monterrey will also be cancelled. The payments made by the student or his/her parents, legal guardian or the person responsible for paying tuition for such concept will be reflected as a credit balance on the student's statement.



# CHAPTER V



## CHAPTER V

### While Abroad

#### Article 31

The International Programs Department does not guarantee that the foreign institution will offer the courses selected by the student. The international program administrating campus has the faculty to change the course offering, owing to the lack of available groups or other circumstances beyond the control of Tecnológico de Monterrey.

#### Article 32

Tecnológico de Monterrey or the foreign institution can implement, without prior notice, modifications to any international program, while endeavoring to affect the students involved as little as possible.

#### Article 33

Neither the foreign institution nor the Tecnológico de Monterrey are under an obligation to issue monthly or partial grades que participe en un programa internacional, or to their parents, legal guardian or the person responsible for paying tuition.

#### Article 34

Students must inform both the overseas coordinator and the people responsible for the host home providing accommodation during their stay abroad about the activities in which they will be participating during their personal time.

#### Article 35

The institutional email account is the official means for all communications between Tecnológico de Monterrey and students. Students must check their email every day for new messages in their inbox. For the purposes of the international experience, students must pay particular attention to messages received as of the start of their participation application process, while they are abroad, and until the conclusion of their return to Tecnológico de Monterrey. Students are responsible for keeping their email account active and with sufficient space to receive mails.

**Article 36**

Students undertake to be in constant communication with the International Programs Department while studying abroad and until credit has been transferred for their courses.

**Article 37**

Students are responsible for knowing and obtaining their final grades at the foreign institution before returning to Tecnológico de Monterrey, and for requesting a grade review, if necessary; all policies provided by the foreign institution and Tecnológico de Monterrey for this purpose must be observed. Courses grades will be based on the grade scale and equivalence in effect.

**Article 38**

Students who are interested in extending the study period while they are abroad must submit their participation application for the period of interest. If approved, students are responsible for complying in due time and form with the processes corresponding to the program and will be subject to the policies stipulated by Tecnológico de Monterrey.

**Article 39**

Students who participate in two international programs, in consecutive academic periods, must complete the corresponding processes (application for admission to international programs, acceptance documents, visas, accommodation, among others) for both programs.

**Article 40**

Participating students and, in the case of minors, their parents or legal guardian or the person responsible for paying tuition, will be responsible for arranging and paying for their accommodation, meals and transportation, among other expenses not included in the international program. Nevertheless, if a participating student is interested in changing their place of accommodation, only the Department of International Programs can rule on such interest in changing accommodation. Any accommodation change expenses incurred will be covered by the student, his/her parents, legal guardian or the person responsible for paying tuition.



## Article 41

Durante su estancia en el extranjero and in relation to the place of accommodation, students must:

- a. Abide by the code of conduct and discipline of the place where they are living.
- b. Display a positive, tolerant attitude toward the diverse lifestyles with which they will be coexisting.
- c. Strictly comply with the arrival times of their accommodation, as stipulated in the international program or the rules of the place where they are staying.
- d. Report to their overseas coordinator in the event of any issues related to their accommodation.
- e. Know and accept that under no circumstances will they be allowed to sleep anywhere except the assigned accommodation without the prior authorization of their overseas coordinator.
- f. Comply with the specific rules of the place of accommodation and of the international program regarding visits from other students.
- g. Not receive visitors from outside the group or accommodation in their room.
- h. Respect the official arrival and departure dates set by the international program.

## Article 42

If students arrive in, before the international program starts, or leave, after it has finished, the country or city where the program is held, they, together with their parents, legal guardian or the person responsible for paying tuition will be responsible for arranging accommodation, as long as their immigration status so permits, and will cover any additional expenses incurred.

## Article 43

If students become involved in an unexpected or extraordinary event while studying abroad, they must immediately contact the overseas coordinator and the foreign institution, as well as the International Programs Department of Tecnológico de Monterrey. Unexpected or extraordinary events will be understood as, though not limited to: a natural disaster, an act of terrorism, a serious accident or any act considered illicit in the host country, or any other extraordinary event out of the ordinary.

**Article 44**

If students have an accident during an activity of the program in which they are participating, they will initially receive support from the overseas coordinator and the organizations involved in said program. On providing support for the students who have had an accident, all possible efforts will be made to ensure that they receive emergency care and legal assistance, if necessary. Any non-urgent treatment or matter will be provided or addressed once the student's parents or the legal guardian or the person responsible for paying tuition to inform them and obtain their consent.

**Article 45**

If for any reason students voluntarily interrupt their studies abroad or for any reason withdraws before completing the international program or or if for reasons of omission in compliance with institutional regulations the student is suspended from the program and is sent back to their campus of origin he/she must wait until the start of the enrollment process in the following academic period of Tecnológico de Monterrey. Tecnológico de Monterrey will not enroll the students at any campus during the ongoing academic period at the time of interruption of studies and will not accredit subjects that have been partially completed.

**Article 46**

Tecnológico de Monterrey can suspend students' participation in the international program and send them back to their campus of origin, if there are any risks to their health or physical wellbeing. Any resulting additional costs will be covered by the student, their parents, the legal guardian or the person responsible for paying tuition.

**Article 47**

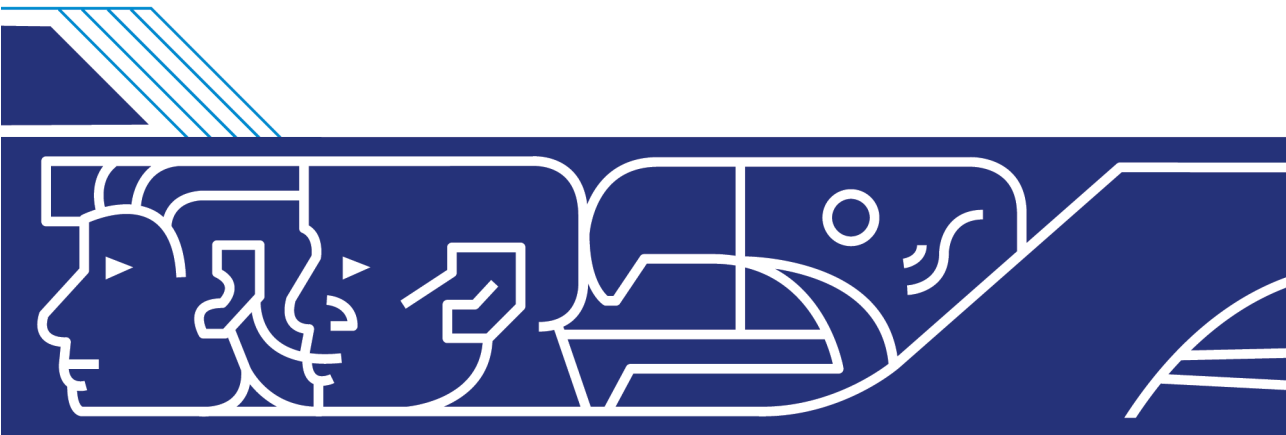
Refunds will not be valid or applicable in any of the following cases:

- a. If for reasons beyond the control of Tecnológico de Monterrey, the student is unable to participate in or complete the program.
- b. If students fail courses in the international program in which they are enrolled.
- c. If the student was suspended from the international program and sent back to the campus of origin for any offense committed abroad.
- d. If the student withdraws from the program.

## **Article 48**

Students must answer the feedback survey for the program in which they participated on the dates set by the international program administrating campus.





# CHAPTER VI



## CHAPTER VI

# Disciplinary provisions

### Article 49

During their participation in the international program and while abroad, students must:

- a. Observe and act in accordance with the principles and regulations of the Institution, as well as accept and behave in a manner consistent with the values established in the Vision, the Code of Ethics and the culture of Tecnológico de Monterrey.
- b. Observe and act in accordance with the regulations of the foreign institution in which you develop your studies, as well as the laws and regulations of the countries you visit.
- c. Have a cooperative, honest and respectful behavior throughout the international program, to the people responsible for the international program and for their colleagues, both in the United Mexican States and abroad.
- d. Duly attend all classes and all activities marked in the international program.

### Article 50

In addition to the rules set forth in the General Regulations for Students and the behaviors provided in the Protocol for Actions to Prevent and Address Gender-Based Violence, during the international program and while they are abroad, students must not:

- a. Using offensive language verbal, non-verbal or written language in any language, when addressing your classmates, teachers or anyone.
- b. Buy, sell, exchange, manipulate, alter, forge or exhibit as their own another person's personal documents that were not issued by an institution or authority, official or not, such as: student ID card, driver licenses, voter's card (INE), doctor's notes, among others, for identification purposes or to complete any process inside or outside the foreign educational institution.
- c. Download, possess, copying or distributing any materials protected by copyright or intellectual property rights or by whoever is the owner of the corresponding rights, including but not limited to, songs, music, videos, films, books, and texts in any format, "Apps" (applications), to name a few.

- d. Buy, consume, possess, distributing, giving away or selling narcotics or drugs that are illegal or prohibited in the United Mexican States those of the host country or the institutional legislation of Tecnológico de Monterrey, including derivative or formulated products to which narcotics or drugs have been added, such as confectionery, baked goods, or food in general, beverages, oils, among others. For the purposes of these Regulations, even if the consumption of a narcotic or drug is permitted in the country or region being visited for the international program, this does not change their prohibited status for students.
- e. Comprar, consumir, poseer, distribuir, dar away or selling alcoholic or energy-booster beverages, including foods or products that contain alcohol or that suggest that they provide energy or are considered energy boosting. It is also forbidden to possess new, sealed, open or empty containers of alcoholic or energy boosting products.
- f. Attend bars, nightclubs, casinos, or any adult entertainment center, even if the student is an adult in Mexico or in the host country.
- g. Download, sign up for or use applications whose main purpose is personal meetings.
- h. Smoke. Under Mexican law, smoking is prohibited for minors and will continue to be so for all students. This same rule will also apply to high school students who have reached the age of majority. Failure to observe this prohibition will be deemed even more serious when students smoke, even though it is forbidden, in restricted areas, such as places of accommodation, public or private transport, and the foreign institution's facilities, and during the program's trips and activities.
- i. Activate or deactivate, when there is no real and imminent danger, any security or prevention device, including but not limited to, smoke detectors, fire alarms, emergency exits. Moreover, students must not make false or joke calls to emergency services.
- j. Commit acts of negligence or vandalism that damage the furniture, equipment or facilities of the place of accommodation, foreign institution, or places visited during the international program. The disciplinary consequences imposed by Tecnológico de Monterrey on whoever commits this offense will not exempt the students from paying the affected person for the damage caused.
- k. Drive any type of motorized vehicle such as automobiles, motorcycles, scooters, electric bicycles, or any other vehicle of this kind.
- l. Participate in high-risk activities, including but not limited to, parachuting, bungee jumping, motocross, or water or extreme sports.
- m. In order to prevent and avoid health risks, carrying out body perforations for piercings or having tattoos or any other body modification will be prohibited.



## Article 51

To assure their peace of mind and physical safety and that of the academic community of Tecnológico de Monterrey and the foreign institution, all students are strictly forbidden from carrying dangerous devices, firearms, bladed weapons or any other mechanism classified as a dangerous or prohibited weapon under the laws of Mexico and of the country in which they are located during and up to the conclusion of the international program.

## Article 52

At any time during the international program, the overseas coordinator or the foreign institution can call a meeting when they deem necessary. Students who are required to attend must do so punctually for all these calls.

## Article 53

Personal trips will be allowed solely in the semester programs on the dates, times and destinations established in advance by the International Program administrating campus. Students who wish to go on a personal trip must comply with the following guidelines:

- a. Respect the criteria established by the International Program administrating campus for each personal trip.
- b. Submit all the information related to the personal tripe, including but not limited to:
  - Detailed itinerary
  - Information on accommodation
  - Emergency contact information
- c. Have the following authorizations:
  - The authorization of the International Program Department of the administrating campus.
  - The authorization of the overseas coordinator.
  - Authorization of the host home (when so required by the program).
  - The written authorization of the parents or the legal guardian or the person responsible for paying tuition, who must use the correct form and submit it by the International Program administrating campus.

The International Program administrating campus, the overseas coordinator, or the foreign institution can cancel a personal trip when deemed necessary.

## Article 54

In order to safeguard the health and integrity of the students and in the event that the overseas coordinator abroad observes in a student any behavior that allows him or her to assume the possible existence of an addiction or a serious issue related to physical health or emotional or psychological instability or that may affect their performance or endanger their integrity or the integrity of others, or, if the student him/herself admits to having an addiction or problem of this type, the overseas coordinator will review the particular situation directly with the international program administrating campus. They will follow up on the students, which could involve sending them back to their campus of origin to receive the support required, as described in the General Regulations for Students. In the event that students have breached these regulations, the foregoing does not exempt them from receiving any warranted disciplinary consequences.

## Article 55

In support of initiatives to protect the community and in order to prevent and avoid health risks, Tecnológico de Monterrey and the foreign institution can at any time:

- a. Perform clinical analyses to detect narcotics, or illegal or controlled drug use (anti-doping tests).
- a. Perform blood alcohol concentration tests (breathalyzer or the equivalent in any other measurement system). These tests can be administered by the overseas coordinator or another responsible person abroad from the international program.

Any student who refuses to cooperate in these analyses, tests, and processes will be incurring in an offense and may receive a disciplinary consequence in accordance with the rules of Tecnológico de Monterrey and the foreign institution.

## Article 56

The tests can be administered at any time in the following cases:

- a. Generalized tests without prior notice. In this case, the tests can be performed on an entire group of students or a small group that participates randomly or indiscriminately.
- b. When the behavior displayed appears to be the result of the consumption of alcohol or any other prohibited substance.
- c. An attitude that makes people suspect the existence of a problem related to the consumption of alcohol or other narcotics.

In the event that students test positive in the alcohol concentration analyses or antidoping tests, they will be sanctioned in accordance with the provisions of these regulations.

### **Article 57**

Student behaviors that are considered disciplinary violations can be identified primordially in the General Regulations for Students. However, as a complement, behaviors that are considered offenses can be found across the institutional rules and regulations.

In accordance with the above, the disciplinary consequences that could apply given the nature of the offense, will be classified as:

- a. Warning.
- b. Corrective measure.
- c. Suspension of services.
- d. Probation.
- e. Loss of rights.
- f. Suspension from the international program.
- g. Definitive dismissal.

The description of each of the disciplinary consequences listed above can be found in the General Regulations for Students. The disciplinary consequences that apply to these regulations in particular are explained below:

The suspension of services as a disciplinary consequence means that students will not be able to use the facilities or have access to the regular services or activities offered by the international program.

Suspension from the international program means the permanent separation of students from the international program in which they are participating and their immediate return to Mexico, with the academic and financial consequences that this implies. Said consequences include but are not limited to: no credit will be transferred for the courses, the non-reimbursement of the international program, covering the expenses generated by travelling back to Mexico, among others. The Disciplinary Committee must expressly indicate in its resolution the duration of the suspension and the conditions regarding the student's incorporation and continuation.

**Article 58**

All students must collaborate with Tecnológico de Monterrey and the foreign institution in the event of an indiscipline situation in which they have participated or witnessed. For these purposes, the person must provide their version or knowledge of the facts in writing, without said report being considered a formal statement, and for which assistance is required from their parents, the legal guardian or the person responsible for paying tuition.

**Article 59**

The foreign host institution can impose disciplinary consequences immediately after a situation has occurred in which inappropriate or undue behaviors by students have been identified.

The disciplinary consequences imposed by the foreign institution will only apply during the students' participation in the program in which they are enrolled.

The disciplinary offense can also be analyzed by a Disciplinary Committee at Tecnológico de Monterrey, regardless of what the foreign institution has determined owing to its jurisdiction and competence. Under no circumstances will the application of disciplinary consequences by the foreign institution be considered to replace Tecnológico de Monterrey's capacity to review its students' behaviors. The decisions of the foreign institutions regarding indiscipline situations will be understood as the possibility of acting and a partial mechanism for enforcing its rules, which will be complemented with the resolution reached by Tecnológico de Monterrey after having reviewed the student's behavior.

**Article 60**

If a student is reported for any reason by the foreign institution, overseas coordinator or the host home, Tecnológico de Monterrey will immediately follow up on said report.

**Article 61**

The overseas coordinator will generate a written report on all the disciplinary consequences imposed, ranging from a reprimand to a loss of rights.

**Article 62**

After receiving a disciplinary offense report that could warrant consequences ranging from suspension from the international program to definitive dismissal, the Director of Student Leadership and Development from the student's campus of origin will analyze whether or not to convene the integration of the Disciplinary Committee, in accordance with the provisions of the General Regulations for Students.

**Article 63**

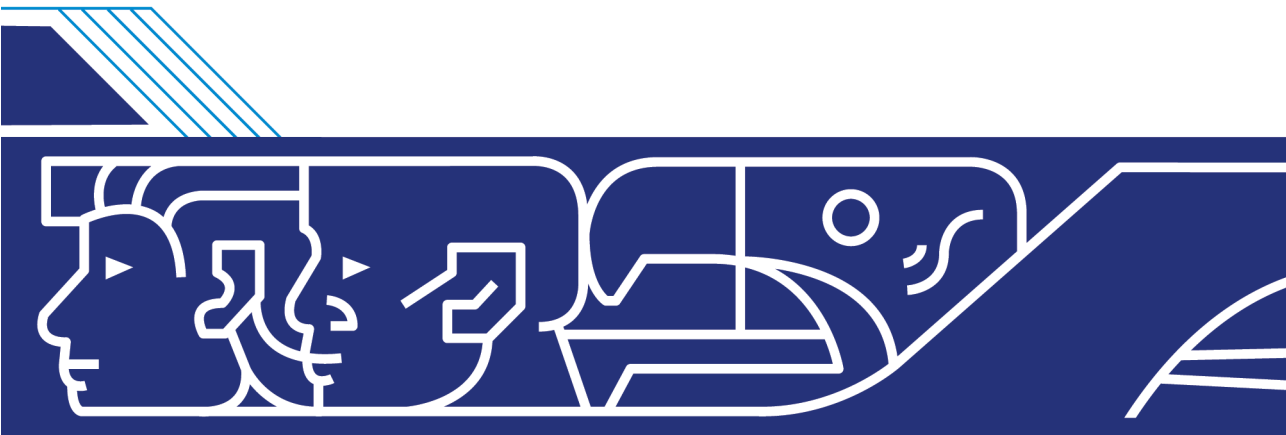
All procedures related to the Disciplinary Committee will be governed by the provisions of the General Student Regulations.

**Article 64**

The Disciplinary Committee will be made up of at least:

- a. The Director of Student Leadership and Development from the student's campus of origin, who will serve as chair.
- b. The director or the high school or the director of the program to which the student belongs.
- c. The director of the Department of Development and Tutoring from the student's campus of origin, or his or her representative.
- d. The director of International Programs from the international program administering campus, or his or her representative.





## CHAPTER VII





## CHAPTER VII

# Returning to Tecnológico de Monterrey

### Article 65

Students and, where appropriate, their parents, the legal guardian or the person responsible for paying tuition will be responsible for completing the processes for re-entry to Tecnológico de Monterrey, after having finished their studies abroad.

### Article 66

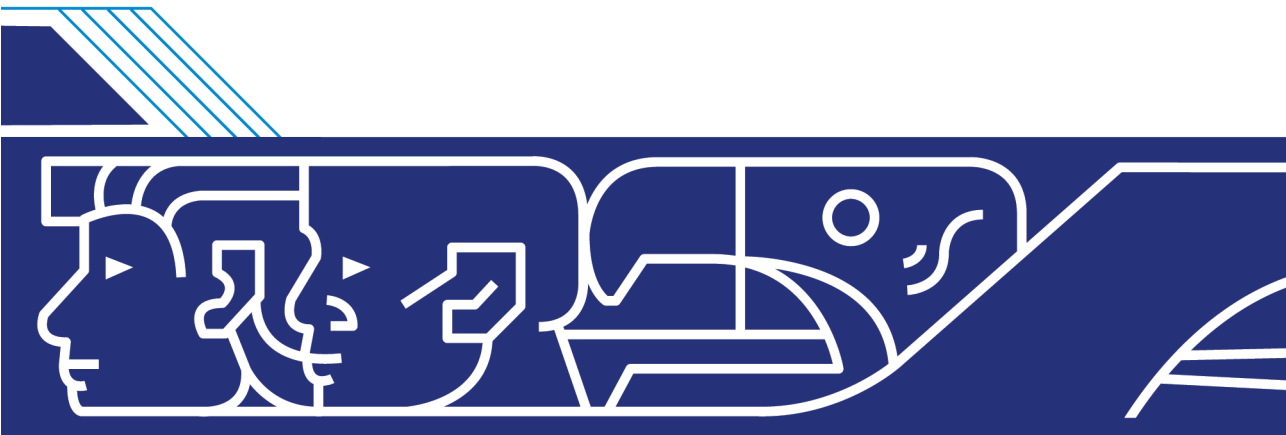
The definitive credit transfer form, previously authorized by the students' high school director or program director, will be reflected in their transcript in the academic period after their return from abroad and in accordance with the final grade scale obtained in the international program in which the student participated.

### Article 67

The student, his parents, whoever exercises parental authority or the person responsible for paying tuition, will be obliged to cover all expenses owed to the foreign institution that have been generated during their stay in the program.

The student, his parents, whoever exercises parental authority or the person responsible for paying tuition, accept that if the foreign institution transfers these debts to the Tecnológico de Monterrey, the latter will charge it directly to the student's account statement.





## CHAPTER VIII



## CHAPTER VIII

### Disclaimer

#### Article 68

All expenses incurred by students, in particular before their definitive acceptance to an overseas institution, will be the exclusive responsibility of the students, their parents, the legal guardian or the person responsible for paying tuition.

#### Article 69

Students are solely responsible for managing and taking care of their belongings. Tecnológico de Monterrey is not liable for any eventuality that implies the partial or total loss of the students' belongings, such as in the case of robbery or theft and, therefore, the student, his or her parents, the legal guardian or the person responsible for paying tuition can choose to replace the objects that have been lost.

#### Article 70

Tecnológico de Monterrey will not be responsible for students who participate in any type of international program independently outside of the options agreed upon in relation to international academic cooperation or programs organized by Tecnológico de Monterrey.

#### Article 71

Tecnológico de Monterrey cannot be held responsible if the foreign institution rejects a student's application for reasons beyond the control of Tecnológico de Monterrey.

#### Article 72

Tecnológico de Monterrey will be exempt from all accreditation obligations when students take courses at an institution abroad for which they have not received written authorization from their high school or program director and from the Department of International Programs.

**Article 73**

Students will take responsibility for participating in activities that do not form part of the international program in which they are enrolled (personal trips, activities in their spare time, among others). Even though the students assume responsibility for any event, their behavior must adhere to the diverse regulatory provisions of both Tecnológico de Monterrey and the foreign institution, and of the country in which they are located.

**Article 74**

Tecnológico de Monterrey will be excluded from all responsibility regarding the students and the events that may arise when they take part in work stoppages, strikes, unrests, protest marches, rallies, rampages or mutinies of any kind.

**Article 75**

Tecnológico de Monterrey is not liable for behaviors in which the student has caused or suffered injuries resulting from accidents, or for physical or psychological aggressions of which the student is a victim.

**Article 76**

Tecnológico de Monterrey is not liable for students who suffer any form of physical harm to their person owing to natural disasters, such as cyclones, hurricanes, hailstorms, earthquakes, tsunamis, floods, volcanic eruptions, avalanches, mud or rock slides, falling or demolition of constructions and buildings, or any other extraordinary events.

**Article 77**

In the face of the possibility that any of the programs or courses could be interrupted or cancelled, owing to unforeseeable circumstances or force majeure (including, but not limited to, political or situations, weather phenomena, natural disasters or epidemics). Tecnológico de Monterrey is not liable for the same and, consequently, will not reimburse the cost of the program or any additional expenses that may have been generated.

**Article 78**

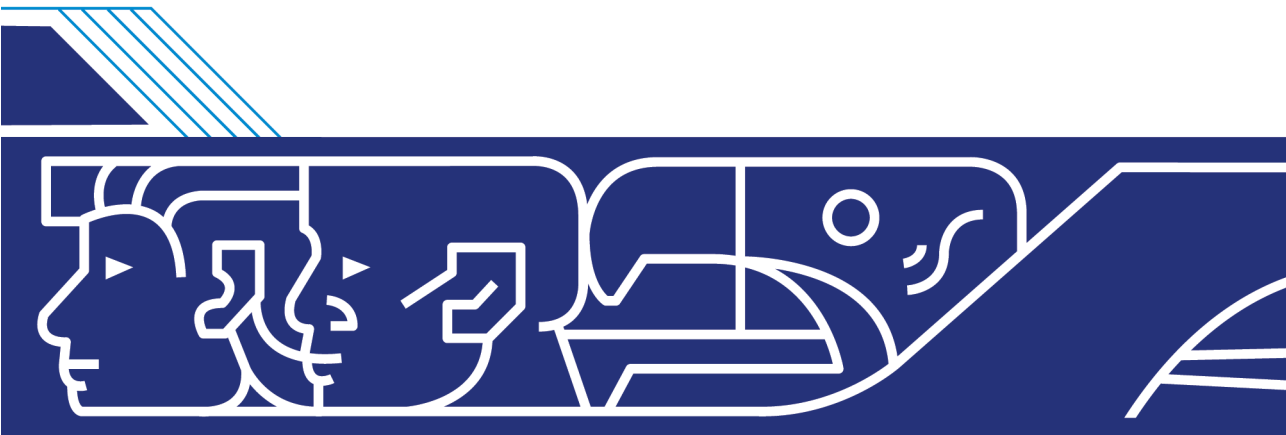
Regarding the international trip, the students, their parents, the legal guardian or the person responsible for paying tuition must check the terms and conditions

of the diverse service providers hired for the purposes of overseas travel and accommodation, regardless of whether they themselves acquired the services or they benefitted from the selection of special offers for the Tecnológico de Monterrey community.

Any processes or complaints must be addressed directly with the service providers within the deadlines and the manner established in the terms and conditions.







# CHAPTER IX



## CHAPTER IX

# Observance and oversight of these regulations

### Article 79

These regulations provide and regulate diverse behaviors and procedures applied to Tecnológico de Monterrey's international high school programs, including aspects related to students' application for participation and the termination of the program. Students are considered to have terminated their program when the following two conditions are met:

- a. Students return to their campus of origin.
- b. Tecnológico de Monterrey officially resolves the transfer of credit for the courses studied by the student abroad.

### Article 80

Given their nature, knowledge and observance of these regulations are obligatory for all Tecnológico de Monterrey high school students, both adult and minors, who participate in international programs. Ignorance of the rules contained in these regulations can never be invoked as an excuse to avoid their application. In case where the student is under-age, the responsibility for reading and understanding the rights and obligations included in this regulation and other applicable regulations will be extended to their parents, whoever exercises parental authority or the person responsible for paying tuition, who jointly accept its full applicability from the moment of requesting their participation in any international program. These regulations must be published in the different electronic portals of the Tecnológico de Monterrey, in order to be generally available to students and for mandatory consultation. Consequently, in no case may ignorance be claimed.

### Article 81

In addition to the provisions set forth herein, all applicable and relevant stipulations of the following must be observed: General Student Regulations, the General Academic Policies and Regulations, the High School Academic Regulations and the Regulations for Managing and Operating International High School Programs will be applied. Violation of these regulations and of the law of the states or nations visited by students will also be sanctioned in accordance with these regulations.

**Article 82**

All high school students, who are seeking to participate in an international program, will be governed by these regulations apply must observe the rights and obligations contained in its Articles, uninterruptedly during all the days from the start and until the termination of the international program in question.

**Article 83**

When in these regulations a different name is given to an administrative unit, meaning an office, department or attention or service unit, established prior to the beginning of the term of the same, the affairs being processed will be attended by the administrative unit with the new name.

**Article 84**

Cases related to high school students participating in international programs that are not foreseen in these regulations or in any other legislation in effect at Tecnológico de Monterrey, will be studied and resolved by a committee comprised of three directors or faculty members representing the Office of the Registrar and academic and international program areas.

This book presents information on **2022 High School Student Regulations for International Programs** of Tecnológico de Monterrey.  
Its content reflects the information available in official media at the time of publication.

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TECNOLÓGICO DE MONTERREY

