

	TITLE: GRADUATE STUDIES DEGREE POLICIES AND PROCEDURES	CODE: SICA-REG-24	VERSION 1	PAGE 1 of 8
---	---	------------------------------------	----------------------------	------------------------------

TITLE I: GENERAL ASPECTS

1. These Policies and Procedures apply to all graduate studies programs at Universidad Peruana de Ciencias Aplicadas (UPC) that grant Master's and Doctoral Degrees, under the modalities of in-person and distance learning (in the latter, where applicable, in the understanding that distance programs cannot be taught exclusively under this modality).
2. UPC grants--through its Master's Programs--the Academic Degree of Master's Degree, and--through its Doctoral Programs--the Academic Degree of Doctoral Degree.
3. Students are responsible for obtaining the Degree corresponding to their program within the maximum time limit established by the standards on the matter.
4. The requirements in order for students to be considered graduates of a program, and thus, be eligible to receive the corresponding certificate, are as follows:
 - a. Have met the attendance requirements.
 - b. Gave passed all courses, workshops, seminars, earned credit and extracurricular activities required by the Study Plan of their program.
 - c. Have completed the Personal Leader Development Program (LDP), when included in the Study Plan of their program. Those students who have not completed the LDP by the end of their program must do so--prior the payment of the corresponding administrative fees--in order to be considered graduates.
 - d. Have paid the administrative fees in force and have no outstanding debts or installments pending payment with the institution.

TITLE II: OBTAINMENT OF THE ACADEMIC DEGREE OF MASTER

5. The requirements for obtaining a Master's Degree are shown below:
 - a. Have obtained the Academic Degree of Bachelor (which constitutes a requirement for admission to the program).
 - b. The graduate certificate corresponding to the program, following the satisfactory completion of the Master's studies, within a minimum duration of two (2) academic terms

Revised by: Endorsement	Approved by: Endorsement	Date: 1/6/2016
Reproduction prohibited without the authorization of the Quality Assurance Director		

	TITLE: GRADUATE STUDIES DEGREE POLICIES AND PROCEDURES	CODE: SICA-REG-24	VERSION 1	PAGE 2 of 8
---	---	------------------------------------	----------------------------	------------------------------

and 48 credits.

- c. Have passed the submission, assessment, and defense of a Thesis or Research Paper in the respective specialization, in accordance with the standards and procedures established for such purpose.
- d. Prove their fluency in a second language or native language.
- e. Have paid all of the fees corresponding to the degree.

TITLE III: OBTAINMENT OF THE ACADEMIC DEGREE OF DOCTOR

- 6. The requirements for obtaining a Doctoral Degree are shown below:
 - a. Have obtained the Academic Degree of Master (which constitutes a requirement for admission to the program).
 - b. The graduate certificate corresponding to the program, following the satisfactory completion of the Doctoral studies, within a minimum duration of six (6) academic terms and 64 credits.
 - c. Have passed the submission, assessment, and defense of an original Thesis with the highest possible degree of academic rigorousness, in accordance with the standards and procedures established for such purpose.
 - d. Prove fluency in two foreign languages, one of which may be substituted by a native language.
 - e. Have paid all of the fees corresponding to the degree.

TITLE IV: DEGREE PAPER
CHAPTER I: CHARACTERISTICS

- 7. In order to apply for the Academic Degree of Master, a Degree Paper (or Thesis or Research Paper) is drafted, proving that students have achieved the graduate profile of the program to which they belong.
 - a. In the case of Specialized Master's Degrees, the Degree Paper shall demonstrate the acquisition of knowledge and the development of competencies for the innovative solution of disciplinary, interdisciplinary, or professional problems, as well as the

Revised by: Endorsement	Approved by: Endorsement	Date: 1/6/2016
Reproduction prohibited without the authorization of the Quality Assurance Director		

	TITLE: GRADUATE STUDIES DEGREE POLICIES AND PROCEDURES	CODE: SICA-REG-24	VERSION 1	PAGE 3 of 8
---	---	------------------------------------	----------------------------	------------------------------

analysis of particular situations that foster the improvement of their professional abilities.

- b. In the case of Research or Academic Master's Degrees, the Degree Paper shall demonstrate the development of scientific or creative competencies inherent to the researcher, creator, or artistic performer, as well as an in-depth theoretical, disciplinary, and methodological knowledge of the field corresponding to the Master's Degree. The Degree Paper is expected to contribute to the development of new research and the advanced knowledge of the respective field.
8. To obtain the Master's Degree, students may alternatively draft one of the following types of Degree Papers:
- a. **Thesis:** Identifies and contributes to the closing of a gap in knowledge, based on the analysis of current and relevant sources of academic information, and using established research principles.
 - b. **Research Paper in the Respective Specialization:** Identifies and contributes to the closing of a gap in knowledge necessary to determine how to meet a practical necessity, based on an analysis of appropriate, current, and relevant information sources, and using methodologies proven appropriate for their objective.
9. The maximum number of members in a Degree Paper group is up to five, with the approval of the respective Program Director.
10. In order to apply for the Academic Degree of Doctor, a Degree Paper known as a Doctoral Thesis shall be drafted, consisting of an original thesis with the highest possible degree of academic rigorousness, which makes a significant contribution to advancing knowledge on a topic related to the scientific field, discipline, or the arts, depending on the nature of the program.

CHAPTER II: THE ADVISOR

11. The Program Director shall appoint the Advisor, taking into account the guidelines established on this matter in the "UPC Graduate School Degree Paper Guidelines."

Revised by: Endorsement	Approved by: Endorsement	Date: 1/6/2016
Reproduction prohibited without the authorization of the Quality Assurance Director		

	TITLE: GRADUATE STUDIES DEGREE POLICIES AND PROCEDURES	CODE: SICA-REG-24	VERSION 1	PAGE 4 of 8
---	---	------------------------------------	----------------------------	------------------------------

Candidates applying for the degree may propose one or more names.

12. The following requirements must be met in order to act as an Advisor:
 - a. Be a professor at the University.
 - b. Have obtained the Academic Degree of Master or Doctor, in order to act as Advisor for a Master's Degree.
 - c. Have obtained the Academic Degree of Doctor, in order to act as Advisor for a Doctoral Degree.
 - d. The Advisor's role is to guide the development of the Degree Paper in accordance with the standards and provisions established by the institution.
 - e. In exceptional cases, the candidate(s) may make use of noted professional from outside the University as consultants, with the prior authorization of the respective Program Director. In such cases, the Advisor oversees the compliance with the institutional principles and regulations, and acts as a liaison between the consultants and the University.
 - f. The Advisor and the candidate(s) shall meet to review the progress of the Degree Paper.
 - g. The Advisor has the necessary authority to verify that the Degree Paper meets the requirements established by the institution, approving it as apt for defense, as applicable.

CHAPTER III: THE JURY

13. The defense of the paper in order to obtain the Academic Degree is the responsibility of a Jury, appointed by the respective Program Director.
14. The Jury is the professional body responsible for performing the in-depth review of the Degree Paper, grading it, and--if it is approved--proceeding with the act for the defense thereof, in which the candidate for the Academic Degree shall be assessed and graded.
15. The Jury assumes the commitment to comply with and apply the standards and provisions established by the institution with regard to its functioning and procedures.

Revised by: Endorsement	Approved by: Endorsement	Date: 1/6/2016
Reproduction prohibited without the authorization of the Quality Assurance Director		

	TITLE: GRADUATE STUDIES DEGREE POLICIES AND PROCEDURES	CODE: SICA-REG-24	VERSION 1	PAGE 5 of 8
---	---	------------------------------------	----------------------------	------------------------------

16. The Jury is made up of three (3) members. The respective Program Director shall determine which of these members acts as the President of the Jury (for which purpose it is necessary to be a professor at UPC).
17. The following requirements must be met in order to act as a Jury member:
 - i. Be a professor at UPC and/or a noted independent professional.
 - ii. Have obtained the Academic Degree of Master or Doctor, when assessing a Master's Degree candidate; and have obtained the Academic Degree of Doctor, when assessing a Doctoral Degree candidate.
 - iii. Not have acted as the Advisor or a consultant on the Degree Paper.

CHAPTER IV: STAGES OF THE DEGREE PAPER PROCESS

18. The stages of the Degree Paper process are as follows: (i) Approval of the Degree Paper Plan and appointment of the Advisor; (ii) Drafting of the Degree Paper and approval by the Advisor; (iii) Appointment and approval of the Jury; (iv) Defense and final decision of the Jury; and (v) Incorporation of the Degree Paper into UPC's Academic Repository.
19. **Approval of the Degree Paper Plan and Appointment of the Advisor:** The Degree Paper Plan is the document prepared by the student(s), in which they identify the knowledge gap which they will contribute to closing through their Degree Paper and explain how they will put together the Paper in order to close said gap. The Plan is approved by the respective Program Director, when he/she deems--with the Advisor's support--that it will result in a Degree Paper apt for defense before a Jury, in accordance with the guidelines, formats, and procedures established by the institution. Once the Paper Plan has been approved, the Program Director appoints an Advisor, who oversees the performance of the Plan until a duly defended and--as applicable--approved Degree Paper is achieved, taking into account the provisions established in these Policies and Procedures for such effect.
20. **Drafting of the Degree Paper and Approval by the Advisor:** The student(s) prepare

Revised by: Endorsement	Approved by: Endorsement	Date: 1/6/2016
Reproduction prohibited without the authorization of the Quality Assurance Director		

	TITLE: GRADUATE STUDIES DEGREE POLICIES AND PROCEDURES	CODE: SICA-REG-24	VERSION 1	PAGE 6 of 8
---	---	------------------------------------	----------------------------	------------------------------

their Degree Paper based on the approved Degree Paper Plan, in accordance with the guidelines, guidebook, formats, and procedure established by the institution. Once the Degree Paper is completed, the Advisor checks to make sure it meets these requirements and, as applicable, approves it as apt for defense. Any significant change to the Paper Plan shall be previously approved by the respective Program Director.

21. **Appointment and Approval of the Jury:** Once the Degree Paper has been approved by the Advisor, the Program Director appoints a Jury and designates one of its members as the President thereof. The Jury grades the Degree Paper in accordance with the guidelines, formats, and procedure established by the institution. In the event of the Jury's unanimous approval, the Degree Paper is thus approved for its defense.
22. **Defense and Final Decision of the Jury:** The defense is carried out in a public act. Once completed, the Jury deliberates in private and announces its decision in the same act.
23. **Incorporation of the Degree Paper into UPC's Academic Repository:** If the defense is approved, the Degree Paper shall be incorporated into UPC's Academic Repository in accordance with the procedure established by the institution.

TITLE V: GRADING

24. In order to defend the Degree Paper, said Paper must be awarded a passing grade by the Jury, based on the rubrics established in the "UPC Graduate School Degree Paper Guidelines."
25. A passing grade on the Degree Paper is awarded unanimously by the Jury members, in application of the respective rubric.
26. A passing grade on the defense of the Degree Paper is awarded by majority vote of the Jury members, in application of the respective rubric.
27. If the candidate receives a failing grade in the defense, he/she shall have only one

Revised by: Endorsement	Approved by: Endorsement	Date: 1/6/2016
Reproduction prohibited without the authorization of the Quality Assurance Director		

	TITLE: GRADUATE STUDIES DEGREE POLICIES AND PROCEDURES	CODE: SICA-REG-24	VERSION 1	PAGE 7 of 8
---	---	------------------------------------	----------------------------	------------------------------

additional opportunity to defend the Degree Paper, incorporating the rectifications and changes indicated by the Jury in such regard.

TITLE VI: PROCESSING

28. The process for obtaining the degree may only be initiated by graduates who have complied with all provisions of these Policies and Procedures. The foregoing shall be carried out in accordance with the guidelines established by the institution for such purpose.

FINAL PROVISIONS

ONE: These Policies and Procedures are subject to the provisions on the maximum duration of studies established by the Academic Policies and Procedures for Graduate Students, with regard to all terms and implications thereof.

TWO: The provisions set forth in these Policies and Procedures shall be understood in accordance with the standards in force at the University, and apply to the Master's and Doctoral Programs of the Graduate School; and the Master's Programs of the Schools' Graduate Departments.

THREE: The Degrees and Professional Titles Office is the area responsible for issuing Academic Degree diplomas and recording them in the University's files, as well as coordinating with the corresponding area for their registration in the National Registry of Degrees and Professional Titles, in accordance with the deadlines and procedures established for such purpose by the National Superintendency of Higher University Education (SUNEDU).

FOUR: These Policies and Procedures are approved and amended by Resolution of the Rector and the Director of the Graduate School, and shall enter into force on January 2, 2016.

Revised by: Endorsement	Approved by: Endorsement	Date: 1/6/2016
Reproduction prohibited without the authorization of the Quality Assurance Director		

	TITLE: GRADUATE STUDIES DEGREE POLICIES AND PROCEDURES	CODE: SICA-REG-24	VERSION 1	PAGE 8 of 8
---	---	------------------------------------	----------------------------	------------------------------

Revised by:	Approved by:		Date:
Carlos Bazán General Secretary	José Pereyra Vice-Rector Academic Affairs	for Edward Roekaert Rector	12/11/2015

Revised by: Endorsement	Approved by: Endorsement	Date: 1/6/2016
Reproduction prohibited without the authorization of the Quality Assurance Director		