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1. STUDY REGIMEN: GENERAL GUIDELINES

1.1. Curricular Plan

The education of undergraduate students at Universidad Peruana de Ciencias Aplicadas (UPC) is carried out through academic activities governed by these Policies and Procedures, as well as non-academic activities regulated by their own procedures, which are available to students on the University's website and through its information systems.

The Curricular plan reflects the University's study plan. It is organized by credits, with a flexible curriculum, and carried out in academic terms.

1.2. Academic Year

The academic year consists of two ordinary terms. An extraordinary academic term may be offered during the summer, and is optional for students.

Ordinary and extraordinary academic terms comprise the weeks in which classes are effectively taught, as well as exam periods.

1.3. Academic Curriculum

The academic curriculum contains:

- a. The academic workload established for each ordinary academic term.
- b. The list of courses contained in the Curriculum.
- c. The compulsory or elective nature of the courses, as well as their prerequisites.
- d. The number of credits earned for each course.

Undergraduate studies have a minimum duration of 200 credits, which comprise general, specific, and specialization studies. General studies are aimed at providing students with a well-rounded education, and have a minimum duration of 35 credits; while specific and specialized studies provide the knowledge inherent to the corresponding profession and specialization, with a minimum duration of 165 credits.

1.4. Courses

- a. Courses may be of many types, including regular courses, seminars, workshops, or laboratories.
- b. Compulsory courses are taught at least once each academic year. However, if the number of students who wish to take a compulsory course during a term in which it is not scheduled to be offered is equal to or greater than twelve, the University may schedule said course.

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1.5. Academic Credit

An academic credit is a measure of the education time required to be spent by students in order to attain theoretical and practical learning outcomes. It is equivalent to a minimum of 16 earned credit hours of theory, or twice that amount in practice hours.

A teaching hour is any scheduled activity carried out by the student, in interaction with and/or with the in-person or virtual supervision of the faculty member, for the purpose of developing learning in line with the competencies proposed in the graduate profile of the major or program.

Courses have the following credit values:

- a. One (1) academic credit for 16 teaching hours of scheduled theory classes; theory classes are defined as an in-person or virtual space for student-faculty member interaction, where new knowledge, skills and attitudes are developed.*
- b. One (1) academic credit for 32 teaching hours of scheduled practical classes; practical classes are defined as an in-person or virtual space where the student actively participates in the application and integration of acquired knowledge, skills and attitudes.*

Remedial courses have an equivalence in credits for administrative purposes.

1.6. Academic Workload

Students' academic workload is the total number of credits of the courses in which they are enrolled in a given academic term. The workload is regulated by the following provisions:

- a. In ordinary academic terms, students must enroll in courses equivalent to a minimum of fifteen credits. On an exceptional basis, when a student's academic performance places him/her at an imminent risk of removal from the school, the Program Director may authorize the student to enroll in a lesser number of credits. Likewise, in the School of Medicine, when the course is annual and the individual case so warrants, the Program Director may authorize the student--on an exceptional basis--to enroll in a lesser number of credits.
- b. Students on probation, at academic risk, or enrolled in any Remedial course cannot enroll in more than eighteen academic credits.
- c. Students who--in the immediately preceding ordinary term--have obtained a weighted average of between 13.00 and 15.00 points may enroll in up to a maximum of twenty-three academic credits.
- d. Students who--in the immediately preceding ordinary term--have obtained a weighted average in excess of 15.00 points may enroll in up to a maximum of twenty-seven academic credits.
- e. Students who are taking one or more courses for the third time may--for one term only during their time at the University--enroll in less than fifteen credits.

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- f. Incoming students who enroll in the first ordinary academic term shall follow the fixed course structure established in the corresponding curriculum, which may include remedial courses.
- g. In an extraordinary academic term, students may enroll in a maximum of twelve credits. If their weighted average for the immediately preceding academic term exceeds 14.00 points, they may enroll in up to fifteen credits.

2. STUDY REGIMEN: CLASS TIME, GRADES, CLASS ATTENDANCE AND ASSESSMENT

2.1. Class Attendance and Assessment

Class attendance and assessment are subject to the following provisions:

- a. The attendance of scheduled theory and practice classes--as well as all assessments--is mandatory. The professor will take attendance at the beginning of class.
- b. In order for students to receive a passing grade in a course, they must attend at least 75% of all classes. Online sessions are not included in this calculation. Those students who--for any reason--attend a number of classes equivalent to a lesser percentage shall receive a course grade equivalent to zero. For such purposes, students who are not present when attendance is taken in the scheduled class shall be considered at fault (and marked as absent).
- c. Students who do not take an assessment or who fail to turn in an academic assignment shall receive a grade equivalent to zero.
- d. Any students who do not take a repeat assessment envisaged in the syllabus, with the exception of the final examination, may request a procedure to rectify the assessment that is not taken. This procedure consists of rectifying one of the grades of the assessments not taken, based on the grade obtained from the final examination. The period for submitting a rectification request and making the payment for the procedure is established by the Registrar's Office. Students who have carried out this procedure may not access the Assessment Recovery procedure stipulated in item "e" of this article.*
- e. Students who do not take the final exam may take a makeup exam on a date later than that initially scheduled. The makeup assessment includes all of the topics covered in class. Students who fail to show up to take the exam shall receive a grade equivalent to zero. The deadline for the submission of the request and formalization of the payment for the process shall be established by the Registrar's Office, which shall schedule and publish one date only for the makeup exam. The makeup exam only replaces the grade for the final exam that a student did not take on the originally scheduled date, and not any other course assessments. Students who have carried out this procedure may not access the procedure to rectify an assessment that has not been taken stipulated in item "d" of this article.*

2.2. Class Sessions and Makeup Classes

The course syllabus will be uploaded to the course's virtual classroom and reviewed by the professor,

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together with the students, on the first day of class.

Scheduled classes are taught as per the established dates and times. If, for any reason, this provision is not complied with, the professor--at his/her own responsibility--must make up the class at another date and time, with the students' agreement, informing the Registrar's Office for such purpose.

2.3. Grading System

Grades are given on a scale of twenty. A grade of thirteen points is required to pass a course. Good academic performance means that a student has obtained a grade above 15.00 points and placed in the top third of his/her respective major.

2.4. Grade Types

a. Course Grade

Assessment is continuous, resulting in grades established for each course in the proportion indicated in the respective syllabus. The following proportions are used if not otherwise defined: 40% continuous assessment; 30% midterm exam; and 30% final exam.

Professors shall submit to the Registrar's Office--which shall in turn inform the students--the grades for the midterm and final exams within one week after they are taken; and the continuous assessment grades before the start of the final exam period. All grades are expressed without rounding, up to two decimal places.

For the calculation of the course grade, resulting from the weighting of the foregoing component grades, fractions of 0.50 and above are considered equivalent to the immediately superior whole number.

b. Grade Point Average

Obtained at the end of each academic term, weighting the course grades according to their credit value. The sum of the products of these multiplication calculations is divided by the number of academic credits for which the student was enrolled, excluding courses from which they have formally withdrawn and including those in which they obtained grades equivalent to zero. The grade point average is expressed up to two decimal places.

c. Cumulative Grade Point Average

Each student's cumulative average at the end of his/her studies at the University, calculated using the methodology indicated in the preceding point. The cumulative grade point average is expressed up to two decimal places.

2.5. Assessment

The assessment of students' academic performance may be broken down into the following types:

a. Continuous assessment.

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- b. Midterm exam.
- c. Final exam.

2.6. Exam Calendar

Midterm exams are taken at the end of the first half of the academic term, and final exams are taken at the end of the academic term.

2.7. Exam Conditions

- a. Written midterm and final exams are anonymous for grading purposes. Any identifying information placed on the test paper by students shall invalidate the test.
- b. The professor has the right to require oral exams in his/her course.
- c. Those tests and exams that may be graded using computer systems are taken on a nominative basis, and may indicate the student's code or any other identifying information.

2.8. Assessment Authority

The professor of each course shall determine the duration of the assessments and whether or not to allow the use of materials, notes, or books when taking the assessments, in which case such conditions shall be expressly indicated in the heading of the test.

If a student commits a violation of academic integrity when taking any assessment, whether this be an exam, a graded practice, or the like, he/she shall receive a course grade equivalent to zero, without prejudice to the application of the corresponding disciplinary sanctions.

The identification of a violation of academic integrity during an assessment occurs as follows: If the violation is discovered while the test is being taken, such event shall be reported to the supervisor. If the violation is discovered when correcting the assessment, the identification and communication of such violation shall correspond to the course professor. In both cases, there must be objective evidence of the violation committed. An incident report shall be submitted to the Registrar's Office, describing the facts and attaching the aforementioned assessment and evidence, so that it may be forwarded to the Program Director *and the Academic Director of the campus or location where the student studies.*

2.9. Review of Exam and Assessment Grades

Grade review requests shall be submitted after exams are handed back, using the form established for such purpose. The Registrar's Office shall forward the request and the exam to the professor, who--for the purposes of assessing and resolving the request submitted--shall take the following into account:

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- a. A grade review is accepted when there has been an addition mistake or the professor has failed to correct all or part of an answer. Complaints are not admitted with regard to assessment criteria, nor the rigorousness of the grading.
- b. The exam for which the review has been requested shall be attached to the request. Reviews shall not be admitted for exams taken wholly or partially in pencil or with erasable ink (except in the event of addition mistakes made while grading the exam), nor those with identifying information on the student other than his/her code, nor those to which the student has added anything after the exam was corrected. In the latter case, the student shall be found in violation of academic integrity, and shall be subject to the corresponding academic and disciplinary sanctions.
- c. The review paperwork shall be processed by the student him/herself or the person to whom the student has granted permission to pick up the assessment.
- d. All direct procedures before the professor of the course in which the grade review has been requested shall render the grade review process null and void, without prejudice to the application of the corresponding sanctions.
- e. Complaints may not be filed more than once for the same assessment.

After reviewing the requests and exams forwarded by the Registrar's Office, the professor shall draft a summary table and submit it--within forty-eight (48) hours, together with the exams--to the Registrar's Office, forwarding a copy of the table to the respective Program Director or Academic Department Director.

The Registrar's Office shall inform students of decisions regarding all requests submitted. If a student accumulates two unjustified complaints, he/she may not--for any reason--file a complaint during the following exam period.

Grade review requests are not considered to include, for the purposes hereof, those aimed at the correction of possible input errors when recording grades in the system. Such requests shall be filed within a maximum term of ten (10) calendar days following the date on which the grade is entered into the system, except in the case of the final exam grade, with regard to which requests must be filed on the same day as the exam is returned. Once these deadlines have transpired, students lose all right to file a complaint.

3. ORDINARY PROCESSES

3.1. Enrollment

Enrollment involves the commitment to comply with the University's principles and regulations. The

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following standards shall be observed:

- a. Enrollment is performed based on each student's order of priority, established based on his/her grade point average for the immediately prior ordinary academic cycle. In exceptional cases, students recommencing studies enroll during the **preferential enrollment period. Similarly, students meeting the following requirements may also access preferential enrollment:**
 - **Those who have 27 credits pending or fewer (including mandatory and elective credits); and**
 - **Those that meet the prerequisites for all mandatory pending courses.**
- b. Students cannot enroll in a course without passing those courses that are deemed prerequisites for such purpose, in accordance with the respective Study Plan. If they do so, their enrollment in said course shall be rendered null and void.
- c. Enrollment in courses with differentiated levels cannot exceed three consecutive terms. Students who have completed a major and are working toward their second major are except from this provision.
- d. On an exceptional basis, the Registrar's Office may grant permission for enrollment in courses separated by four consecutive terms, so that students may complete the minimum workload of 15 credits established in Point 1.6 of these Policies and Procedures.
- e. Schedule conflicts are not accepted. If students enroll in courses with scheduling conflicts, the enrollment in the course pertaining to a higher term in the Study Plan shall be rendered null and void, provided students have not been appointed to such course.
- f. In the final term for the completion of studies, with the authorization of the Registrar's Office, students may:
 - Enroll in more than 27 credits, without exceeding 30, if they meet the requirements established in Article 1.6 of these Policies and Procedures.
 - Enroll in less than 15 credits.
- g. Changes to enrollment are permitted for regulatory reasons beyond the student's control or others authorized by the Registrar's Office. The correct formalization of enrollment is the responsibility of each student.
- h. In order to formalize their enrollment, incoming students via external transfer shall submit to the Registrar's Office--prior to the start of the academic term and by the deadline established by such Office--an up-to-date certificate issued by the higher institutions of education where said students have pursued--and not completed--their studies, proving that they were not removed for disciplinary reasons. The Registrar's Office may require--at any time--students thus admitted to update said certification.
- i. In order to formalize their enrollment, students must prove that they have taken the psychopedagogical and other tests required, as applicable, by the University.
- j. Students who fail to attain a passing grade point average in the academic term shall be put on probation during the following academic term.

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- k. Students who have received a disciplinary sanction during the immediate preceding term shall be subject to conditional enrollment.
- l. After enrollment is completed, the Registrar's Office shall perform an audit of said process. As a consequence of the foregoing, it may annul the enrollment of any students who fail to meet any regulatory standards.
- m. Students must have the ability to understand texts in English during their studies and, upon completion of their studies, must achieve *mastery of this language, according to the provisions detailed in UPC's English Requirements Policies and Procedures*. Learning this language is progressively required for following curricular plan courses for each program, according to the provisions detailed *in the Policies and Procedures in question*.
- n. The University shall grant each student an email address, which must be used by students for strictly academic and personal development purposes. Students shall be responsible for constantly checking this address and ensuring the adequate use thereof. The University considers said email address to be the valid account to which it shall send all communications to the student.
- o. All students shall have at least one Attorney-in-Fact or Representative, whose full name shall be kept in the University's system, starting with the admissions process. The person chosen by the student to fulfill this role may receive information related to the student's university life, to which the student grants his/her full consent, in accordance with the corresponding provisions. Said information may be of a disciplinary, academic (such as grades, number of credits passed, schedule and attendance log, etc.), economic, or any other nature relevant to the education process.
- p. It is compulsory to provide the full name of the Attorney-in-Fact or Representative mentioned in the preceding point. The University may require, at any time, the updating of said information, including prior to each enrollment. The selection of the Attorney-at-Law or Representative is the student's responsibility.
- q. Any person with a judicial or administrative proceeding pending, or those involved in another kind of contentious situation, may not enroll as a student of the University, in any of its programs, majors, or modalities.

3.2. Course Withdrawal

- a. Following enrollment, students may withdraw from only one course per term. Said withdrawal may be performed between Weeks 5 and 10 of the academic term. (or in the equivalent period, during the summer term).
- b. Students may not withdraw from a course from which they have previously withdrawn.
- c. Withdrawal from a course does not annul the effects of a disciplinary sanction for events occurred during the student's time in the course.

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3.3. Term Withdrawal

- a. Students may request their withdrawal from the term due to duly supported causes. Said withdrawal shall be authorized by the Program Director. In order to approve the term withdrawal request, the student's payment of all academic fees accrued shall be verified. In the event that the withdrawal occurs after midterm exams have been begun, the payment of the academic fees corresponding to the full term shall be verified.
- b. After the withdrawal from the term has been approved, students shall not receive a grade in those courses in which they are enrolled, nor shall their enrollment be counted toward the number of times they have repeated each course. Withdrawal from a term lacks the effects established in these Policies and Procedures with regard to enrollment in the corresponding courses, except in cases of disciplinary sanction or extraordinary course withdrawal.
- c. When a student fails to attend classes during the term and no grades are registered in the courses in which he/she enrolled, the Registrar's Office may perform an ex officio withdrawal, informing the interested party of such fact. Additionally, ex officio withdrawals may be performed in exceptional situations, defended by the corresponding authority and approved by Resolutions of the Office of the Vice-Rector for Academic and Research Affairs, in which the student's continued presence at the University poses a serious risk to the health, physical wellbeing, or protection of the fundamental rights of the members of the university community, or the student him/herself.
- d. Students cannot withdraw from a term more than two consecutive times, nor three cumulative times, in the program in which they are enrolled. For such purposes, only ordinary academic terms are counted. Students with letters of exceptional permission to stay cannot be withdrawn from the cycle, for the reasons set forth in Sections 4.5.a, 4.5.b., 4.5.d, and 4.5.e of these Policies and Procedures.

3.4. Observation

Students obtaining a grade points average of less than 13.00 points during the immediately preceding ordinary academic term shall be placed on probation.

3.5. Academic risk

Students incurring in any of the following grounds are at academic risk, for which reason they shall be assigned an Advisor:

- a. Those with two consecutive failing grade point averages.
- b. Those with three cumulative failing grade point averages.
- c. Those who fail a course for a second time.
- d. Those who obtain a letter of exceptional permission to stay.
- e. Those enrolled at the limit established in Article 3.6.c of these Policies and Procedures.

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3.6. Dropout

Students incurring in the following grounds shall be removed, and shall be refused reentry to the University:

- a. Obtains a grade point average of less than 13.00 points and has been on academic probation for two immediately prior ordinary academic terms or three non-consecutive ordinary academic terms. The probation shall be lifted when students accumulate a passing grade point average in two consecutive ordinary academic terms. The passing grade points average of an academic term cannot be used more than once for effects of this lifting.
- b. Fail to pass a course after registering for it for the third time.
- c. Does not complete the courses necessary for graduation within a period in excess of 50% of the number of ordinary academic terms envisaged in the curricular plan. This calculation considers terms during which the student has been disciplined with a cancellation or suspension, or has been preventing from enrolling. Terms are not considered if the student retired from the term hereunder. In the case of changes in major, the Office of the Vice-Rector for Academic and Research Affairs may issue a Resolution authorizing the extension of the number of terms the student may remain at the University.
- d. Receives a sanction of separation, in application of the disciplinary standards.

4. EXTRAORDINARY PROCESSES

4.1. Enrollment Reservation

- a. Applicants entering the University who are incorporated and wish to reserve their enrollment shall make such request prior to the start of the term with the Registrar's Office, which may authorize such reservation for up to two consecutive ordinary academic terms. If this term elapses and the student has failed to formalize his/her enrollment, all rights acquired in the process of admission shall be lost.
- b. Students who fail to enroll in a given academic term shall request the reservation of their enrollment from the Registrar's Office.

4.2. Recommencement of Studies

- a. Students withdrawing from the University, and, having promptly formalized the reservation of their enrollment, recommence their studies, shall maintain their academic records, with all passed and failed courses.
- b. If a student fails to formalize the reservation of his/her enrollment, when requesting recommencement, he/she shall update all outstanding payments and pay the fees corresponding to the recommencement.
- c. Students recommencing their studies are assigned a payment scale in force equivalent to that which they had when they suspended their studies. They may likewise be subject--depending on

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the amount of time passed--to assessment, in order to revalidate their studies.

4.3. Internal Transfer of Major

Students may request a change of major within their School or to a major in a different School. The request shall be submitted to the director of the destination program, who shall analyze it and rule on it. Where deemed advisable, a prior report on the student may be requested from the Educational Quality Department. Likewise, for the evaluation of the request, the Program Director shall take into account the requirements established for the admittance of students to the destination major.

If the request is admitted, the course equivalence table shall be applied, and the course transfer credits enter into force as from the following academic term.

4.4. Course Transfer Credits

- a. Students may request transfer credits for certain courses passed at another institution of higher learning, in accordance with the transfer credit procedure established by the University,
- b. If the course transfer credit request is denied, students may make a single request for reconsideration based on new documentary justification.

4.5. Letter of Exceptional Permission to Stay

Students may request a Letter of Exceptional Permission to Stay--one time only during their studies--in the event that they incur in any of the following suppositions:

- a. Fail a course for the third time; ○
- b. Incur in the situation set forth in Article 3.6.c of these Policies and Procedures; ○
- c. Fail a course for the third time and request an internal transfer to another major; ○
- d. Obtain three consecutive failing grade point averages; ○
- e. Obtain four cumulative failing grade point averages.

When deciding on whether or not to grant the Letter, the provisions set forth in the Procedure on the Letter of Exceptional Permission to Stay shall be taken into account. Under no circumstances may a Letter of Exceptional Permission to Stay be requested by students who have been separated from the University due to disciplinary sanctions.

4.6. UPC Minors

a. Definition

The group of *elective* courses offered jointly by the University's programs and Academic Departments for *enriching the integral training of students* are known as UPC mentions. They are proposed *for* the following purposes:

- They offer added value to academic formation and the practice of a profession.

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- They supplement the academic preparation inherent to a profession by going into further depth on specific areas or matters corresponding thereto, as well as the relation thereof with other disciplines.
- They act as a means of specialization in specific areas of a single profession or professions of a multidisciplinary nature, in order to build the competencies required by the job market or meet the preferences expressed by interested parties.

b. Design and Characteristics

UPC mentions are designed by *the programs* and Academic Departments. They may be designed and offered by more than one major. School Deans approve them and propose them to the Office of the Vice-Rector for Academic and Research Affairs for their formalization. Upon the completion of the respective studies, the University issues the corresponding diplomas.

UPC mentions *have a minimum of 15 credits. A student may simultaneously or successively opt for* more than one mention.

The University's students may take the courses of the UPC Minor during their studies. The total number of credits taken does not exceed the maximum permitted by the Academic Policies and Procedures and do not require additional payments.

If students complete their studies and wish to obtain a mention, they must request approval from their program Director and pay the tuition fees for the credits or academic term, as applicable.

c. Certifications

The completion of studies of the UPC Minor shall entitle students to the granting of the corresponding certifications and a Diploma proving their completion of the Minor taken.

4.7. Additional Studies in a Major or School

No students may simultaneously enroll in more than one major. Students who are enrolled in a major and wish to take courses in other majors for additional studies may do so with the authorization of the respective Program Directors. In such case, these courses are considered electives with regard to the Study Plan of the first major. Their credits are taken into account for all academic, administrative, and regulatory effects, and the grades are taken into account for the calculation of the student's term and cumulative grade point averages.

The maximum term of stay at the University referred to in Article 3.6, Item c of these Policies and Procedures shall be extended proportionally--by virtue of a Resolution of the Office of the Vice-Rector for Academic and Research Affairs--according to the date on which the authorization of the Program Directors is formalized.

Students shall formalize their enrollment in the second major after completing the Study Plan in force for the first. They shall pay the tuition corresponding to regular students, unless they enroll in less than

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15 credits, in which case they shall pay a credit-based tuition.

5. ACADEMIC MISSIONS AND INTERNATIONAL PROGRAMS

5.1. As part of students' formation, the University promotes Academic Missions oriented at learning outcomes and the acquisition of competencies.

5.2. To participate in an Academic Mission, applicants must be official students when registering for the Mission and during the entire performance date thereof.

5.3. Students from all majors who have taken and passed more than 20 credits at the University and who meet all of the requirements established in the Academic Mission Procedure may take part in Academic Missions. Any students who have been given a disciplinary sanction, who are subject to any of the academic risk conditions envisaged herein, or whose weighted grade point averages or accumulated grade point averages are fails, during the term prior to carrying out the Mission, or during the current term, may not participate.

5.4. The verification of the learning outcomes of those students taking part in Academic Missions shall be performed based on objective evidence, using predefined criteria for the Mission of each major, and shall be detailed in the Final Major Report on the outcomes achieved during the Academic Mission. Said Reports form part of the University's Integrated Academic Quality System (SICA).

5.5. Academic Missions and international exchange, semester abroad, and double major programs are regulated by the specific provisions, standards, and procedures approved by the University, which are of compulsory compliance in order to participate in said programs.

6. FINAL PROVISIONS

6.1. In accordance with its Bylaws, the University promotes professors', students', and graduates' participation in the bodies of the institution, for which purpose they may submit initiatives or suggestions, through the academic authorities of the respective majors, for the evaluation thereof by the institutional Advisory Council or the Academic Advisory Councils.

6.2. The University Defense Office is the body tasked with protecting the rights of members of the university community and ensuring the maintenance of the principle of responsible authority. According to the University Bylaws, this office is subject to the coordination of the Secretary's Office. To file complaints on matters deemed violations of individual rights, members of the community may send a letter addressed to the University Secretary's Office, which--within a term of 30 calendar days--shall consult,

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coordinate, and evaluate the necessary issues with regard to the subject matter of the report.

For such effect, the Office may request the opinion of experts on the matter under consultation prior to issuing the respective Resolution of the University Defense Office, which is non-binding in nature. Collective and labor matters, those involving disciplinary measures, academic assessments of the professors and students, among others with their own channels of resolution established in the University's standards and procedures, do not fall under the competence of the University Defense Office.

6.3. The function of the University Honor Tribunal is to issue value judgments on all ethical issues in which any member of the ***university community may be involved, and its functions are governed according to that established in Policies and Procedures on the matter.***

6.4. In all processes described in these Policies and Procedures that require a timeline, students shall observe the Calendar published via the University's information systems.

6.5. The diversity of thought, gender, sexual orientation, race, marital status, nationality, or religion is seen as a pillar that supports the fundamental activities of the University, which adheres to a Policy of Diversity and Non-Discrimination.

6.6. The provisions established in these Policies and Procedures shall be understood in accordance with the provisions set forth in the Academic Administrative Regulations, Disciplinary Regulations, Degree and Professional Titles Policies and Procedures, and all other University polices and procedures in force.

6.7. These Policies and Procedures are approved by Resolution of the Rector and the Vice-Rector for Academic and Research Affairs; they enter into force on the day following their approval.

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Annex 1: Study Regime Applicable to Students with Disabilities

"Persons with disabilities are those who have one or more demonstrable shortcomings with significant loss of one or more of their physical, mental, or sensory functions involving a diminishment or lack of the ability to perform an activity in the forms or manners considered normal, limiting them in the performance of a role, function, or exercise of activities and opportunities to participate equally in society" (General Act on Persons with Disabilities).

Students with disabilities shall register with the Educational Quality Department and are governed by the standards of the Studies Regulations, with the following variations:

Non-Applicable Articles	Provisions Governing in Their Stead
1.6. Academic Workloads, Item a)	Students may enroll, in ordinary academic terms, in courses equivalent to at least fifteen credits.
3.1. Enrollment, Item a	Performed on the dates scheduled by the Registrar's Office for incoming students.
3.2. Course Withdrawal	<p>Once enrolled, students may withdraw from courses prior to midterm exams, regardless of the number of academic credits in which they remain enrolled.</p> <p>Students cannot withdraw from courses:</p> <ul style="list-style-type: none"> a. From which they have withdrawn on a prior occasion. b. In which they are enrolled for the third time. c. In which they have received a grade equal to zero as a result of a disciplinary sanction. <p>The course withdrawal does not annul the effects of a disciplinary sanction.</p>
3.6. Dropout, Item c	<p>Does not complete the courses necessary for graduation within a period in excess of 100% of the number of ordinary academic terms envisaged in the curricular plan. This calculation considers terms during which the student has been disciplined with a cancellation or suspension, or has been preventing from enrolling. Terms are not considered if the student retired from the term hereunder.</p> <p>In the case of changes in major, the Office of the Vice-Rector for Academic and Research Affairs may issue a Resolution authorizing the extension of the number of terms the student may remain at the University.</p>

Annex 2: Study Regime Applicable to Outstanding Student Athletes

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The University promotes the practice of sports and recreation as educational factors complementary to education and personal development. As such, in accordance with its Bylaws and Law 30220, the University promotes the High-Level Competition Sports Program (PRODAC), aimed at fostering, supporting, and strengthening the academic and athletic performance of Outstanding Athletes.

Outstanding Athletes are understood as those students who, due to their athletic abilities and achievements in one or more disciplines, represent the University or Peru. Stand out in their athletic activities and maintain a solid academic and disciplinary performance. They may be:

1. **UPC Team Members:** Outstanding Athletes who are members of one of the University's sports teams, who must regularly practice and take part in the different national and international intercollegiate championships and tournaments organized, who shall also maintain a solid academic and disciplinary performance.
2. **Qualified Athletes:** Outstanding Athletes who belong to a national Athletic Federation, represent Peru, and/or are a member of a High-Performance UPC team. Skilled Athletes enjoy those benefits granted following the registration and verification of such condition with the University Life Department.

Outstanding Athletes are subject to the standards of the Student Regulations, with the following variations:

Non-Applicable Articles	Provisions Governing in Their Stead
1.6. Academic Workloads, Item a)	Outstanding Athletes may enroll, in ordinary academic terms, in courses equivalent to less than fifteen credits.
2.1. Class and Assessment Attendance (Item b)	<p>Outstanding Athletes may exceed the number of absences by an additional 10% above and beyond those established in this article, provided they may justify such absences with a letter from the Athletics area of the University Life Department.</p> <p>Only Outstanding Athletes may exceed the number of absences by an additional 25% above and beyond those established in this article, justifying said absences with a letter from the Athletics area from the University Life Department or the National Athletic Federation to which they belong, as applicable.</p> <p>In both cases, the Registrar's Office shall accept the request to makeup assessments, prior approval by the University Life Department.</p>
2.1. Class and Assessment Attendance (Item d)	<p>The Registrar's Office authorizes the student to take the midterm exam, the final exam, graded practices, and other assessments established in the syllabus of each course, on a date later than that scheduled. The deadlines for the submission of the request and the formal payment are established by the Registrar's Office.</p> <p>Requests submitted by outstanding student athletes, with the approval of the University Life Department, are not subject to the payment of the assessment makeup fee.</p> <p>This authorization shall apply to up to all the course assessments in each academic</p>

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Non-Applicable Articles	Provisions Governing in Their Stead
	term, in those cases in which the dates are strictly justified due to absences resulting from practice sessions or official competitions. In both cases, the Registrar's Office shall accept the request to makeup assessments, prior approval by the University Life Department.
2.1. Class and Assessment Attendance (Item e)	The Registrar's Office shall schedule the dates, on up to two occasions, for the makeup of said assessments, and publish them. The assessments shall cover the topics and bear the weight established for each one of them.
3.1. Enrollment, Item a	Outstanding Athletes registered with the University Life Department who have met the requirements for participation in and attendance of practices and competitions shall have a preferential right of enrollment, prior to regular enrollment, in the immediately following term.

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**Annex 3: Study Regime Applicable
to Incoming Students under the 30+ Admission Modality**

Incoming students under the 30+ Admission modality are subject to the standards of the Student Regulations, with the following variations:

Non-Applicable Articles	Provisions Governing in Their Stead
1.6. Academic Workload (Item a)	
1.6. Academic Workload (Item c)	
1.6. Academic Workload (Item f)	
	Incoming students under the 30+ Admission modality shall pay a tuition based on the credits in which they are enrolled.
3.2. Course Withdrawal	Once enrolled, students may withdraw from courses prior to midterm exams, provided they remain enrolled in at least one course. To the contrary, students shall request their withdrawal from the term, subject to the conditions established in Article 3.3.
3.6. Dropout, Item c	Do not complete the courses within a term of 20 consecutive ordinary terms.

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Annex 4: Study Regime Applicable to Independent Students

1. Independent students are those who enroll as such for the auditing of one or more courses.
2. Independent students shall enroll on the date established by the Registrar's Office, subject to the availability of space in each course.
3. The list of courses in which it is possible to enroll as an independent student--as well as the availability of space in each section--is determined for each term by the Program Directors and the Academic Department.
4. Independent students shall pay the academic fees corresponding to the credits in which they have enrolled. If they enroll in 15 credits or more, they shall pay the tuition corresponding to regular students.
5. Independent students may not include those who:
 - a. Have not completed their high school studies.
 - b. Have been a student at another educational institution and were removed for disciplinary reasons.
 - c. Were a regular student of the University and were removed for regulatory reasons of an academic or disciplinary nature; discontinued their studies prior to completing them; or have outstanding debts with UPC.
6. The studies pursued by independent students, in their capacity as such, entitle them to a proof of enrollment, pursuance, or termination of studies.
7. Independent students have the same obligations and rights as regular students, and are subject to the application of the same academic requirements and regulatory standards.
8. Independent students have the right to the recognition of the studies pursued in their capacity as such, in the event that they decide to enroll as a regular student, subject to the general admissions procedures, following their admission and effective enrollment. In such case, the academic effects of the studies pursued as an independent student shall be recognized, taking into account the results (passing and failing) and the grades effectively obtained, and such students shall be awarded the academic credits and granted the corresponding certification.

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Annex 5: Authorization for Use of Personal Information

Students expressly authorize UPC to make use of all personal information supplied and generated as a consequence of their admission as a student of UPC. Their personal information shall be kept in the database named "Students," which is the property of UPC.

This personal information may include, among other aspects, first and last name, identity document number, date of birth, nationality, marital status, passport number, address, telephone numbers, email addresses, academic records, health status and condition, work history, personal and family economic information, and, in general, any other information that may be considered personal or sensitive information that is relevant and necessary for the exercise of their rights and duties as a student of UPC.

The use may be performed directly by UPC or through a third-party agent identified by UPC solely for the purposes described herein. In all cases, UPC guarantees the security and confidentiality of their personal information.

The student authorizes UPC to share their academic information (such as their attendance record, schedule, or grade transcript) or that information regarding their economic obligations with UPC (such as the payment of tuition) with the attorneys-in-fact or specific persons he/she has authorized for such purpose. Access to said information shall be granted solely for academic purposes or to facilitate the compliance with students' economic obligations with UPC.

The purpose of such use is: i) academic management; ii) to provide or offer services carried out by the University or third parties with which it has entered into an agreement; iii) to respond to inquiries and complaints; iv) to keep records on students; v) management of tuition collections; vi) to conduct surveys; vii) to provide access to scholarships and other benefits offered by the University or by third parties with which it has entered into an agreement; viii) accreditation of UPC before international and/or national entities; ix) management of job opportunities in the job bank administered by UPC; x) health services attention; and xi) in general, to comply with any purpose related to their condition as a student of UPC. The authorization for the use of their personal information is compulsory for the performance of said activities. In the event of refusal, said activities cannot be performed.

The student's authorization is granted for an indefinite term. However, students may revoke said authorization or exercise the rights set forth in the Personal Information Protection Act, free of charge (by calling 630-3333).

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Carlos Bazán General Secretary	José Pereyra Vice-Rector for Academic Affairs and Research Affairs	Edward Roekaert Rector	03/04/2016

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