



TITLE 1: SCOPE

1. These Policies and Procedures apply to all graduate programs at Universidad Peruana de Ciencias Aplicadas (UPC). In case of Graduate School (EPG) Continuing Education and Extension Programs, they will be governed by specific regulations and under the Academic Policies and Procedures for Graduate Programs, whenever relevant.

TITLE 2: STUDY REGIME
ARTICLE 1: GENERAL GUIDELINES

2. Students' training at UPC Graduate School is performed by applying an educational model based on competencies which strengthen students' comprehensive development since it develops their knowledge, skills and attitudes.
3. The Graduate School Educational Model is reflected on the curriculum established for each program (including the curriculum and its articulation). The curriculum and the articulation of programs taught at the Graduate School are validated by the EPG Academic Committee.
4. All courses of a program are detailed in their curriculum and are considered required. The types of courses can be:
 - a. Courses.
 - b. Workshops.
 - c. Leaders' Individual Development Program (DIL, in Spanish)
 - d. Academic Mission/Study Mission: some programs include trips in their curriculum. For purposes of the curriculum and students' training, they are considered as required courses.
 - e. On an exceptional basis, tutorial courses can be scheduled according to the Tutorial Courses Policy approved by the EPG Academic Committee and as long as they comply with the following:
 - (i) They are individualized required courses that respond to exceptional situations in which students have a duly documented need to take the course and cannot wait until the following expected offer or because the course will no longer be offered. Their objective is for students to finish their corresponding program's curriculum.

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(ii) A tutorial course can only be authorized by the Program Academic Director and said authorization shall be validated by the EPG Director.

5. Academically, each course has the following:
- An outcome: what students must be able to perform when they finish and pass the course, which is aligned with their program's objective and mission.
 - Basic list of topics: The minimum topics that must be developed in order to attain the course outcome.

Each course is subject to the regulations that, with respect to the Evaluation, Methodology and Forms Policy, are established by the UPC Graduate School.

6. An academic credit is a measure of educational time required for students to achieve theoretical and practical learning. It is equivalent to a minimum of 16 theoretical teaching hours or 32 practical teaching hours.

All Graduate School courses are assigned a value in teaching hours, according to the corresponding curriculum. With respect to online courses, structured per week, their conversion in teaching hours approved by the EPG Academic Committee establishes that an online week is equivalent to 8 teaching hours.

ARTICLE 2: CLASS ATTENDANCE AND SCHEDULING

7. It is mandatory to attend all scheduled classes and activities of on-site, remote or online (synchronous or non-synchronous) courses that are part of the different Graduate Programs.
8. In order to complete the academic process expected in the corresponding program and evaluate their academic performance, students must attend at least 60% of the courses' teaching hours. In the case of online courses, this will be verified through the platform on which the students' entry was registered, according to the provisions established by the institution for that purpose.
9. The Leaders' Individual Development Program, due to its particular characteristics, requires 100% of attendance to the program.

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10. Students who exceed the limit of absences to classes are considered to have failed the course due to absence (DPI), and a grade of zero is registered for the course, which they will have to take again, upon payment of the corresponding administrative fees. In the case of DPI, the grade registered on the transcript and considered in the calculation of the program's final average is zero and not the one obtained the next time students take the course.
11. Non-attendance to classes does not exonerate students from evaluations that may be given during classes or from submitting an academic assignment.
12. Classes are taught on the dates and time programmed for each course. If by any reason these provisions are not complied with, faculty—under their responsibility—must make-up the class another day, in agreement with students, with adjustment to the period programmed for the course and classroom availability indicated by the Registrar's Office. The date rescheduled is not considered in the calculation of absences.

ARTICLE 3: COURSE EVALUATION AND GRADING

13. Academic evaluation must be continuous and based on the contents, skills and attitudes developed throughout the course. It is conducted by means of evaluation strategies that allow students to show what they have learned and to validate that they have attained the course outcome established.
14. Faculty must provide timely feedback to students throughout the course.
15. All courses are subject to the provisions of the EPG Evaluation Policies, approved by the Graduate School Academic Committee, relative to on-site and online courses.
16. The evaluation strategy is included in the syllabus of each course, where established evaluation criteria and the proportion of each criterion regarding the course final grade are stated and described.
17. Grading is vigesimal, on a scale from 00 to 20 points, considering the centesimal fraction. To pass a course, a grade of 13.00 points is required. No rounding is considered.

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- 18. In the case of courses that, due to their nature, do not apply a 20-point grading scale, conversion tables in force will be applied.
- 19. Regulations specific to Graduate School programs, approved by the EPG Academic Committee, can require a passing grade higher than 13.00 for a course.
- 20.
 - a. In case students fail a course due to a grade lower than the minimum passing grade, students shall take it once again, with the limitations set forth in these Policies.
 - b. Credits corresponding to a failed course will not be registered until the course is passed.
- 21. The professor of each course decides if he/she accepts or not the use of materials, notes or books during evaluations, as well as their duration, within the limits of the period programmed for them. Any exceptions shall be approved by the corresponding Program Academic Director.
- 22. If students commit a violation against academic integrity when taking any type of evaluation, they receive a grade equivalent to zero in the course and the corresponding disciplinary sanctions.

The identification of a violation against academic integrity in an evaluation is as follows: if the violation is detected when the evaluation is on course, it must be notified to the supervisor. If it is detected when the evaluation is being graded, the identification and communication of the violation will be responsibility of the professor in charge of the course. In both cases, where objective evidence of the violation must exist, a report to notify the incident is submitted to the Registrar's Office, describing the events and attaching the noted evaluation and evidence, so they can be sent to the corresponding Program Director.

ARTICLE 4: EVALUATION MAKE-UP

- 23. Students that do not take an evaluation or do not hand over an academic assignment within the deadline established by the professor obtain a grade equivalent to zero. It is for each professor

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to determine if an evaluation can be made-up or not, and also, as the case may be, the modality and time for making up the evaluation.

24. Making up an evaluation does not rectify an absence, which is maintained on students' records.
25. The process of making up a final evaluation must be programmed through the Registrar's Office and must be done no later than fifteen days after the course has finished. Once the new date for the evaluation is set, if students do not show up or do not submit the deliverable requested, they will obtain a grade of zero. The date for making up an evaluation cannot be re-scheduled.

ARTICLE 5: CORRECTION OF EVALUATION GRADES

26. The request for correction of an evaluation or academic assignment grade is accepted in the following cases:
 - a. For matters of form, such as an addition mistake or an omission to grade an answer or part of it. It is not possible to request the correction of evaluations answered with pencil, except if there is an addition mistake.
 - b. For matters of substance related to the evaluation criteria applied.
 - c. If both cases occur, the request is processed as a correction of substance.
27. In no case will requests for correction of evaluation grades in which students have added something after the test was graded be accepted. In such a case, the corresponding provisions of the Discipline Regulations will be applied to students.
28. The maximum deadline for requesting the correction of a grade will be of five working days from the reception of the grade or their publication on the system, whichever occurs first.
29. Correction of evaluation grades can be requested only once per evaluation.
30. For a request of correction of evaluation grades to proceed, students must comply with the guidelines and the procedure established by the University for that purpose.
31. A request sent to the Registrar's Office for the correction of a possible typing mistake when entering grades into the system will not be considered as a correction of evaluation grade. That

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request must be submitted within ten calendar days after the grade was entered into the system.

ARTICLE 6: REMEDIAL EVALUATION

32. Students can take a remedial evaluation only if they:
 - a. Fail the course
 - b. Have not taken the remedial evaluation of the same course before
 - c. Have not exceeded the maximum limit of remedial evaluations throughout the program, which is three.

33. If students who have failed have been sanctioned by virtue of the Discipline Regulations or have obtained the grade of zero for non-attendance to a course, they will not be able to take a remedial evaluation.

34. A remedial evaluation must evaluate all the content developed throughout the course as well as the outcome and competencies that should be attained.

35. The minimum passing grade for a remedial evaluation is 13.

36. For the purpose of certificates and of the weighted average calculation, only the grade originally obtained at the end of the term is considered. When students pass a remedial evaluation, the grade originally obtained in the course with an indication that the course has been passed under that modality, and not the grade obtained in this remedial evaluation, appears on their certificates and transcripts.

ARTICLE 7: ENROLLMENT CONDITIONED BY ACADEMIC PERFORMANCE AND COURSE RECOVERY

37. Students who fail a course can take it up to three times, upon compliance with the corresponding administrative fees. If they do not pass the course in this third chance, they will be dismissed.

38. In order to take a course once again, students will be able to:
 - a. Take it with another class of their own program.
 - b. Take it in another program of the same academic level in which an equivalent course is taught.

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That equivalence is established by their Program Academic Director, considering the content, structure and competencies of both courses.

- c. On an exceptional basis, to take a tutorial course, as long as they comply with the provisions of the Tutorial Courses Policy approved by the EPG Academic Committee.

- 39. Students who must take a course once again assume the cost, as well as the risk regarding when it will be taught again and the vacancies.

- 40. For the purpose of program's certificates and of the weighted average calculation, only the last grade obtained in the course is considered.

- 41. The record of failed courses is not removed from the student's record.

ARTICLE 8: MAXIMUM DURATION OF STUDIES

- 42. A maximum period of two years, starting from the official date they finished their academic program, is established by the institution for students to:
 - a. Finish and pass all their courses.
 - b. Obtain the corresponding degree or certificate, as the case may be, according to the program they belong to.

- 43. The period of two years to finish the academic program can be extended for up to one additional year, with the authorization of the EPG Academic Committee.

- 44. Students exceeding the maximum time frame established to finish their program lose the academic and financial rights they may have and are dismissed from the program. This is not considered as dropping out of a program since students are dismissed due to non-compliance with the academic obligations undertaken with the institution.

TITLE 3: ORDINARY PROCESSES

ARTICLE 1: ENROLLMENT PROCESS

- 45. Enrollment involves the commitment to observe the UPC Principles and Regulations, as well as all academic and administrative provisions in force.

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- 46. Admitted applicants formalize their enrollment as students within the period established by the institution before the start of their study program. The timely and complete enrollment formalization is responsibility of students only.

ARTICLE 2: COURSE WITHDRAWAL

- 47. Students can proceed with an Ordinary Course Withdrawal as long as they:
 - a. Have not exceeded the number of absences allowed for the course.
 - b. Request the withdrawal no later than the penultimate class scheduled.
 - c. Request the course withdrawal for the first time.
 - d. Have not exceeded the maximum number of withdrawals for the program, which is five.

As an exception, the Program Academic Director will have the possibility to submit the case of a student exceeding the maximum limit of withdrawals established on item d of this section to the Graduate School Academic Committee, which acts as last instance to resolve it.

- 48. Course withdrawal does not supersede the effects of a disciplinary sanction for events occurred during students' continuance in the course.
- 49. A withdrawal proceeds with a request submitted by the student to the Registrar's Office, which shall verify the compliance with the established provisions. The Registrar's Office decision whether or not a course withdrawal proceeds is final, and the Program Academic Director is informed of that.
- 50. Students who have withdrawn from a course will be able to take it again according to the provisions in these Policies.
- 51. Students who withdraw from a course undertake the responsibility of not exceeding the limit of time established by these Policies for the duration of their studies and the risk regarding when it will be taught again and the availability of vacancies, as well as the corresponding administrative fees.

ARTICLE 3: TEMPORARY WITHDRAWAL FROM THE PROGRAM

- 52. Students can request a temporary withdrawal from an academic program up to two times, in the following cases:
 - a. Long-term disease.

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- b. Long-term absence expected due to work reasons.
53. The temporary withdrawal from a program cannot exceed two consecutive years. If the time limit is exceeded, the case will be solved by the Graduate School Academic Committee, in accordance with the provisions of these Policies.
54. For a temporary withdrawal, students must follow the procedure established by the institution for that purpose.
55. The temporary withdrawal authorization does not exempt students from complying with their payment obligations, according to the provisions established in the administrative policies.

ARTICLE 4: DISMISSAL

56. Students are dismissed if they:
- a. Fail a course for the third time they are enrolled in it.
 - b. Deserve the pertinent sanction following the Discipline Regulations.
 - c. Exceed the maximum limit of two years without finishing their study program according to the provisions established in these Policies.
57. The declaration of dismissal does not exempt students from complying with their administrative obligations.
58. Students dismissed due to disciplinary reasons will not be able to take any other UPC Graduate Program.

TITLE 4: EXTRAORDINARY PROCESSES

ARTICLE 1: ENROLLMENT RESERVATION

59. Reservation of enrollment in a program is allowed until before the beginning of it, and this must be formalized through a request submitted to the Registrar's Office.
60. Enrollment reservations proceed for up to two consecutive admission periods. After that term expires, if enrollment is not formalized, the rights acquired are lost.

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ARTICLE 2: RESUMPTION OF STUDIES

61. Students to whom a temporary program withdrawal has been authorized shall request the resumption of studies—to the Registrar's Office—before the start of the term corresponding to their program, with adjustment to the curriculum in force when resuming the studies and assuming the current cost of the program.
62. The resumption of studies by students who were—temporarily—withdrawn *ex officio* from a program is assessed and solved by the corresponding Program Director, without prejudice of the prior compliance with pending obligations, if any.
63. Students who resume their studies maintain their full academic record and file, with the courses passed and failed. The Program Academic Director is responsible for establishing equivalences corresponding to the program version in which students reinstate.
64. Students can only resume their studies if done within the maximum period established in these Policies.

ARTICLE 3: COURSE VALIDATION

65. Students can request course validation in accordance with the guidelines and procedures established by the University.
66. If the course validation request is denied, students can apply for reconsideration—only once—based on new supporting documents.

ARTICLE 4: PROGRAM INTERNAL TRANSFER

67. Students can request a transfer from one program to another of the same academic level, which is equivalent, and the guidelines and procedures in force for that purpose are to be applied.
68. The transfer request is submitted to the Academic Director of the target study program, who analyzes and resolves it.

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- 69. Whenever deemed convenient, the Program Academic Director will be able to request a report to the Educational Quality Department in order to analyze it prior to their decision of acceptance or non-acceptance of a program internal transfer.
- 70. In case the request of program internal transfer proceeds, the Academic Director of the program to which the student transfers is responsible for establishing the equivalences of courses in relation to the program previously studied by the student.

TITLE 5: GRADUATE STATUS, CERTIFICATIONS AND ACADEMIC DEGREE

- 71. The requirements for students to obtain the status of graduate of a Master's Degree or Doctoral Degree Program are established in the Academic Degrees Policies and Procedures for Graduate School, as well as the requirements to obtain the corresponding academic degree.
- 72. The requirements to obtain the certification corresponding to Certification Programs and Continuing Education and Extension Programs are:
 - a. Having fulfilled the attendance requirements.
 - b. Having passed all courses, workshops, seminars, curricular and extracurricular activities their program curriculum requires.
 - c. Having finished the Leaders' Individual Development Program when their program curriculum considers it. Students who have not finished it when their program ends shall do it—upon payment of the corresponding administrative fees—in order to be able to obtain the corresponding certification.

In the case of academic programs that require the submission, defense and passing of a Final Practical Assignment (TAF), this shall be made according to the regulations and policies established for that purpose.

- 73. The cohort is closed on the date the University establishes as the program's final date with students who have finished the entire curriculum of the corresponding program.
- 74. In order to obtain the academic degree or certification, as the case may be according to the program, the period established in these Policies and Procedures is applicable.

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75. The issuance of enrollment certificates, transcripts or attendance certificates will be conditioned by the timely payment of obligations corresponding to the program studied.

FINAL PROVISIONS

FIRST: The provisions established in these Policies and Procedures shall be interpreted in accordance with the University's regulations in force.

SECOND: These Policies and Procedures are approved and amended by Resolution of the Rector and of the Graduate School Director, and shall enter into force on March 1st, 2016.

Appendix: Authorization for Personal Information Processing

Students will explicitly authorize UPC to start the processing of all the personal information they have provided and generated as a result of their incorporation as UPC students. Their personal information will be stored in the "Students" database, owned by UPC.

These personal information will include, among others, name, surname, identity document, date of birth, nationality, marital status, passport, address, phone, email, academic records, health status and condition, work history, personal and family financial information, and, in general, any other information that may be considered as personal or sensitive information that could be relevant and necessary for the exercise of their rights and duties as UPC students.

The processing of information will be made directly by UPC or by a third party identified by UPC, only for the purposes described herein. In either case, UPC guarantees the security and confidentiality of the students' personal information.

Students authorize UPC to share their academic information (such as attendance record, schedule or grade record) or information about their financial obligations to UPC (such as tuition payment) with the legal representatives or specific persons they have appointed to this end. Access to such information will only be for academic purposes or to facilitate the compliance of their financial obligations to UPC.

The purpose of this processing is: i) academic management; ii) to provide or offer services provided by the University or by third parties UPC has signed an agreement with; iii) to answer

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inquiries and complaints; iv) to keep student's record; v) for tuition collection management; vi) to conduct surveys; vii) to give access to scholarships and other benefits provided by the University or by third parties UPC has signed an agreement with; viii) for UPC accreditation at national or international organizations; ix) for the management of job opportunities in the job bank administered by UPC; x) for health care services; and xi) in general, to meet any purpose related to their relationship as UPC students. Authorization for the processing of personal information is mandatory for the execution of such activities; otherwise, they cannot be performed.

Students' authorization is indefinite. However, students may revoke or exercise the rights stated under the Law on Personal Information Protection for free (by calling at 6303333).

Reviewed by:	Approved by:		Date:
Carlos Bazán General Secretary	José Pereyra Vice-Rector for	Edward Roekaert Rector	02/11/2016

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