



**SECTION I:**  
**GENERAL FRAMEWORK**

1. Universidad Peruana de Ciencias Aplicadas (UPC) awards the Academic Degree of Bachelor and the Professional Title for all programs comprised in its Schools, based on the methods established by the University Law and these General Regulations.
2. These Regulations seek to establish the criteria and regulations for the general procedures for the award of the Academic Degree of Bachelor, the Professional Title and the Second Specialty Professional Title, or their equivalents with their own denomination.

**SECTION II:**  
**GLOSSARY**

3. In order to apply the General Regulations for the Academic Degree of Bachelor and Professional Title, and in accordance with the provisions of the National Superintendency of University Education (SUNEDU), the following definitions will be used:
  - a. Transcript:** Document that officially recognizes the studies performed at the University, stating the name of the student, his/her Student I.D. No. and program pursued, as applicable.
  - b. Diploma:** Document that states and confirms the Academic Degree, Professional Title or Second Specialty Professional Title awarded to graduates, with a Bachelor's degree or Professional Title, as applicable: issued and signed by the University's competent authorities.
  - c. Academic Degree:** Recognition of the professional education awarded by UPC upon completion of the requirements established in the Curriculum.
  - d. Graduates:** Those who have completed their studies and are awarded the corresponding Academic Degree at the University after meeting the academic requirements and that continue being members of the university community.
  - e. Professional Title:** Recognition of the professional education level achieved by the Bachelor who has previously graduated from UPC, awarded by the same University after meeting the requirements established in the Curriculum and that, in the case of the Professional Title, requires the approval of a Thesis or a Professional Proficiency Project.
  - f. Second Specialty Professional Title:** Recognition of the complementary level of professional education in a certain specialization, achieved by a Licentiate or a person with a Professional Title, awarded by UPC after meeting the requirements established in the Curriculum and that, in case of a second specialty, requires having earned at least 40 (forty) credits in a minimum of 2 (two) terms, as well as the approval of a Thesis or Academic Project.
  - g. Academic Project:** End project that requires the use of at least one methodological tool in its preparation. Its approval is compulsory to obtain a Second Specialty Professional Title as an alternative to the preferable requirement of a Thesis. It is a project that adjusts to the corresponding academic specialization standards and may be an academic research defense, a monograph or dissertation or a plan or project, among other possible methods. The specific demands and characteristics of the Academic Project are detailed in the regulations issued by the Vice-Rector for Academic Affairs and Research Office, as well as in the procedures corresponding to the knowledge areas of each School.
  - h. Research Project:** End project that is a requirement to obtain the Academic Degree of Bachelor or Academic Degree of Master. This project requires the knowledge of a given field of study that is based on existing knowledge, applies a certain methodology, contributes with verifiable evidence, and provides objective

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and rational explanations subject to debate. The specific demands and characteristics of the Research Project are detailed in the regulations issued by the Vice-Rector for Academic Affairs and Research Office, as well as in the procedures corresponding to the knowledge areas of each School.

- i. Professional Proficiency Project:** End project that is a requirement to obtain a Second Specialty Professional Title as an alternative to the preferable requirement of a Thesis. It evidences the successful training for professional practice and may consist in the defense of files, cases, papers, business plans, among other possibilities. The specific demands and characteristics of the Professional Proficiency Project are detailed in the regulations issued by the Vice-Rector for Academic Affairs and Research Office, as well as in the procedures corresponding to the knowledge areas of each School.
- j. Thesis:** End project that is a requirement to obtain the Professional Title, the Second Specialty Professional Title as well as for the award of the Academic Degree of Master and PhD. Its objective is to verify a hypothesis or the solid answer to a question. The Thesis must evidence an appropriate theoretical framework, a rigorous methodology, updated bibliographic resources and a solid conclusion that must be original and unpublished.

**SECTION III:  
GRADUATE STATUS REQUIREMENTS**

- 4. The requirements to be considered a program graduate are:
  - a. Passing the undergraduate studies, having earned all the credits and completed the academic activities required in the current Curriculum upon completion of the studies.
  - b. Proficiency of a foreign language, preferably English, or an indigenous language, according to the corresponding regulations.
  - c. Having earned the number of necessary pre-professional internship credits, according to the regulations of the Vice-Rector for Academic Affairs and Research Office and those of the corresponding School.
  - d. Having earned the number of necessary extracurricular activities credits, according to the regulations of the Vice-Rector for Academic Affairs and Research Office and those of the corresponding School.
  - e. Compliance with the obligations and commitments with the Information Center and with the University's Collections area, which are stated in the Guidelines for the Issuance of Graduation Verifications and Bachelor's Degrees, whose requirements are available in the University's web page.
  - f. Application for and obtaining the Graduation Verification.

For the Working Adult (EPE) program graduates, the preceding paragraphs (e) and (d) do not apply.

**SECTION IV:  
ACADEMIC DEGREE OF BACHELOR  
REQUIREMENTS**

- 5. The requirements to obtain the Academic Degree of Bachelor are:
  - a. Having earned the credits and met other requirements according to the Curriculum.
  - b. Having submitted and approved a Research Project.
  - c. Having applied for and obtained the Graduation Verification.

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6. The Research Project requires the knowledge of a given field of study that is based on existing knowledge, applies a certain methodology, contributes with verifiable evidence, and provides objective and rational explanations subject to debate. ***It may be done in groups with a maximum of five members.***
7. The specific demands and characteristics of the Research Project are detailed in the regulations issued by the Vice-Rector for Academic Affairs and Research Office, as well as in the procedures corresponding to the knowledge areas of each School.

***Such procedures must consider that the Research Projects presented by students and approved be submitted in turn by the Program to the Office of Degrees and Professional Titles for the issuance and registry of the Bachelor's Diploma.***

8. The Graduation Verification is obtained after sending the corresponding application, conforming compliance with the requirements established for the graduate status.
9. The requirements for the Graduation Verification and the Bachelor's Degree are available in the University's web page.
10. Incoming students before the 2014-02 academic term will be awarded the Academic Degree of Bachelor automatically.

**SECTION V:  
PROFESSIONAL TITLE  
REQUIREMENTS**

11. The requirements to obtain the Professional Title are:
  - a. Having the Academic Degree of Bachelor from the corresponding Program, awarded by UPC.
  - b. Having earned the credits and met other requirements according to the Curriculum.
  - c. Having defended and passed one of the following methods to obtain the Professional Title:
    - i. Thesis
    - ii. Professional Proficiency Project
12. The thesis is a project whose objective is to verify a hypothesis or the solid answer to a question. The Thesis must evidence an appropriate theoretical framework, a rigorous methodology, updated bibliographic resources and a solid conclusion that must be original and unpublished.
13. The Professional Proficiency Project evidences the successful training for professional practice and may consist in the defense of files, cases, papers, business plans, among other possibilities.
14. For the Programs offering a double degree, a thesis or professional project must be submitted and defended for each of the Professional Titles requested.
15. Curricula contain seminars, courses and/or workshops geared toward the preparation, presentation and defense of a Thesis to obtain the Professional Title. The Vice-Rector for Academic Affairs and Research may

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establish, in coordination with the Deans from the various Schools, courses or other forms for complementation.

**SECTION VI:**  
**PROFESSIONAL TITLE**  
**PROCEDURES**

16. The candidate must register his/her Thesis or Professional Proficiency Project topic with the Office of Degrees and Professional Titles in order for it to be submitted to the corresponding Program for approval. Thesis or Professional Proficiency Project topics are not approved when they have already been registered with the Office of Degrees and Professional Titles. The candidate may only register a topic at a time and may only change it once, before the approval of the Thesis or Professional Proficiency Project topic is confirmed.
17. When submitting the Thesis or Professional Proficiency Project topic, students must indicate if it will be carried out alone or *in pairs (up to two members)*.
18. Once the Thesis or Professional Proficiency Project topic is approved, this will be developed through a Project Plan, subject to a schedule that may not exceed a year for presentation. In case a longer period is needed, the candidate must request—before the deadline and with the approval of the Advisor—the extension for up to six additional months. If the request does not proceed or if the new deadline expires, the topic will be revoked.
19. The Project Plan or Professional Proficiency Project will be developed according to the documents, information and commitments that the candidate registered with the University's Office of Degrees and Professional Titles.
20. Upon completion of the Thesis or Professional Proficiency Project, candidates will submit—before the deadline for the approval of his/her Thesis or Professional Proficiency Project topic—three printed copies of the Thesis or Professional Proficiency Project, approved by the Advisor, to the Office of Degrees and Professional Titles.
21. The candidate will submit the Project Plan, developed and approved by the Advisor, to the Office of Degrees and Professional Titles with the following structure:
  - For Theses:
    - a. Topic (title)
    - b. Introduction
    - c. State of the art
    - d. Justification or relevance
    - e. Objectives and hypothesis
    - f. Methodology
    - g. Schedule
    - h. Budget
    - i. Limitations and parameters
    - j. Bibliographic references
    - k. Relevant appendices, e.g. written consent, research tools.

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- For Professional Proficiency Projects:
  - a. Cover sheet
  - b. Topic and title
  - c. Rationale
  - d. Objectives
  - e. Objectives outcome indicators
  - f. Content description
  - g. Activity plan and schedule
  - h. Initial bibliography

The Office of Degrees and Professional Titles will submit the copies received to the corresponding School, who will distribute them among the members of the Jury.

The Thesis or Professional Proficiency Project will be assessed by the corresponding Program Director and the members of the Jury, who will issue their opinion on the quality or development of the project within a maximum period of fifteen calendar days.

22. Opinions may be positive or negative. In the first case, the corresponding Dean or—on behalf of him/her—the Program Director, will appoint a date and time for an open-session defense within a maximum period of thirty calendar days, as of the reception of the information by the Dean referred to in this paragraph.

In the second case, with two or more negative opinions, the Dean will call the Program Director and the members of the Jury to adopt a collective decision. If negative opinions prevail, these will be informed—within a maximum period of thirty calendar days—to the candidate to respond to observations, again within thirty calendar days. Once observations have been responded and following the same procedure of submitting three copies to the Office of Degrees and Professional Titles, the Program Director will inform the candidate—when the opinion is positive—in a maximum period of seven days, of the date and time of the open-session defense. If the opinion is favorable, the procedure in the preceding paragraph is repeated.

23. The candidates who fail or wish to change the method to obtain their Professional Title from Thesis to Professional Proficiency Project or vice versa must submit a new topic and Project Plan, subject to the same provisions in these Regulations.

**SECTION VII:**  
**THE JURY**

24. Giving a result for a Thesis or Professional Proficiency Project defense is the responsibility of the Jury appointed by each School. The Dean, in coordination with the respective Program Director, appoints the Jury made up of three members. One of them will be appointed the President.
25. The members of the Jury must be the University’s professors, preferably have a Master’s or PhD degree and not have been the Thesis or Professional Proficiency Project’s Advisor for which they will be part of the Jury.
26. The members of the Jury are responsible for recording the pass or fail result in the corresponding document, as well as for presenting relevant recommendations, for example, for publication or for the temporary embargo of the full publication of the Thesis or Professional Proficiency Project.

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**SECTION VIII:  
THE ADVISOR**

- 27. The Thesis or Professional Proficiency Project Advisor is a faculty member of the University assigned by the Program Director.
- 28. The candidate may propose one or two names for the appointment of the Advisor and, exceptionally, outstanding external professionals may be called upon as Consultants. In such cases, the Advisor will look after the compliance with the institutional principles and regulations and will be the liaison between the Consultant and the University.
- 29. The Advisor has the authority to consider if the Project Plan developed meets the requirements of the selected method.
- 30. The Advisor approves the presentation of the Thesis or Professional Proficiency Project if he/she considers they it has been satisfactorily completed and is suitable for defense after a thorough revision, assuring that it complies with the academic standards and requirements according to these Regulations.
- 31. The Advisor is not part of the Jury and may participate, with voice but no vote, in the open-session defense and Jury meetings to which he/she is invited.

**SECTION IX:  
DEFENSE**

- 32. Candidates will defend their Thesis or Professional Proficiency Project before the Jury in an open session. The oral defense may be read and has an approximate duration of forty minutes. After the Jury asks their questions and these are responded, they will discuss in private to agree on a result. Jury discussions are private and secret and held during the same event. The result is expressed in the corresponding printed document and the President of the Jury publicly informs the result obtained. The Jury's decision is final.

**SECTION X:  
RESULTS**

- 33. The result may be "pass" or "fail." A "pass" result is agreed unanimously and may be awarded within the following rank, which is approved by majority.
  - i. Pass
  - ii. Very good
  - iii. Outstanding

Under really exceptional circumstances, Outstanding: Summa Cum Laude is awarded.

- 34. The results obtained for the Thesis or Professional Proficiency Project are recorded in the corresponding document that is signed by the Jury during the same event.
- 35. A "fail" result gives the candidate only two more opportunities to opt for the Professional Title under the same method.

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**SECTION XI:  
ON THE FINAL DRAFT**

36. The approved version of the Thesis or Professional Proficiency Project, including the Jury’s observations and necessary formal corrections, burnt in three CDs, must be endorsed by the President of the Jury and the corresponding Program Director, to be submitted in a Word and PDF file format, according to the Text Markup Process stated in the methodology of the Style Guide of UPC’s Information Center.

The Professional Title candidate will submit the three CDs to UPC's Office of Degrees and Professional Titles, to be distributed to the corresponding School, the Information Center (for record in UPC’s Academic Repository), and the Office of Degrees and Professional Titles. This will be the version to be submitted to the National Superintendency of University Education (SUNEDU) to register the Professional Title diploma in the National Registry of Degrees and Professional Titles.

Upon submittance of the final draft of the Thesis or Professional Proficiency Project, the author(s) must complete and sign a publication form for the Thesis or Professional Proficiency Project, authorizing the full or partial electronic publication or its temporary embargo in the University’s information systems, according to the forms of UPC's Academic Repository and considering the Jury’s recommendations.

37. The submission of the final draft of the Thesis or Professional Proficiency Project to the Office of Degrees and Professional Titles is a requirement to deliver the corresponding Professional Title.


**SECTION XII:  
ISSUANCE OF THE ACADEMIC DEGREE OF BACHELOR  
AND OF THE PROFESSIONAL TITLE**

38. The issuance of the diploma that certifies the Academic Degree of Bachelor and the respective Professional Title must be approved by a Rectoral Resolution that confers the diploma, which—in turn—is based on a communication by the Vice-Rector for Academic Affairs and Research Office verifying the compliance with the requirements.

39. The Academic Degree of Bachelor and Professional Title diplomas are signed by the competent University authorities; they are issued in Spanish with the names and last names of the Bachelor or Professional Title awardee as they appear in their National I.D. Document (DNI) or Alien Registration Card.

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**SECTION XIII:**  
**REQUIREMENTS FOR THE ISSUANCE OF DUPLICATES OF  
DIPLOMAS IN CASE OF LOSS**

40. For the issuance of a duplicate diploma of Bachelor or Professional Title in case of loss, the applicant must submit the following documents to UPC's Office of Degrees and Professional Titles:
- a. A letter addressed to the Rector of the University, requesting the duplicate diploma of Bachelor or Professional Title.
  - b. The receipt for the corresponding administrative fees.
  - c. An affidavit of loss of the diploma.
  - d. A simple copy of the Rectoral Resolution conferring the Academic Degree of Bachelor or Professional Title issued by the General Secretary of the University.
  - e. Four color passport photos with white background and formal clothing.

**SECTION XIV:**  
**REQUIREMENTS FOR THE ISSUANCE OF DUPLICATES OF  
DIPLOMAS IN CASE OF DETERIORATION OR MUTILATION**


41. For the issuance of a duplicate diploma of Bachelor or Professional Title in case of deterioration or mutilation, the applicant must submit the following documents to UPC's Office of Degrees and Professional Titles:
- a. A letter addressed to the Rector of the University, requesting the duplicate diploma of Bachelor or Professional Title.
  - b. The receipt for the corresponding administrative fees.
  - c. A simple copy of the Rectoral Resolution conferring the Academic Degree of Bachelor or Professional Title issued by the General Secretary of the University.
  - d. The original diploma deteriorated or mutilated.
  - e. Four color passport photos with white background and formal clothing.

**SECTION XVI:**  
**REGISTRY OF ACADEMIC DEGREES  
AND PROFESSIONAL TITLES**

42. The Academic Degrees and Professional Titles awarded by the University are registered with the National Registry of Degrees and Professional Titles of SUNEDU within a maximum deadline established in the National Registry of Degrees and Professional Titles' Regulations. This deadline is of 45 working days as of the issuance of the diploma, for which the corresponding roll and the documents required by such Regulations are to be submitted.

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**FINAL PROVISIONS**

**FIRST:** The Vice-Rector for Academic Affairs and Research Office will establish specific norms in these General Regulations in coordination with the Deans of the corresponding Schools and with the Research Department of the University.

**SECOND:** The Vice-Rector for Academic Affairs and Research Office will establish specific norms regarding the way in which Thesis, Professional Proficiency Projects, Research Projects and Academic Projects are to be published in UPC's Academic Repository, in coordination with the Research Department and the Knowledge Management Department of the University.

**THIRD:** The Vice-Rector for Academic Affairs and Research Office will establish specific norms regarding the style guides (following the corresponding international standards of the respective knowledge areas and the indexed journals or other publication channels of the research projects performed), in coordination with the Research Department, the Knowledge Management Department, and the Educational Quality Department.

**FOURTH:** The Vice-Rector for Academic Affairs and Research Office will establish specific norms regarding the prevention of plagiarism through concrete policies and the use of electronic detection tools that allow reviewing the research projects and the information management quality, in coordination with the Research Department, the Knowledge Management Department, and the Educational Quality Department.

**FIFTH:** These Regulations enter in force the following day after publication.

**TRANSITORY PROVISIONS**

**SOLE TRANSITORY PROVISION:** Students who started their university studies under Law No. 23733 are awarded the Academic Degree of Bachelor ***automatically upon completion of their studies.***

Reviewed by:	Approved by:		Date:
<p align="center">Carlos Bazán Leigh General Secretary</p>	<p align="center">José Pereyra López Vice-Rector for Academic Affairs and Research</p>	<p align="center">Edward Roekaert Rector</p>	<p align="center">1/25/2017</p>

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