



TECNOLÓGICO
DE MONTERREY®

General Rules and Regulations for Students

TABLE OF CONTENTS

PREFACE	3
CHAPTER ONE	4
Student rights and obligations <i>(Articles 1 to 9)</i>	
CHAPTER TWO	5
Confidentiality of student information <i>(Articles 10 and 11)</i>	
CHAPTER THREE	5
Student associations <i>(Article 12)</i>	
CHAPTER FOUR	6
Freedom of expression <i>(Articles 13 a 15)</i>	
CHAPTER FIVE	6
Student publications <i>(Articles 16 to 18)</i>	
CHAPTER SIX	6
Organization of events <i>(Articles 19 and 20)</i>	
CHAPTER SEVEN	7
Participation of students in institutional improvement <i>(Articles 21 to 24)</i>	
CHAPTER EIGHT	7
Complaints <i>(Articles 25 to 27)</i>	
CHAPTER NINE	8
Discipline problems <i>(Articles 28 to 33)</i>	
CHAPTER TEN	8
Specific student conduct <i>(Articles 34 and 35)</i>	
CHAPTER ELEVEN	10
Psychological support for students <i>(Articles 36 to 38)</i>	
CHAPTER TWELVE	10
Prevention of addiction and abuse of alcohol and narcotics or drugs <i>(Articles 39 to 47)</i>	
CHAPTER THIRTEEN	13
Sanctions <i>(Articles 48 to 54)</i>	
CHAPTER FOURTEEN	13
Procedures for applying sanctions <i>(Articles 55 to 68)</i>	
CHAPTER FIFTEEN	16
Observance and vigilance of these rules <i>(Articles 69 to 73)</i>	
TRANSITORY ARTICLES	
Legality of these regulations <i>(Articles one to six)</i>	17
GLOSSARY OF TERMS	18

PREFACE

Dear Students:

Tecnológico de Monterrey exists because of you and your formation, which implies not only your academic preparation, but also our support of your growth as integral persons and members of society. For this reason, we consider it important to have a culture of respect, honesty, and responsibility in our academic and student community.

To strengthen this culture, we have written these Rules and Regulations based on your rights and obligations as students. They contain concrete norms for the behavior we expect of you, in order to maintain an atmosphere of cordiality and harmony which will encourage your personal and professional formation.

We hope you will make these rules your own, and act according to them out of your own conviction. Then our Institution will be able to fulfill its mission of helping you become integral, ethical persons with a humanistic vision, internationally competitive in your professional field, and citizens committed to the economic, political, social, and cultural development of your community, as well as to the sustainable development of natural resources.

Sincerely,

Dr. Rafael Rangel Sostmann
President of Tecnológico de Monterrey

CHAPTER ONE

Student rights and obligations

Article 1. All students of the Instituto Tecnológico y de Estudios Superiores de Monterrey, hereafter “Tecnológico de Monterrey,” have the same rights and obligations

The due observance of student rights and the faithful execution of their obligations are primarily a question of honor.

Article 2. All students should know and abide by the Principles and Rules of Tecnológico de Monterrey that pertain to them, as well as accept and behave congruently with the values established by the Mission.

Article 3. All students of Tecnológico de Monterrey are obligated to agree in writing to comply with all stipulations of these Student Rules, the Academic Regulations, and other current regulations, as they apply to them. For minors, the commitment to obey these rules is the obligation of whoever is their legal guardian.

Article 4. The obligation referred to in Article 3 enters into effect upon signing the admissions application during the first enrollment process at Tecnológico de Monterrey. This initial agreement continues in effect for all further registration of the interested party as a student of Tecnológico de Monterrey and entails the obligation of keeping up-to-date with any modifications that could come into effect in the corresponding regulations.

Article 5. All students must carry and show their current student ID in order to enter or use the installations of Tecnológico de Monterrey, and to receive the services offered therein. The student may be required to show his or her ID in order to participate in activities that are organized or promoted by the Institution, either inside or outside of the campus installations. A student who does not carry his or her ID or refuses to show it may be denied access to such activities.

Article 6. Moreover, all students must acquire tuition protector coverage, to guarantee tuition payment upon the death of a tuition payer, so that the insurance company assumes payment until the student finishes undergraduate studies.

All students are obligated, for their own physical safety and the economic wellbeing of their family, to be covered by major medical insurance. Students may purchase the insurance offered by Tecnológico de Monterrey or show ownership of an equivalent policy covered by another insurance company.

Article 7. For their own safety as well as that of the academic community, students are prohibited from bearing firearms, bladed weapons, and other weapons that are dangerous or prohibited by the corresponding law, when the students are in:

Any installation belonging to or under the control and use of Tecnológico de Monterrey, its service centers, campus, liaison offices, and international offices; in any official activity, academic or cocurricular held in or out of its buildings, or any activity organized by a registered student association.

The violation of this article will be considered a threat against the Institution and will be sanctioned according to chapter nine of the current Rules.

Article 8. Students who have submitted falsified transcripts or documents for admission or any other purpose will be permanently expelled, following the procedures described in these Regulations. On the other hand, if any falsified certificate or document is discovered during the admission process, the student will be permanently denied admission to any level of studies of

Tecnológico de Monterrey and the act of dishonesty will be reported to the school Registrar, who will advise all campuses of the incident. A student who has submitted falsified documents will not have the right to have them returned, and they will be submitted to the educational institution whose name appears on the documents, for whatever legal purposes are desired.

Article 9. Tecnológico de Monterrey is not responsible for property theft of any members of its community, or for the reimbursement of the cost of their property, but considers theft an act of misconduct, and will impose the corresponding sanction on whoever is responsible, according to the procedures established by these Regulations. If necessary, Tecnológico de Monterrey will present a legal denouncement of the deeds and will put the transgressor in the custody of a competent authority.

CHAPTER TWO

Confidentiality of student information

Article 10. Information about the conduct, character, or other aspects of a student's life cannot be included in the official transcripts.

Article 11. Information that Monterrey Tech has about a student may only be provided to-

- a. The interested student, when requested in writing.
- b. To a third party, when the student is a minor and the information is requested by the person who is a legal guardian.
- c. A third party when a student of legal age gives written authorization.
- d. To the appropriate legal authorities when requested officially in writing.

CHAPTER THREE

Student associations

Article 12. Students have the right to assemble with the purpose of attending to and promoting their common interests as students. The authorities of Tecnológico de Monterrey will only recognize as legitimate representatives of student interests those associations that can demonstrate the following characteristics:

- a. Establishment and administration exclusively by students enrolled in Tecnológico de Monterrey
- b. Formation by students sharing a common interest, whether the associations pertain to majors, academic division, birthplace, similar interests, or all students of Tecnológico de Monterrey
- c. Inclusion of statutes and objectives, and development of only those activities that do not conflict, in any way, with the Mission, Principles or regulations, or interfere with the operation of Tecnológico de Monterrey
- d. Inclusion of statutes that establish the governing organs in a democratic way
- e. Designation of governing organs by election by the majority of the members who make up the group
- f. Establishment of an electoral process in accordance with the corresponding regulation, which will be written by the students and approved by the corresponding campus authorities
- g. Recognition and registration by the Director of Student Affairs of the corresponding campus

Students with a common major can join a student federation on their campus, as long as it is constituted by the majority of the students of that major and the aforementioned conditions are respected where applicable.

CHAPTER FOUR **Freedom of expression**

Article 13. Students are free to manifest points of view or opinions different those of other students, professors, authorities, and members of the community of Tecnológico de Monterrey, provided that they:

- a.** Express their opinions reasonably, in an orderly manner, showing the consideration and respect that the professor, fellow classmates, and the Institution deserve.
- b.** Listen and respect the person who has the floor.
- c.** Use language appropriate for integral development of themselves and to the Principles of Tecnológico de Monterrey as an educational and formative Institution.

Article 14. Tecnológico de Monterrey recognizes and respects the right of its students to sustain their own points of view as private citizens, when off campus or in non-institutional activities, on their own behalf and not in representation of Tecnológico de Monterrey or its student associations.

Article 15. No individual student or student association can use the name of Tecnológico de Monterrey in activities of political or religious character nor conduct activities of such nature within its installations. Students and student organizations may discuss topics of their interest and express their opinions orally or in writing, with order and dignity, in a manner that does not interrupt or interfere with normal Institutional activities, while respecting the opinions of other students, professors, authorities, and members of the educational community.

CHAPTER FIVE **Student publications**

Article 16. Students can publish material as a means of stimulating their intellectual development and encouraging a free and responsible academic environment within the Institution.

Article 17. Student publications must meet the following requirements:

- a.** to mention the names of the students responsible for the publication within the publication itself
- b.** to maintain the respect owed to-
 - b.1** the fundamental principles of Tecnológico de Monterrey
 - b.2** the authorities, professors, students, and other members of the educational community
 - b.3** the laws, governing authorities, and society as a whole

Article 18. Publications which do not meet the previous requirements cannot use the name of Tecnológico de Monterrey for circulation on or off campus, or the author will be sanctioned for misconduct according to these Regulations.

CHAPTER SIX **Organization of events**

Article 19. Students may organize conferences and diverse activities to improve their general knowledge and academic preparation, in a manner that does not lend itself to propaganda, political or religious proselytism, or disturbance of the order within the Institution.

To organize these events, students may receive orientation from the Director of Student Affairs, the Director of their major, or the equivalent authority for high school students.

Article 20. The student organizers of any collective event have the obligation to guarantee that it is conducted with respect for current laws, governing authorities, and society in general, observing the protocol that distinguishes the educational community.

CHAPTER SEVEN

Participation of students in institutional improvement

Article 21. According to the Principles of Tecnológico de Monterrey, it is required and expected that students participate responsibly in the improvement and development of the Institution.

Article 22. In academic affairs, student participation will be directed according to written proposals to Directors of the major of the students or the equivalent authority for high school students. These proposals must be submitted personally or by a designated student association. Academic Proposals will be analyzed at the level of academic departments or divisions. Students have the right to be informed of the status of their proposals and to be notified, within a reasonable period of time, of the resolution determined by the corresponding authorities.

Article 23. Students may join orientation committees in the departments handling cocurricular activities, by invitation of the Directors in these areas.

Article 24. For non-academic matters, which concern student life, proposals in writing may be presented to the Director of Student Affairs, personally or by a duly established student association. Such proposals will be analyzed with the help of student participation. Students have the right to be informed of the status of their proposals and to be notified, within a reasonable period of time, of the resolution determined by the corresponding authorities.

CHAPTER EIGHT

Complaints

Article 25. Students have the right to present complaints in writing in a respectful manner. Individual complaints may be presented only by the interested party. Those complaints involving more than one student will be presented by a common representative.

Article 26. Complaints of an academic nature will be presented to the Director of the major to which the student belongs or to the equivalent authority for high school students. Complaints of a general nature will be presented to the Director of Student Affairs.

Article 27. The procedure for handling a complaint will be as follows:

- a.** The corresponding authority will conduct an analysis to ascertain that the motive of the complaint is clearly expressed and that it identifies the person or persons responsible for the complaint. If there is any deficiency in the composition of the complaint, the authors will be asked to clarify.
- b.** The authority that receives the complaint will use discretion to decide whether the complaint warrants a formal procedure or can be resolved in a quicker and more expedite manner.
- c.** In any case, the complaint must be responded to in no more than five workdays.
- d.** When the injured party considers that his or her complaint has not been correctly attended to, or disagrees with the resolution, he or she can present a written appeal in the following manner:
 - d.1** For complaints of academic nature, the appeal shall be presented to the Director of the corresponding Academic Division, or the equivalent authority for high school, who shall give a definitive solution to the case.
 - d.2** For complaints of a general nature, the appeal should be presented to the General Director of the campus, who will give a definitive solution to the case.

CHAPTER NINE

Discipline problems

Article 28. By their nature, discipline problems can be classified in three categories:

- a. Academic misconduct, or those violations which threaten the teaching-learning process
- b. Extra-academic misconduct, or violations against the order of Tecnológico de Monterrey, its prestige, and rights of people or the Institution itself.
- c. Misconduct which threatens the integrity of the Institution.

Article 29. Academic misconduct includes any act, individual or collective that undermines the seriousness and effectiveness of the teaching-learning process.

Article 30. Extra-academic misconduct will be considered any act, individual or collective, that disturbs the order of Tecnológico de Monterrey, damages its prestige, disregards the rights of those who belong to the institution, offends morality or good manners, violates the rules and regulations, or interferes with the use of facilities and services provided therein.

Article 31. Misconduct which threatens the integrity of the institution will be considered any act, personal or collective, that interrupts or attempts to interrupt, or hinders Tecnológico de Monterrey from the realization of its objectives, or violates the Principles sustaining the Institution, or tends to undermine or undermines its authorities, or threatens the installations or facilities of the Institution.

Article 32. Misconduct related to academic dishonesty will be sanctioned according the current academic regulations of Tecnológico de Monterrey.

Article 33. Reoccurrence of an act of misconduct will be considered a more serious violation, which merits a more severe sanction than a first offense.

CHAPTER TEN

Specific student conduct

Article 34: The category of offenses of academic misconduct, or those violations which jeopardize the teaching-learning process, as defined in Article 29 includes, among others, specific behaviors related to the following:

- a. Use of offensive oral or written language to address classmates or professors
- b. Use of verbal or non verbal language which is offensive to classmates or professors, on dress or personal articles
- c. Use of cellular telephones or beepers during class time
- d. Use of calculators, computers, or other electronic devices during class sessions, in which they are not required by the professor
- e. Entering or leaving the classroom during the class session, without a justification
- f. Dressing inappropriately for academic purposes
- g. Smoking in the classroom
- h. Consuming food or beverages in the classroom
- i. Not maintaining silence during a class session
- j. Showing a lack of respect to classmates or the professor
- k. Speaking loudly or shouting at classmates or the professor
- l. Doing activities in the classroom which do not correspond to that class
- m. Cheating on partial or final exams. This conduct will be sanctioned according to the current Academic Regulations.
- n. Taking credit for knowledge belonging to or developed by others, including electronic sources, in quizzes, homework assignments, papers or projects. This conduct will be sanctioned according to the current Academic Regulations.

- o. Interrupting people during class or not asking for permission to speak
- p. Lack of punctuality in academic assignments inside and outside of the classroom
- q. When, according to the professor, a student has hindered the development of the class, including those activities referred to in article 35 of these Rules

Article 35: The category of extra-academic misconduct, referring to those acts which disturb the order of Tecnológico de Monterrey, damage its prestige, disregard the rights of those who belong to the Institution, as defined in Article 30, includes, among others, those behaviors specifically related to:

- a. Violation of any law, at the federal, state, or municipal level. Violations of this article, besides legal sanction from the competent authority, will also be sanctioned according to the current regulations of Tecnológico de Monterrey. Ignorance of the laws cannot be used as an argument to avoid the application of a sanction to the student.
- b. Consumption, introduction, possession, distribution, giving, or selling narcotics or drugs.*
- c. Appearing in public with alcoholic breath.*
- d. Consumption, introduction, possession, distribution, giving, or selling alcoholic beverages without explicit permission of competent authorities.*
- e. Showing excessive demonstrations of affection, or engaging in indecent or obscene activities or use of language.
- f. Using offensive verbal or written language when addressing other people.
- g. Using offensive verbal or non-verbal language in clothing or personal articles.
- h. Dressing in a manner inappropriate for the development of a particular extra-academic activity.
- i. Smoking outside of authorized areas.
- j. Consumption of food and beverages in prohibited areas .
- k. Showing a lack of respect to other people.
- l. Speaking too loudly or shouting in public areas.
- m. Playing loud music or making any kind of loud noise in common areas.
- n. Not using ear phones when desiring music or other sound in installations not designated for that purpose.
- o. Robbing, taking, keeping, or claiming someone else's property.
- p. Engaging in violent sports, fights or physical assaults.
- q. Using electronic media or technological means to access information with content such as pornography, violence, or other topics not appropriate for integral personal development, or which threatens morality and good manners, or violates the rights of others.
- r. Not bringing the necessary material to cocurricular activities.
- s. Inappropriate or careless use of the installations, furnishings, and all resources that Tecnológico de Monterrey provides students for the realization of academic and cocurricular activities.
- t. Hindering or not contributing to the maintenance of cleanliness in installations, furnishings, and equipment used.
- u. Damaging the principles and image of Tecnológico de Monterrey by participating in acts, which by nature, will lead to acts of misconduct.
- v. Committing acts of negligence or vandalism that damages furnishings, equipment, or instalations of Tecnológico de Monterrey .

*For more information, consult Chapter Twelve.

CHAPTER ELEVEN

Psychological support for students

Article 36. If a student exhibits behavior that can be considered emotionally or psychologically unstable, this should be reported to the Department of Psychopedagogical Support, where he or she will be given an initial evaluation, and if necessary, will be recommended professional support. If the case is considered serious, the student's situation will be reported to the legal guardians, so that help may be obtained by an external health professional.

When the situation warrants, the Department of Psychopedagogical Support, will notify the Director of Student Affairs about the result of the evaluation, who will determine whether the case requires a Special Committee to establish the procedure to follow. This Special Committee will be composed of at least:

- a.** The Director of the major that the student belongs to, or the equivalent authority in high school.
- b.** The Director or the Department of Psychopedagogical Support.
- c.** The Director of Student Affairs.

The functions of this Special Committee, as well as the procedures to follow, will be the same as the Disciplinary Committee defined in Chapter 14 of these Rules.

If a student in these circumstances continues enrolled in Tecnológico de Monterrey, the external health professional who is attending the student has the obligation to periodically inform on the diagnostic, prognostic, and treatment of the case to the Director of Department of Psychopedagogical Support, who has the faculty of requesting any relevant information from the health professional, when considered necessary.

Article 37. If a student that was suspended from Tecnológico de Monterrey due to emotional instability or a physical or psychological health problem applies for readmission, he or she should submit a report on his or her current treatment and condition, written by the attending health professional, to the Department of Psychopedagogical Support. This Department will then evaluate whether to recommend authorization or denial of the student's readmission to the Director of Student Affairs.

Article 38. The cost of external psychological services will be covered by the student.

CHAPTER TWELVE

Prevention of addiction and abuse in the consumption of alcohol and the consumption of narcotics or drugs

Article 39. Tecnológico de Monterrey provides orientation and special support to students who could have or do have problems of addiction or abuse in the consumption of alcohol, a narcotic, prohibited drug, or controlled substance.

To this end, the Institution will focus its efforts on:

- a.** Prevention, by several activities directed towards avoidance of new cases of abuse in the consumption of alcohol, narcotics, and the consumption of prohibited drugs, or controlled substances.
- b.** Early intervention, with the objective that students do not develop addictions, will be focused on students who have been in contact with a narcotic, prohibited drug, or controlled substance, or who have problems with controlling the amount of alcohol they consume.

Tecnológico de Monterrey will intervene in order to identify problematical cases and avoid greater consequences or further complications. When it detects student consumption of alcohol, narcotics, prohibited drugs, or controlled substances, the Institution will refer the student, in conjunction with the family, to health professionals that will evaluate the case and recommend treatment.

Article 40. In order to prevent and avoid health risks, Tecnológico de Monterrey reserves the right to effect clinical analysis (*antidoping* tests) on students to detect narcotics, prohibited drugs, or controlled substances as well as the levels of alcohol in the blood (or the equivalent in other systems of measurement). For these effects, the student must sign his or her consent in the letter of acceptance of norms, policies and regulations included in the application for admission. For minors, the consent should come from a legal guardian. The student who refuses to cooperate with the procedures for this analysis will be sanctioned by permanent expulsion from Tecnológico de Monterrey, according to the procedures described in these Rules.

The antidoping tests and detection of the blood alcohol levels will be applied at the discretion of the corresponding President of the Campus.

These tests will be administered by qualified personnel and under the supervision of the Medicine Department of Tecnológico de Monterrey.

These tests can be administered as a result of any of the following situations :

- a. a random system without previous warning
- b. student behavior that suggests the consumption of alcohol, a narcotic, or prohibited drug or controlled substance
- c. student attitude that suggests a problem of this nature

All students chosen for antidoping tests are given the opportunity to admit to having consumed narcotics or illegal substances before being given the tests. If the student denies drug use, but tests positive, the Director of Student Affairs will establish a Disciplinary Committee to determine mechanisms for prevention, support, correction, and/or sanctions that shall be applied.

If the student admits to drug use, regardless of the results of the antidoping test, the student will be sent to the Department of Psychopedagogical Support, or its equivalent in the respective campus, to sign an agreement that specifies the obligations and responsibilities of the student

If the tests are positive for consumption of a narcotic or drug that is not prohibited but controlled, and the student cannot prove that the substance was prescribed by legally qualified health professional and used under his or her supervision, the Medical Department will immediately submit a report to the Department of Psychopedagogical Support to evaluate the student's situation in conjunction with the family, and will recommend means of getting help outside the institution.

If the blood level alcohol analysis is positive, sanctions according to Article 45 of these Rules will be applied.

Article 41. If it is proven that a student is under the influence of a narcotic or prohibited drug or controlled substance, he or she will be sent to the Department of Psychopedagogical Support to evaluate the gravity of the problem.

If the campus lacks counseling services or personnel qualified in the identification and treatment of addictions, the evaluation will be conducted by an external professional, with cost to the student. The result of this evaluation will help the campus guide and support the student, and if necessary, determine the disciplinary sanction in accordance with the described procedures.

The student under the influence of a narcotic or prohibited drug or controlled substance, who violates any article of these Rules, will receive a disciplinary sanction in accordance with the established procedures.

Article 42. Any student who is caught consuming or in possession of a narcotic or prohibited drug will be permanently expelled from Tecnológico de Monterrey according to the procedures described in these Rules.

Article 43. Students who use or consume controlled substances which have not been prescribed, and are not under the control of a legally qualified health professional, will be submitted to the same sanctions as if they were consuming narcotics or prohibited drugs.

Article 44. Any student caught trying to introduce, distribute, sell, or give away, or who has introduced, distributed, sold, or given away any narcotic, prohibited drug, or controlled substance will receive a sanction of permanent expulsion from Tecnológico de Monterrey according to the procedures established in these Rules and, where applicable, will be legally denounced before the corresponding authorities.

Any suspicion or denouncement of a student who sells or distributes any narcotic or prohibited drug or controlled substance will warrant an investigation by the corresponding authorities of Tecnológico de Monterrey.

Article 45. Students with alcoholic breath will receive an admonition. The admonition can include a more severe sanction from the Disciplinary Committee presided by the Director of Student Affairs, if besides alcoholic breath, the following conditions apply:

- a. The student is in possession of alcohol, in which case the procedure detailed in Article 46 of these Rules will be applied.
- b. This behavior has been repeated by the same student.

When a student has a concentration equal to or greater than .08% BAC or 80 milligrams of alcohol per deciliter of blood (or its equivalent in another system of measurement) he or she will be issued a admonition in writing and will be sent to the Department of Psychopedagogical Support for an evaluation of the gravity of the problem with alcohol. If the campus lacks personnel trained in the identification and treatment of addictions, the evaluation will be done by an external professional with a charge to the student. As a result of this evaluation, the campus will guide, counsel, or sanction the student accordingly.

If the student has the concentration of alcohol in the blood specified in the preceding paragraph, and as a result of the influence of alcohol, violates other articles in these Rules, he or she will be applied the corresponding disciplinary sanction according to the established procedures.

Article 46. If a student is found trying to introduce, distribute, sell, or give away, or has introduced, distributed, sold, or given away any alcoholic beverage without authorization from the Director of Student Affairs or by the campus president, a Disciplinary Committee will be formed to determine the sanction for this offense.

Article 47. When a student admits to a problem of consumption or abuse of alcohol, a narcotic, prohibited drug, or controlled substance and requests help for the problem, he or she will be sent to the Department of Psychopedagogical Support, to sign an agreement of collaboration to recover his or her health. In the case of minors, the agreement must be signed by the legal guardians. The case will be managed confidentially, without affecting the academic status of the student in question. If necessary the Department of Psychopedagogical Support will refer the student to a professional in the matter.

If the student or legal guardian does not fulfill the agreement of collaboration or if the student repeats the offense of consumption of alcohol, narcotics, prohibited drugs, or controlled substances, he or she will be permanently expelled from Tecnológico de Monterrey according to the procedures described in these Rules. The status of in compliance or repetition will be determined by clinical analysis mentioned in Article 40 of these Rules.

CHAPTER THIRTEEN

Sanctions

Article 48. By their nature, sanctions are classified in the following ways:

- a.** Admonition.
- b.** Restitution.
- c.** Disciplinary Probation.
- d.** Loss of rights.
- e.** Temporary suspension.
- f.** Permanent expulsion.

When appropriate, the Disciplinary Committee created for each case can apply one or more sanctions to the same case if applicable.

Article 49. For the purpose of these Rules, an admonition is defined as a verbal or written reprimand.

Article 50. Restitution is when certain duties or obligations are required of the student, with the goal of sensitizing him or her about implications of the misconduct, so that prudently, he or she will modify the conduct and not repeat the offense.

Article 51. The sanction of disciplinary probation establishes that a student's status as a student at Tecnológico de Monterrey is conditioned upon not committing another act of misconduct or repeating the same offense. The student must comply with the duties and obligations imposed as a corrective measure, because of the breach of discipline that originated the probation. The Disciplinary Committee will establish the conditions of the probation. The corresponding resolution will clearly specify the terms and duration of the probation and the conditions required for its fulfillment.

Article 52. The loss of rights prohibits a specific student from exercising one or more rights established in the Rules of Tecnológico de Monterrey.

Article 53. The temporary suspension of a student implies a separation from all activities of Tecnológico de Monterrey, in any of its campus, during a specified period of time. The Disciplinary Committee should clearly express in the resolution the duration of the suspension and the conditions referring to reinstatement and permanence.

Article 54. The permanent expulsion of a student implies his or her permanent exclusion from the level of studies that he or she is taking at Tecnológico de Monterrey. In this case, there is no possibility of returning to that level of studies in any of the campuses of Tecnológico de Monterrey.

CHAPTER FOURTEEN

Procedures for applying sanctions

Article 55. Students can be declared responsible for the action of their guests and can be sanctioned for joint responsibility if they do not try to prevent an infraction of the rules. In all cases, students will share liability for payment of the damage.

Article 56. A student can be declared responsible for supporting another student in the breaking of any of the rules and laws contemplated in these Rules and the misconduct of both students will merit analysis and sanction.

Article 57. Admonition or disciplinary probation can be imposed by an employee, professor, or administrator of Tecnológico de Monterrey, by the Director of Student Affairs, and in certain situations, by the Disciplinary Committee established to analyze the case.

Sanctions of disciplinary probation, loss of rights, temporary suspension, or permanent expulsion can be applied only by a Disciplinary Committee. These sanctions imply, furthermore, the loss of the rights of said student to receive a *Diploma de Desarrollo Estudiantil* and other rights established by the Academic Regulations, the Regulations for International Programs, and other regulations of Tecnológico de Monterrey.

Article 58. Acts of academic misconduct, those violations which jeopardize the teaching-learning process, or extra-academic misconduct, those acts which disturb the order of Tecnológico de Monterrey, damage its prestige, disregard the rights of those who belong to the institution will be evaluated and sanctioned according to the following:

- a.** Acts of academic misconduct, which jeopardize the teaching-learning process, committed during a class or academic activities outside of class will be evaluated by the corresponding professor, who can impose a sanction which ranges from an admonition, to expelling the student from the current class session or a future class session, as the professor prefers. If the professor deems best to suspend the student from more than one class session, he or she should ask the Director of Student Affairs whether or not it is necessary to establish a Disciplinary Committee to study the case.
- b.** Acts of academic misconduct, or extra-academic misconduct, those acts which disturb the order of Tecnológico de Monterrey, damage its prestige, disregard the rights of those who belong to the institution committed in one of the service centers will be evaluated and sanctioned by the Director of the corresponding center, who can impose sanctions of admonition or disciplinary probation, and will inform the Director of Student Affairs. When the act of misconduct has been committed by a minor or when the Director of the service center considers the act to be serious, the selection between these two sanctions will be determined in conjunction with the Director of Student Affairs, and if necessary, both will establish any pertinent preventative measures. If the act of misconduct merits a sanction greater than admonition or disciplinary probation, the Director of Student Affairs will establish a Disciplinary Committee to resolve the case. Acts of misconduct committed in common areas should be reported to the Director of Student Affairs, who will study the case in the light of these Rules.

Article 59. The Disciplinary Committee, referred to in these rules, should include, at least, the following people:

- a.** The Director of Student Affairs or his or her representative, who will act as president
- b.** The Director of the major the student is studying or the equivalent authority for high school students
- c.** The Director of the academic department offering the course in question, when the case involves a professor
- d.** The Director or manager of the service center involved, when the case involves a person in that center

Acts of misconduct that interfere with the orderly operation of the Institution will be judged and sanctioned by a Disciplinary Committee which includes the following people:

- a.** The President of the campus, who will act as president.
- b.** The Director or the academic division that the student belongs to.
- c.** The Director of Student Affairs.
- d.** The Director of the major that the student belongs to or the equivalent authority in high school.

Article 60. Any student, or academic, administrative or service staff member of Tecnológico de Monterrey with knowledge of an act of misconduct that should be analyzed by a Disciplinary Committee should submit a document in writing to the Director of Student Affairs who will, if he or she deems it necessary, establish the corresponding Disciplinary Committee, in accordance with Articles 36 and 59 of these Rules.

Article 61. In the disciplinary meeting, the Disciplinary Committee will open a file for the case and create an agreement which should at contain, at least, the following information:

- a.** Place, date, and time when the Disciplinary Committee is established.
- b.** Name and position of the committee members.
- c.** Reason for the creation of the committee.
- d.** Name, registration number of the student or students involved in the case.
- e.** Concise summary of the facts and the evidence offered for the case.
- f.** A document which explains to the student or students involved in the case about the creation of the committee, the deeds leading to its creation, the proofs in its power, the identification of the people who requested the creation of the committee, the right of the students to bring proofs in their favor, the period of time established for offering said proofs, as well as the place, date, and time that the committee will convene to hear the case and consider the proofs offered on behalf of all parties.
- g.** Name and position of the people who will report the decision of the Committee.
- h.** Signatures of the Committee members.

Article 62. When a student whose behavior will be analyzed by a Disciplinary Committee is a minor, the Dean of Student Affairs or a representative will notify the legal guardian of the minor in writing about the formation of the committee. If the guardian or guardians do not appear before the Committee to support their charge or pupil, the Committee will consider that the sanction imposed by Tecnológico de Monterrey was accepted. In this case, the disciplinary procedure will continue, with only the presence of the student involved. When the student is of legal age, the notification will be sent directly to the student.

Article 63. The proofs offered by a student involved in a case attended by the Disciplinary Committee must lead to a clarification or confirmation of the facts.

Article 64. The Disciplinary Committee must make a decision about the evidence that it accepts and stipulate when they will have finished examining it. Once the evidence has been examined, the Committee will determine their resolution on how to proceed.

Article 65. The resolution in writing provided by the Disciplinary Committee should include the following:

- a.** The articles of the current Rules that establish the legitimacy of the Disciplinary Committee.
- b.** A brief summary of the facts and documents in the brief of the case.
- c.** A summary and analytical evaluation of the evidence submitted.
- d.** A statement describing the responsibility of the students, and if necessary the sanction to be imposed upon them.
- e.** The name and position of the person designated to notify the resolution taken by the committee.
- f.** Name, position, and signature of the members of the Committee.

Article 66. If any article of these Regulations are violated by students on a study trip, exchange program, or studying abroad, they will be sanctioned according to these Regulations, and according to the policies and regulations accepted by students who participate in these programs. When they return to their campus of origin, the Dean of Student Affairs will convene a Disciplinary Committee to analyze the case.

Article 67. When the sanction imposed by the Disciplinary Committee is temporary suspension or permanent expulsion of the student, the Committee should order that the Director of Scholastic Affairs at Tecnológico de Monterrey be informed of the resolution, so that a bulletin can notify all campuses in the system.

Article 68. For re-registration, any student that has been sanctioned with temporary suspension must submit his application for readmission to the Director of Scholastic Affairs at Tecnológico de Monterrey at the corresponding campus.

CHAPTER FIFTEEN

Observance and vigilance of these rules

Article 69. Given the nature of these Regulations, their knowledge and observance will be obligatory for all students enrolled in any of the levels of study given at Tecnológico de Monterrey. This includes those students who come from other universities within the *Programa de Intercambio Nacional e Internacional*. For students who are minors, knowledge of these Regulations will be obligatory for their legal guardians, who must promote their observance on behalf of their charges. Ignorance of these Regulations can not be given as an excuse to avoid the application of the corresponding sanctions.

Article 70. All the articles of these Regulations will be applicable to events that occur in the following locations:

- a. Universities or educational institutions attended by students of Tecnológico de Monterrey that participate in national or international exchange programs.
- b. Any installation belonging to or under the control and use of Tecnológico de Monterrey or its service centers.
- c. The campus es, liaison offices, headquarters, and international offices of Tecnológico de Monterrey.
- d. Any official academic or cocurricular activity which is held inside or outside the buildings of Tecnológico de Monterrey.
- e. Activities organized by any student association registered at Tecnológico de Monterrey.
- f. Activities not related to Tecnológico de Monterrey in which the behavior of a student damages the prestige of this Institution.

There shall be no modification of these Regulations in an attempt to meet the particular circumstances of the region where a campus, liaison office, headquarters, or international office of Tecnológico de Monterrey may be located.

Article 71. The observance of these Regulations implies that students respect the current regulations particular to each campus, liaison offices, headquarters, and international offices when they are visiting or participating in activities as guests or exchange students within Tecnológico de Monterrey or other universities. The violation of the regulations and violations of laws of states or nations being visited by the students will likewise be sanctioned by these Regulations.

In the case of official trips, the student is subject to the regulations of these current general Rules, as well as the Rules for official trips.

Article 72. When the organizational structure of a campus lacks the Directors, departments, or areas mentioned in these Regulations, or when it lacks the employees specifically mentioned, the functioned implied by the Regulations will be covered by other Directors or administrators who are in charge of similar activities.

Article 73. Members of Tecnológico de Monterrey who have the faculty to impose sanctions or who form part of a Special Committee or Disciplinary Committee, as disposed by these Rules, in order to apply said rules, should adhere to what has been established in the General Rules and Regulations for Students of Instituto Tecnológico y de Estudios Superiores de Monterrey (*Reglamento General de Alumnos del Instituto Tecnológico y de Estudios Superiores de Monterrey*), in the version of August, 2006.

TRANSITORY ARTICLES

Legality of these Regulations

Article One. These General Rules and Regulations for Students of Instituto Tecnológico y de Estudios Superiores de Monterrey were edited and approved by the Council of Presidents and Vice-presidents on May 12, 2003, and by the President of the System Instituto Tecnológico y de Estudios Superiores de Monterrey, who ordered their publication. They went into effect June 30, 2003. On June 15, 2005, the President of the System Instituto Tecnológico y de Estudios Superiores de Monterrey, approved the reform of these Regulations, which were published August 1, and went into effect on August 2.

Article Two. The text of the titles of Capítulo Primero, Segundo, Séptimo, Décimo Primero, and Décimo Segundo, as well as the articles and the clauses, which are 1 to 32, 34 to 47 and 50 to 71 of the General Rules and Regulations for Students of Tecnológico de Monterrey referred in Transitory One, in accordance to the texts previously established.

Article Three. The current reform of the General Rules and Regulations for Students of Instituto Tecnológico y de Estudios Superiores de Monterrey will take effect on the day after their publication, which must be August 2006.

Article Four. The new text, which includes the reforms of the General Rules and Regulations for Students of Instituto Tecnológico y de Estudios Superiores de Monterrey are in custody of the Academic Vice-President, who will ensure their publication.

Article Five.

So be it established.

This was established according to the General Statutes of Tecnológico de Monterrey, Título Segundo, Capítulo II, Artículo 6, inciso 20, by the President of the System of Instituto Tecnológico y de Estudios Superiores de Monterrey, Dr. Rafael Rangel Sostmann, a July 26, 2006.

GLOSSARY OF TERMS.

1. **Abuse in consumption.** Action and effect of abuse in the consumption of a substance. To use incorrectly, excessively, unfairly, improperly, or unwisely.
2. **Academic Community.** Group of people formed by professors, men or women, of all the campuses of Tecnológico de Monterrey.
3. **Academic Regulations, Academic legislation.** Document containing the statements that regulate the academic community of a campus. Both terms are complementary or can be substituted for the purpose of these Regulations.
4. **Alcohol.** This refers to any type of beverage with a percentage of 2% or more alcohol or ethanol in volume or the equivalent in any other system of measurement. It also refers to alcoholic beverages that have been obtained by fermentation or distillation, which includes, for example, beer, liquor, brandy, whiskey, rum, tequila, mexcal, and any mixtures of them. It furthermore refers to alcoholic refreshments, low in calories or without calories, and cakes, chocolates and candies that have been soaked in some form of wine or alcohol.
5. **Antidoping test.** Clinical test or analysis to detect drug residue in urine.
6. **Authority.** A power that governs or can control within Tecnológico de Monterrey. This term includes Directors, department chairpersons, Directors of majors, Directors of service centers, general Directors of the campus, administrators, vicerrectors, and the President of the system of Tecnológico de Monterrey.
7. **BAC.** Concentration of alcohol in the blood.
8. **Building.** A space confined to certain limits. For the purpose of this document it is equivalent to the term campus.
9. **Campus.** Physical space, building, terrain, or other property belonging to Tecnológico de Monterrey, by ownership or use, In this space there are installations owned or under the control of the Institution and its service areas. The term includes, among others, streets, paths, sidewalks, gardens, parking lots, buildings, corridors, and adjacent streets that are included in the installations where the Institution conducts its activities. In similar circumstances, the term would refer to the liaison offices, headquarters, and international offices of Tecnológico de Monterrey.
10. **Case.** This term refers to an act of misconduct or breach of discipline that implies a violation of these Regulations.
11. **Common Areas.** Those areas or installations in the campus other than classrooms and service centers. This includes, among others, hallways, corridors, sidewalks, plazas, bathrooms, and green areas.
12. **Community of Tecnológico de Monterrey.** Group of people, men or women, formed by students, parents, alumni, professors, employees, Directors, and counselors of all campuses of Tecnológico de Monterrey.
13. **Consumption.** Action and effect of consumption. To use foodstuffs or other products to satisfy needs or desires. This concept includes, but is not limited to, ingestion, drinking, breathing, topical application, inhalation, injection, and rubbing.
14. **Department of Psychopedagogical Support.** Service Department in charge of counseling and psychological support to students who have behavior problems related to psychological factors.
15. **Director of an area, person in charge of an area, Director of a service center, administrator.** This includes all people, men or women, who act as coordinators, in charge of employee, of an office, department, direction, center, or service area that is not directly related to teaching classes.
16. **Director of major, Director of division, Director of high school, administrator.** Person, man or woman, who works as the coordinator of an office, department or direction, in charge of personnel who are directly related with teaching. In some cases, this person may teach and do research as an additional personal activity.
17. **Director of Student Affairs or his or her representative.** The Director, man or woman, who coordinates all questions related to students but does not belong to teaching faculty. He or she

controls, among other things, the Department of Cultural Activities, Physical Education, Student Groups, Community Social Service, Scholarships, and Art Workshops.

- 18. Educational Community.** Group of people, men or women, formed by students, professors, employees, and Directors of each and every one of the campuses of Tecnológico de Monterrey.
- 19. Equipment.** Collection of special utensils, devices, and apparatus for a specific purpose. It includes, but is not limited to, computing equipment, such as computers, laptops, scanners; projection equipment, such as overhead projectors, computer projectors, video cassette players, televisions, screens; laboratory equipment such as burners, petri dishes, test tubes and scales; cafeteria equipment such as plates, flatware, salt shakers, napkin holders; sports equipment such as boards, balls, goals, baskets; and others, such as waste baskets, soap dishes, towel holders, and mirrors.
- 20. Firearms.** Instruments, devices, or machines destined for attack or defense. Instruments in which the shot is created by powder or other explosive. The term refers also to any kind of mechanical instrument used for shooting devices at high speed. In this category are pistols, rifles, shotguns, and machine guns--percussion, precision, semautomatic, or automatic--that shoot devices such as bullets, slugs, shots, and pellets. The term includes, but is not limited to, instruments like sling shots, arrows, and cross bows. For practical purposes in this document the term is used to refer to any instrument that falls within this category because of its functional characteristics.
- 21. Furnishings.** Furniture and facilities in a building, in an installation
- 22. Governmental Authority.** An elected power that governs or exercises control in a governmental organization at federal, state, or municipal level.
- 23. Legal age.** According to Mexican law, a person, man or woman, who is 18 years old.
- 24. Legal guardian, legal authority, parents, tutor.** Person or persons who exercise a combination of responsibilities and rights that parents legally exercise over their children while they are underage. Person who exercises formal guidance. Authority in place of the father or mother, who is responsible for taking care of a person and his or her property because he or she cannot have legal authority because of being underage. For the purpose of this document, these terms can be used interchangeably
- 25. Level of studies.** The block of subjects defined in a study plan, whose accreditation culminates in a Diploma or Degree. Examples of levels of studies are high school, undergraduate, master, and doctorate.
- 26. Major to which the student belongs.** Academic programs in which a student has enrolled.
- 27. Minor.** According to Mexican law, a person, man or woman, who is under 18 years old.
- 28. Narcotic or drug. [Narcótico o droga]** In this document the same meaning is given to both terms. They refer to substances that produce drowsiness, muscle relaxation, and decrease of sensitivity. Narcotics, psychotropic substances, enervating substances, natural or synthetic chemicals that can affect the body and its processes, the mind and the nervous system, behavior and emotions. Any substance that is toxic or harmful to health. Medicine that alters the mind when using a greater dosage than medically prescribed. This includes all substances established as *narcótico* or *droga* in the Mexican *Ley General de Salud*, including the ones mentioned above, although it is not an exhaustive list.
 - Stimulants not permitted are amphetamines, cocaine, crack or rock. Legally permitted stimulants are nicotine and caffeine.
 - Depressants such as barbiturates, tranquilizers, and methaqualone.
 - Hallucinogens, such as LSD, acid, PCP, *Angel Dust*, peyote, MDA, DMT, STP, and psilocybin (designer drugs).
 - Narcotics such as heroine, morphine, opium, codeine, meperidine, and methadone.
 - Cannabinoids, such as marihuana and "hash oil."

For the purposes of these Regulations, narcotic or prohibited drug is defined as that substance which is explicitly prohibited by law. Narcotics or controlled substances are those drugs which are not legally prohibited, but controlled by a registered medical prescription, written in the proper manner, with the name of the student, signed by a health professional with legitimate

- qualifications for said purpose. Both the expiration date of the prescription as well as the recommended dosage for the student should be considered.
- 29. Service Centers.** The campus installations which offer a type of service to the educational community. This term includes, among others, cafeteria, cybercafe, library, copy center, gymnasium, bookstore, cashiers office, and gift shop.
 - 30. Bladed Weapons.** Those weapons made of iron or steel. This includes, but is not limited to, swords, blades, single or double-edged knives, or any stabbing or puncturing weapon.
 - 31. Student.** Any person, man or woman, who is admitted and enrolled in any course, face-to-face, satellite, or on-line, in an academic program, extension or diploma course, with or without curricular value, in any level of study, school campus, extension school, graduate or division, liaison office, headquarters or international office of Tecnológico de Monterrey. Any person who is admitted and present on campus with the purpose of being enrolled in a course or program with curricular value, and who continues to be associated with the Institution because he or she has not finished the course or program. In national and international programs of interchange, in which a double enrollment is implied, the jurisdiction over a student's conduct must be determined through consulting with the Directors of Tecnológico de Monterrey and the Directors of the other university that the student belongs to. The term student also means any group of students and any student association that is officially registered in Tecnológico de Monterrey.
 - 32. Student Community.** Group of people, formed by the students of Tecnológico de Monterrey.
 - 33. Installations, installation belonging to Tec de Monterrey, installation under the control and use of.** Place providing the necessary means to carry out a professional activity or entertainment. It includes, but is not limited to, sports installations, such as tracks for running, grass fields, concrete or hardwood courts, classrooms, buildings, administrative offices, service centers, and support centers.
 - 34. Institutional.** related to an institution, in this case, Tecnológico de Monterrey.
 - 35. Professor, part time teacher.** These terms refer to persons, men or women, who give classes. These people either teach one or more classes to a group of students in any of the levels of study or may conduct research. For the practical purposes of this document, the term professor is used to refer to any of the previously mentioned categories.
 - 36. Prohibited.** Not permitted by law.
 - 37. Proof, proofs.** Proof refers to evidence in general. A proof demonstrates what happened or circumstances in which it happened, for example, in the case of an act of misconduct to be analyzed. It is used in hearing committees during the analysis procedures of a case in which a Special or Disciplinary Committee participated.
 - 38. Property of Tecnológico de Monterrey.** This refers to goods that include—but are not limited to—terrain, installations, goods, equipment, furnishings that have been bought or lent to the Institution for its use. In any case, Tecnológico de Monterrey is responsible for them and their use.
 - 39. President of the campus, general Director of the campus.** These are the persons, men or women, who exercise the maximum authority on campus. For the purpose of this document, these terms are used indistinctly.
 - 40. Readmission, re-registration.** To enroll again Tecnológico de Monterrey. The two terms are used with the same meaning in this document.
 - 41. Student Association.** Group of students united to fulfill a common purpose, who are registered with the Direction of Student Affairs. It can adopt names such as association or society, which are considered equivalent terms for the purposes of this document.
 - 42. Support personnel, assistants, service personnel, administrative personnel.** These terms refer to all persons, men or women, who work in offices and service centers rather than teaching.
 - 43. Tecnológico de Monterrey.** The term Tecnológico de Monterrey means, for all intents and purposes, Instituto Tecnológico y de Estudios Superiores de Monterrey. Tecnológico de Monterrey is a private Institution that forms part of the *Sistema Educativo Nacional Particular* under the statute of *Escuela Libre Universitaria con personalidad jurídica propia*, which was established by presidential decree, July 24, 1952, and published in the *Diario Oficial de la Federación* on September 12, of the same year. Studies in this institution were granted official

validity on March 5, 1974, as published in the *Diario Oficial*; furthermore, *acuerdo No. 3438 del Secretario de Educación Pública* determined that studies from Instituto Tecnológico y de Estudios Superiores de Monterrey would have validity in any part of the republic of Mexico, in accordance with the *Reglamento de Revalidación de Grados y Títulos*, granted to free universities, published on July 26, 1940 in the *Diario Oficial de la Federación*. This is in accordance with *Escritura Pública No. 22,243*, from December 20, 1988, notarized by Lic. Fernando Arechavaleta Palafox, Director of *Notaría Pública No. 27*, who is listed in the *Registro Público del Comercio* in *No. 286, vol. 27, Libro 6 Sección III Asociación Civil*, December 23, 1988. The term includes all campuses, liaison offices, headquarters, and international offices of Tecnológico de Monterrey.