



GENERAL REGULATIONS

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General Regulation Of University Institute of Amerike

Chapter One: General Provisions

Article 1 - The provisions of this Regulation and all the specific provisions that, in the exercise of their powers, are issued by the governing bodies, are mandatory in the execution of administrative, academic and, in general, in the development of any other activities carried out by the Institution, so they must be followed by directors, teachers, employees, students and all those people who have some relationship with it.

Article 2 - All members of the direct academic community of the institute, academic, administrative staff, students and parents, must know and follow faithfully the content of this regulation and the rules that emanate from it. Administrative personnel will be those who contract with such character, different from the teaching staff.

Article 3 - If there is any doubt regarding the content of this regulation or situation that does not appear clear, it should be consulted with the campus management, since the allegation of ignorance of the Rules will not be accepted as a justification.

Article 4 - The interpretation of this regulation, of the other regulatory rules or of any written query, will be a responsibility of the superior council through the rector and by delegation of these by the authority designated for it, which will resolve in written form.

Article 5 - The content of this regulation will be in force since its publication until it is modified or repealed. Any modification to this regulation must be authorized by the Superior Council, registered with the incorporating authority and published for general knowledge.

Article 6 - Mission

The Institute of University Studies Amerike is part of the Mexican Higher Education Institution, with international vocation; it constitutes a community of students, teachers, directors and workers of administrative areas, parents and their social and economic environment; it has a commitment to the educational quality and development of its teachers and students, as well as its social responsibility; it aims to build alliances with public and private, educational, productive and social institutions, national and foreign, particularly Spanish, to ensure permanent creativity, innovation, updating, training of students and teachers as well as the employability of their graduates.

Article 7 - Vision Criteria

We will establish as a permanent practice propaedeutic and leveling programs for students to help them overcome their deficiencies in front of the rest of their classmates and to reach the group levels expected by the institution.

We understand the realization of professional internship in companies as an essential part of the training of our students. The Institute, supported by its international relations, will seek the signing of alliances and agreements with other institutions that are at the forefront of creativity, innovation and application in the different disciplines and areas in which it operates.

Amerike starts from its initial relationships with various national and international academic and sports institutions, which will be formalized through framework agreements.

We understand the permanent updating of plans, programs, techniques and methodologies, product of the permanent research, of our academic experiences at an international level.

The systematic Innovation of knowledge is an aspirational matter of our Institution, the benefit of the students for their professional success, the permanent search of professional opportunities for them and the integral development of the teachers in Mexico and in Spain.

Chapter Two - Government of the Institution

Article 8 - The Government of the Institution shall be exercised in accordance with the Mission and the established vision criteria.

Article 9 - The Institution is governed by the following governing bodies:

I. Collegiate:

Higher Council

Campus or Center Steering Committee

The others that the Superior Council determines

II. One-person authorities:

General Rector

General Director of Administration

Academic Director of Region

Campus or School Director

Administrative Director of Campus

Director of Services and School control of Campus

Academic degree or school Directors, and

The others that the Superior Council agrees

Article 10 - The Superior Council will determine, in the statute derived from this regulation, the faculties and the obligations that correspond to each organ of government, without prejudice of those that are established in the present; the same council will agree, in a progressive manner, the creation of positions and the designation of their holders, depending on the growth of the Institution.

Art. 11 - The staff of the Institute is constituted by Directors, Teachers and the Administrative Officers.

Art. 12 - The representation of the Institute will be carried out, generally by the Superior Council, and in compliance with its agreements and instructions, by the Rector in academic matters before the educational authorities and by the General Director of Administration in the financial, fiscal, and other administrative matters.

Art. 13 - The functions of the Rector are the following: representing the Institute officially before the different educational authorities; coordinating the planning, organization, evaluation of the operation of the Institute, and monitoring the application of the policies and regulations issued by the Superior Council.

Art. 14 - The Superior Council will have at least two delegates from among its members, who will perform the function of guiding the development and projection of the academic areas and the administrative tasks of the Institution.

Art. 15 - The functions of the General Administrative Director are: planning, organizing and supervising the compliance of administrative programs, the performance of Institute personnel, in addition to establishing the guidelines for hiring personnel, and organizing, coordinating and supervising finances of the Institute, as well as the admission and permanence procedures of the students. The administrative Director of the campus will carry out and execute the functions referred to in the previous paragraph in the area of competence that corresponds to him/her and in support of the General Director of Administration.

Art. 16 - The functions of the Director of Services and campus control are: coordinating and supervising the documentation that is drawn up of the students and teaching staff, whether official or informative, their processing before the educational dependencies, executing the administrative procedures relative to the Social Service, as well as students support and personal attention regarding their problems.

Art. 17 - The academic director of the Degree will disseminate and apply the academic policies of the institution, and will coordinate the development of the degrees, postgraduate studies and other courses under his charge; the recruitment, induction, training, development and performance of teachers in their teaching and compliance with the curriculum and programs of study and their evaluation. He/she supervises the progress and evaluation of the students, as well as the activities that lead to the updating of the plans and programs of study.

The academic directors of the region will be in charge of the planning, programming, organization and supervision of the teaching of a degree, postgraduate study or course, in more than one campus.

Chapter Three. Curricula and Programs of Study

Art. 18 - The Institution will integrate and keep updated the curricula and programs of study of the disciplines that it imparts, to ensure the necessary theoretical knowledge and provide practical tools to the graduate to work successfully, as established in the mission and vision criteria.

Art. 19 - The Superior Council, at the proposal of the Rector, will approve the periodic process of evaluation and updating of the plans and programs, relying fundamentally on the respective research tasks, seeking to raise the quality of education and the updating of knowledge of students and graduates.

Art. 20 - The Rector will arrange the procedure before the competent educational authorities to obtain new recognitions or update the ones already obtained.

Art. 21 - The curricular evaluation will be carried out at least every five years for the degrees and four for the Master's degrees.

Art. 22 - The maximum term to conclude credits at the degree's level is from one to five times the time established in the corresponding program, including the time a student is temporarily dismissed or decides to take another career at the Institution.

Credit is the unit of value corresponding to the academic work that a student must perform. The unit will be established in accordance with the regulations issued by the incorporating authority.

Art. 23 - To regulate student mobility, the Superior Council will issue the applicable criteria, within which it must take into account that:

a) The study equivalency procedure regarding the common subjects between study plans that are taught in the Institution with RVOE will not be required.

b) In the event that a student enters by resolution of equivalence or revalidation of studies and had not accredited subjects from previous cycles to the one that enters, the director will be able to apply a Test of Academic Proficiency, in order that the student begins his studies in the most similar way to the authorized study program possible. The above mentioned is under the following criteria:

1. There can't be more than 8 subjects.
2. The student must have background with which he/she can demonstrate knowledge of the subject presented.
3. Authorization must be requested at the School Services and Control Department, which will verify compliance with the regulations, before the start of the school year to which the student will join.
4. The exams must be presented before the beginning of the school year, and there must be testimony of these in the student's file.
5. In case of failing the exam, the student must take the course in the ordinary period.
6. In the event that a student changes his degree, only those subjects accredited in the previous degree will be registered, as long as they are equivalent subjects.

Chapter Four. The Academic Staff

Art. 24 - Teachers will be full time, part time, or of a single subject. Part-time and subject professors will be hired as independent professional service providers.

Art. 25 - The particular guidelines on income, induction, evaluation, permanence and promotion of academic staff will be established by the corresponding regulations issued by the Board at the proposal of the General Director of Administration.

Art. 26 - In the respective regulations and in the corresponding contracts, the minimum dedication times to the Institution that should be established by full-time and part-time professors and researchers must be established.

Art. 27 - Teachers by subject will be hired to teach the chairs that are established in the respective document.

Art. 28 - The hiring of academic staff will be carried out according to the respective regulatory procedure, in which they must intervene, as a committee: The General Administrative Director, the Academic Director of career and, where appropriate, the regional coordinator of the degree.

In accordance with the respective conventions or legal documents and the applicable regulations, there may be invited professors, or visitors, from other national or foreign institutions.

Art. 29 - The teaching profile must meet the following admission requirements:

- a) Bring: title, degree and professional certificate corresponding to at least the educational level in which they will work.
- b) Show evidence of their professional training in the areas of knowledge to impart.
- c) Teaching experience and commitment to educational quality.
- d) The others that, for each promotion, the evaluation committee determines.

Art. 30 - Semi-annual, subsequent recruitment of academic staff depends on their performance before the group, on the compliance with the objectives of each program entrusted, as well as on the overall of group results, according to the indicators and criteria of the evaluation system.

Art. 31 - Teachers will have the following rights and obligations mentioned in an enunciative and non-restrictive way:

I. Rights of teachers:

- a) Prepare and impart the chairs entrusted in the time and manner determined by their hiring.
- b) Apply exams and request the carrying out of investigations or works, in all cases respecting the times and contents of the plans and programs of study.
- c) Receive consideration for the provision of professional and academic services that are actually provided.
- d) Go to the authorities of the institution to raise problems of an academic or administrative nature that are presented and agree on how to solve them.
- e) Make use of the facilities according to needs and availability, as well as attending academic events, courses and seminars and development activities, organized or agreed upon by the Institution, obtaining in its case, the proofs that are agreed upon for that purpose.
- f) Maintain order and respect during class sessions. If so required, the teacher may request the student to leave the session, reporting said facts to the authorities of the respective degree or campus.

II. Duties of teachers:

- a) Show personal and academic integrity; and comply with the regulations that apply to them, in particular, the internal of the Institution as well as, in general, the derivative of the legal order.
- b) Comply with all responsibilities arising from their employment and hiring, while staying updated pedagogically and didactically, incorporating into their educational work tolerance and understanding for students to achieve their personal benefits without falling behind the group.
- c) Deliver, according to the instructions or respective procedures, the reports, lists, works, qualifications and certificates, all of them signed.
- d) Advise research and thesis. Integrate as examiner in juries, when required to the effect by the respective authorities.
- e) Participate in the work meetings and events organized by the Institution's authorities.
- f) Refrain from political proselytizing or propaganda in the Institution.
- g) Provide advice, in the field of their knowledge, to the Institution.
- h) Refrain from receiving gifts or favors from the students to whom they teach.
- i) Establish a behavior attached to values.
- j) Care for relationships with their co-workers, basing them, in principle, on mutual respect and collaboration.
- k) Reject any act of academic simulation or dishonesty.
- l) Process and permanently carry their credential.
- m) The other obligations arising from the regulations that apply to them.

Art. 32 - Upon registering their attendance, the teacher must write down, in the respective book, the subject, in compliance with the program, to be developed in each class.

Art. 33 - Any exceptional suspension of class or change of schedule must be agreed with the competent academic authority.

Art. 34 - The absences to class, on the part of the professor, will be refunded in different schedule to the ordinary of the chair, as agreed with the academic authority.

Art. 35 - The teacher will record the attendance or delay of the students for each class to be taught.

Art. 36 - The school calendar will foresee the dates for the evaluation of the activities that will be practiced during each period, which should appear on the cover that each teacher will examine, in the first session of the period, with their students.

Art. 37 - Ordinary and extraordinary examinations which are scheduled, as well as their review, will be prepared and made known to professors and students.

Chapter Five. The students

Art. 38 - Students are classified as Applicant, Student, Graduate and Licensed.

Art. 39 - Applicants are who, covering the academic and administrative requirements, express their willingness to comply with the admission procedures to pursue the studies offered by the institution.

Art. 40 - Students are who, having accredited the academic and administrative requirements, subscribe the registration application form and express their wish to join the Institution, committing themselves to comply with all the obligations inherent to them as students. Together with the signature of the previous document, they must verify the payment of the registration fee, which must include the registration itself, the insurance and the rights to pay to the incorporating institution.

Art. 41 - Graduates are the students who have covered all the credits and requirements established for each curriculum and study program.

Art. 42 - Licensed are the people who have received a diploma or degree from the Institution.

Art. 43 - The students, in accordance with this regulation and the other rules that regulate the organization and operation of the Institution, will have the following rights and obligations, mentioned here in an enunciative but not limiting way:

I. Rights of students:

- a) Attend classes and academic activities in compliance with the curricula and programs of study.
- b) Present the evaluations established by the respective procedures determined by the Institution.
- c) Resolve with the authorities their doubts and the approach of their academic or administrative problems.
- d) Make use of the facilities and equipment according to the availability and the respective rules.
- e) Request and receive academic advice, ordinarily and in the preparation of research, or the preparation of thesis.
- f) Participate in academic events and sports and cultural activities organized in the Institution, according to the rules of the case.
- g) Belong to the student society.
- h) Receive academic acknowledgments and incentives, in accordance with the corresponding rules.

II. Duties of the students:

- a) Permanently show integrity, responsibility and respect towards others, inside and outside the Institution.
- b) Comply with the regulations of the institution, as well as the academic and administrative instructions issued by the authorities and the teachers of the institution in the exercise of their faculties.
- c) Comply responsibly with the plans and programs of studies. Pay in a timely manner the tuition and other fees established by the Institution.
- d) Arrive punctually to class and all those events to which they must attend. Students have the possibility of being absent in a number of classes that does not exceed twenty percent of the total sessions. Faults will not be justified. In any case, it will be the authority who will resolve any doubt in this regard. The absences do not release students from the obligation to know the advance of the program and to deliver the tasks and jobs that the teachers request in each subject.
- e) Always dress and appear with ordinary formality.
- f) Uniforms will be used when necessary in activities of the Degrees such as Sports and Physical Activity Science and Physiotherapy.
- g) Observe academic integrity in all activities inside and outside the institution. In particular, simulation and deception, plagiarism and violations of the author's rights must be avoided.
- h) Refrain from giving gifts to the academic or administrative staff of the Institution.
- i) Refrain from political proselytizing or propaganda in the Institution.
- j) Proceed and carry credential permanently, which accredits and identifies you as a student enrolled in the corresponding semester. It must be renewed each school year.
- k) Refrain from leaving during class hours, except in the case that it is expressly called by any authority of the campus or authorized by the teacher to address any emergency.
- l) Conserve cleanliness and good use of furniture, equipment in classrooms, corridors, stairs, toilets, laboratories, workshops and, in general, all the facilities and equipment of the institution.
- m) Other obligations established by the regulations of the Institution.

Chapter Six. The procedures of entry and re-registration

Art. 44 - Prior to the start of each semester, course or program, the Institution will determine and publicize the procedures and requirements that must be met for the enrollment or re-enrollment of students.

Art. 45 - For registration you must:

- a) Prove that you have the knowledge and skills to start the studies requested.
- b) Accredite the relative academic record.

- c) Present in due time and form the required documentation, within which the respective registration application will always be found, the knowledge of the privacy notice, the formal commitment to comply with the regulations of the Institution and the legally binding ones.
- d) Pass the corresponding admission and placement exams.
- e) Attend the interviews and commit to take the preparatory or introductory courses that, if applicable, are assigned.
- f) Pay the registration fees and the one related to the admission and placement exam.
- g) Be accepted by the corresponding academic authority.
- h) There will be no need for the study equivalency procedure regarding the common subjects between study plans with REVOE that are taught at the Institution.
- i) The academic authority will determine the criteria and requirements for the cases in which the students request revalidation or equivalency of studies, subject to the rules of the authorities that grant the respective acknowledgments of Official Validity of Studies.
- j) In the event that a student changes degree, only the subjects accredited in the previous one will be recognized, provided they are equivalent subjects, in accordance with the provisions of subsection h) of this article.

Art. 46 - Foreigners who intend to enroll in the Institution must prove compliance with the corresponding legal requirements in addition to internal requirements.

Art. 47 - The Institution will provide the facilities foreseen so that the students affected by the American immigration regulations can carry out their studies in it.

Art. 48 - The re-enrollment is done so that a student can continue studying at the Institution and keep his/her registration with the Secretariat of Public Education, for which he must prove:

- a) The academic performance established by the Institution.
- b) Good behavior.
- c) The completion of the corresponding procedures on the dates indicated.
- d) Be up to date on all the payments.
- e) Do not owe books, materials or equipment. The norms will establish the respective formats to accredit such circumstances.
- f) Have their administrative and academic records duly integrated.
- g) The minimum requirements that, where appropriate, are established by the academic responsible for each degree, course or program.

Art. 49 - Students may be discharged temporarily or definitively attending to academic causes of non-compliance with the minimum requirements set by the authorities of the Degree; or administrative causes due to non-timely delivery of the required documentation, which is apocryphal or the breach of its obligations as the timely payment of fees. The withdrawal can also operate at the express will of the student.

Art. 50 - In the previous regulations, issued for the semesters subsequent to the first, the Superior Council may agree on the rules to accept the payment of re-enrollment and tuition for credits. The Superior Council will regulate the options to attend a second career in the Institution, listening to the opinion of the academic responsible of the Degrees involved.

Chapter Seven. Scholarships

Art. 51 - Scholarships will be governed by the following:

- I. The students of the Institution who wish to access the Scholarship Program will enter a selection program, and must prove the following requirements:
 - a) Minimum cumulative average of 8.0
 - b) Have not failed subjects in the previous semester.
 - c) Prove, through socioeconomic study, economic difficulties for the payment of registration fees or tuition.

- d) Deliver in due time and form the corresponding application and documentation before the campus authority.
- e) With the exception of the beneficiaries of a SEP scholarship, participate in support projects and correspond to the scholarship received by the Institution.

II. The selection will be made by the Committee composed of the Rector, the General Director of Administration and the academic director of the corresponding degree, being able, the first two to appoint representatives. The scholarships will be granted according to the policies issued in this regard by the Superior Council before the start of the promotion and registration of each semester.

Art. 52 - The Superior Council may agree to the granting of other types of scholarships different from those of the Ministry of Public Education and those of financial support. The specific requirements for each of them will be subject to the provisions of the Scholarship Policies issued by the Superior Council for each campus, respecting the provisions of the respective RVOE agreements.

Art. 53 - The SEP scholarships will proceed with respect to registration fees and tuition fees.

Art. 54 - Students who temporarily drop out or do not take courses during a semester cycle, or have been subject to penalties for infraction or lack of discipline will lose the Scholarships they have obtained during the previous cycle.

Chapter Eighth. The evaluation criteria

Art. 55 - In the first session of each course the teacher will review, together with the students, the topics to be developed, the calendar to be met, the evaluation criteria, the dates of the partial and final exams, and the value of each work, research or participation in class, within the result or final grade.

Art. 56 - In each evaluative event, the student will be offered the opportunity to check his/her acquired knowledge and skills in relation to the fulfillment of the program. The evaluations, through an exam, will have a minimum weight of 70%, of the final result.

Art. 57 - The evaluation of the learning will be made according to the following guidelines for the students of the degree programs:

- a) Each subject will be evaluated according to the criteria established by the academic director of the degree and the respective teacher.
- b) The minimum passing grade at the degree level will be 6.0 on a scale of five to ten expressed in one decimal.
- c) The subject not presented in an ordinary exam will be taken as not accredited, unless the student presents a proof that postponement is due to force majeure. Said authorization must be granted by the academic director of the degree.

If the justification is not given and the examination is carried out, it will be considered a failed course and will have consequences for students and scholarships.

- d) At least three partial evaluations will be presented during the semester, which will be graded with decimals, within a scale of zero to ten.
- e) The average of the partial exams, in turn, will be averaged with the result of the final exam, to define the fundamental weight of the final grade, along with the other grades of works, investigations, and constructive and respectful participation in class, as defined in the cover presented at the beginning of the course.

Art. 58 - To be entitled to ordinary exam in each subject, it will be necessary to:

- a) Credit at least 80% of attendance to classes.
- b) Not have due debts.
- c) Be up to date with the documentation that has been required by administrative and school areas.

Art. 59 - When informing the students of the results of their partial exams, each teacher will give the opportunity to make clarifications and if appropriate rectifications of the case will be made.

Art. 60 - The teacher must analyze the general result of the exam and determine which topics require an explanatory review.

Art. 61 - The result of the qualification of the final exams may be subject to review, upon written request made by the interested student, by written request submitted within a term not exceeding five calendar days, from the one in which the result was made known. The application will be submitted to the academic director of the degree, with the knowledge and participation of the respective teacher. Students can not exempt the obligation to be evaluated.

Art. 62 - Campus academic authorities may issue regulations for extraordinary examinations, which may not be more than one per student, per semester and only if there are no failed subjects from the previous semester.

Art. 63 - The institute will issue partial or total certificates of studies, degrees, diplomas, or degrees upon written request of interested parties that have a legal interest to do so, once all the academic and administrative requirements have been met; or, within the ordinary procedures that correspond to each academic act.

Chapter Nine. The Social service

Art. 64 - The Social Service performed by the student must be consistent with the knowledge and skills obtained during their training and will be sought with him, giving him a sense of reciprocity and service to society.

Art. 65 - The students may perform the Social Service only when they have covered 70% of the credits of the degree. For this, they must follow the following guidelines:

I. Duration. The Social Service will have a minimum duration of 6 months and won't last longer than two years.

II. The procedure that the students must perform before the school control area. They must:

- a) Have accredited at least 70% of the total of the degree.
- b) Formulate the corresponding application, accompanying the proof of passed credits.
- c) Present the communication of acceptance of the Social Service provision of the Institution where it will be carried out.
- d) Show the proof by which the compliance and termination of the Social Service is accredited, together with a detailed report of the activities in which it consisted, within a period not exceeding fifteen working days of having completed it.

Art. 66 - The area responsible for the Social Service shall:

- a) Record the start and end dates of the Service.
- b) Supervise the fulfillment of the Service.
- c) Write the proof of compliance and release of the Social Service and send it for integration into the student's file.

Art. 67 - The Social Service may be carried out in any Public or Private Institution that has an agreement with the Institute. The area responsible for the Social Service will approve and register the respective programs that will be prepared with the guidelines indicated by the higher authorities.

Chapter Ten. The degrees

Art. 68 - To initiate the procedures to get the degree's certification, the student must meet the following requirements:

- a) Have passed all the credits provided in the curriculum.
- b) Have accredited the Social Service.
- c) Pay the corresponding fee for the degree.
- d) Not have outstanding debts with the Institution.
- e) Comply with the other requirements for said procedure established by the applicable regulations.

Art. 69 - The students can choose from the following ways of Titling.

- I. Thesis.
- II. General Knowledge Exam.
- III. Postgraduate studies, in Mexico or abroad.
- IV. Academic performance.
- V. Individual or collective project.

Art. 70 - The Superior Council will issue the regulations regarding each of these certification channels, by means of a specific regulation that will detail the definitions corresponding to each modality, the general and specific requirements, the characteristics that the examiners or tutors should have, and the procedures that must be fulfilled.

Art. 71 - In any case, the degrees that provide courses for the elaboration of thesis in their programs must be accredited through the elaboration of said document; the regulations mentioned in the previous article will address this topic.

Art. 72 - For the awarding of honorable mention in the case of professional examination and defense of thesis, or general knowledge examination, the aforementioned regulations will determine, as a minimum, that the supporter:

- a) Have a general grade point average during his/her studies of at least 9.0
- b) That the work, in case of thesis, has been highlighted and its defense well supported.
- c) That the student has not repeated any subject.
- d) That he/she has only attended ordinary exams during the career.

Chapter Eleven. The school calendar

Art. 73 - The school calendar will be announced to the students at the beginning of each semester and will include the number of classes required to complete the program of each semester, the evaluation periods, the non-working days and any other necessary foresight. The calendar will be communicated in a timely manner to the incorporating authority.

Art. 74 - Study days are considered those marked in the school calendar of the corresponding semester.

Art. 75 - School break is considered the days that appear as such marked in the current school calendar of the Secretariat of Public Education.

Art. 76 - Any modification to the school calendar is the exclusive competence of the Academic and School Services Department of the Institute, which will draw up the calendar with the participation of the academic directors of the Degrees and the coordinators responsible for other courses.

Art. 77 - Class schedules and exams or any other notice will be announced in writing in a timely manner on the corresponding notice boards.

Chapter Twelve. The postgraduate studies and the teaching of courses

Art. 78 - This regulation will be updated as soon as the Institution obtains the recognition of official validity of studies to offer postgraduate programs in that opportunity the other courses of professional training and updating planned by the Institution will also be regulated.

Chapter Thirteen. The infractions, sanctions and appeal for review

Art. 79 - Any breach or violation of the obligations prescribed by this Regulation and the Rules that derive from it is considered an infraction.

Art. 80 - It is forbidden to:

- a) Use outlandish clothing, dress or footwear, as well as long hair and earrings in men.
- b) Attend the Institute in an improper state, even on holidays, under the effects of alcohol or drugs or prohibited substances.
- c) Introduce weapons, dangerous objects of any kind or others that could lead to distraction of the discipline.
- d) Introduce any type of drink or food to classrooms.
- e) Introduce books, magazines, brochures or objects that are not part of the Institute's own purposes.
- f) Smoke, eat and drink inside the facilities.
- g) Adopt incorrect or dishonest postures.
- h) Disrespect in any grade or circumstance to teachers, administrative staff, mates or surveillance personnel.
- i) Enter the offices, teachers' room, classrooms, laboratories, workshops, and other facilities, without authorization.
- j) Enter or remain in the Institute facilities after scheduled hours, without authorization.
- k) Incur, directly or participating, in conduct of school bullying or sexual harassment.
- l) Perform academic plagiarism. The Academic Management will issue the rules for the writing of works, research or publications in which the establishment of references and author quotations will be determined.
- K) Any other act or omission that is planned and sanctioned by the regulations or laws.

Failure to comply with any of these provisions is considered, in principle, serious misconduct, punishable by final expulsion for students and termination of the effects of appointment or termination for administrative or educational workers in the terms of their contracts and applicable laws.

Of the sanctions

Art. 81 - The sanctions that may be applied to offenders of this regulation, and of the rules derived from it may be, depending on the severity or recidivism in punishable behaviors:

- a) Oral warning, before two witnesses.
- b) Written warning, with a copy to the respective file for students, teachers or administrative workers.
- c) Temporary suspension, for students.
- d) Expulsion for students and
- e) Termination of the effects of the appointment, according to the terms of its hiring, for the administrative or teaching staff.

Art. 82 - Acts or omissions provided by laws shall be reported, given by terminated or demanded, before the competent authorities, depending on any case. In the case of the possible commission of crimes, the campus director will carry out the actions that may be appropriate, before the competent authorities, and will notify the incorporating educational authority thereof.

Of the appeal for review

Art. 83 - Those affected by the resolutions of the authorities of the Institution that impose the sanctions provided in this regulation may file an appeal for their review, in writing and within eight working days after that in which they have knowledge of its imposition, providing the evidence and formulating the corresponding allegations.

Art. 84 - The resources of the students and of the teachers will be interposed, before the Direction of school services and control of the School; and before the Administrative Management of the Campus those of the administrative or manual workers; authorities that will issue final resolution.

The director of the school will be aware of the complaints presented by the interested parties for the provision of the educational service, which must be submitted in writing, and resolved within a period of fifteen working days, in an appointment that is convened in writing for that purpose to the interested party.

The director of the school may gather all the elements of judgment that he considers appropriate to resolve for that purpose. The clarifications that the interested ones formulate verbally will be solved in the same way, for which the director will be able to provide the participation of a witness.

Art. 85 - The interpretation of these regulations will be made by the Superior Council, a government body that will be assisted by the Rector who will be responsible for communicating, executing and supervising, where appropriate, the execution of the respective agreements.

Transitory

First. The present regulation will come into force on the day following its publication on the website of the Institution and its registration by the incorporating authority. Modifications to it must be submitted, before the previous authority, thirty days prior to the date on which it is intended to take effect.

Second. The Rector is entrusted with making the corresponding record of reforms to this Regulation, before the authorities of the Secretariat of Public Education.

Third. This General Regulation was amended by provision of the Superior Council of the University Institute Amerike in order to comply with the respective rules of agreement 17.11.17, issued by the Secretariat of Public Education.