

UNIVERSIDAD PANAMERICANA

CAMPUS GUADALAJARA

International Academic Exchange Policy for Foreign Students

I. Definition

In order to help the purposes of internationalization of the University, Universidad Panamericana (UP), through International Affairs, offers students from partner universities the opportunity for academic residency in any of its three campuses. For foreign students entering our community, the regulations and guidelines that correspond to our university community will apply.

II. Objectives

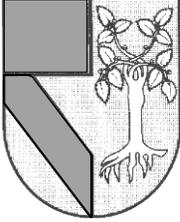
The aim is to promote the international profile of the university community, as well as to strengthen its professional, academic and personal training through experience in Mexico. This exchange should project the user, expand his/her horizons, give a more accurate picture of our social and political reality and increase their knowledge as well as to develop and share the values of the UP.

III. Features

- a) There are several types of agreements with other institutions of higher education:
1. In exchange agreement with reciprocity, students can spend a semester in UP without paying any administrative fee or academic credit for their stay. This does not exclude them to pay their other expenses: housing, medical insurance, living expenses and travel, among other.
 2. *Study abroad* Student. Students will pay an administrative fee of \$3000.00 Mexican Pesos to International Office but will not pay enrollment. They must also pay the cost of their credits in the selected School or Faculty.

Foreign students can enroll in any undergraduate course of UP in so far as the agreement between the partner universities does not indicate otherwise.

- b) Eligibility for academic exchange programs:
- Average of 8.5 or its foreign equivalent.
 - A minimum level of A2 is suggested in ELE.
 - Submit the duly filled exchange application
 - Include a letter of consent from the Faculty Director of origin
 - Letter of intent
 - Valid passport
 - Health insurance for major expenses abroad
- *Documents will be delivered in English or Spanish.



UNIVERSIDAD PANAMERICANA

CAMPUS GUADALAJARA

c) Discipline

While in the UP the student shall be subject to the rules of the UP students and legislation of Mexico.

If the authorities of the university or the country consider it necessary the repatriation of the student, he must immediately return to his country of origin and none of the universities will be responsible for the costs incurred by such return.

It is the responsibility of both the International Office and the student to stay in close communication during the exchange and communicate to the university or embassy in case of any event should occur.

d) Selection and subject accreditation

The student is responsible for choosing the subjects that can be revalidated in accordance with his plan of study abroad.

The student undertakes to course the subjects and to comply with the accreditation requirements of each one as another regular student of UP.

The student will manage through the International Office the official transcript that will be sent to the International Office of his university to make the appropriate validation.

e) Spanish courses

Spanish classes are free for students from partner universities; however, they must purchase their training materials and attend 80 % of classes; otherwise, he will be charged the full course.

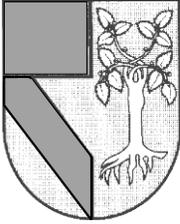
f) Duration and extension

The students will initially spend a semester with the possibility of extending to two semesters long, this extension must be approved by their home university and the scholar services of the UP.

All negotiations that students make directly with the destination university (UP) in terms of extension, shall not be valid.

g) UP disclaimer

Whenever students take a trip on their own in the national or international territory for personal reasons, the student must sign a letter of absence, which stipulates that the university is not responsible for any damage to third parties, private property or injury or death which may occur.



UNIVERSIDAD PANAMERICANA

CAMPUS GUADALAJARA

h) Housing

People who are housed in the Housing program must abide by the same guidelines.

IV. Migratory Affairs

The students are responsible to fulfill from and in their country the immigration requirements to enter and stay legally by the time stipulated in the Mexican territory. They must also bear the cost of visa and other resulting expenses resulting from their stay.

VI. Students Regulations

1. **Punctuality.**

Students must be in the classroom at the time stipulated in their schedule. A 10 minute tolerance is allowed. After that time, late students will be marked absent.

2. **Dress code.**

Students must attend the University dressed according to the standards of this University. For example, a student must show due care in his/her personal hygiene, and cannot wear revealing or transparent apparel or garments which show offensive, derogatory or lewd messages either in print or in images. Should this occur, the student could be called in privately by university authorities to recommend that he/she change his/her attire. On certain dates, for example when a team presentation activity is programmed, students may be asked to come to class in formal attire.

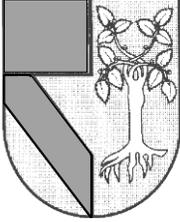
Appropriate appearance for professional studies:

Avoid:

- Shorts
- Bermudas
- Mini – Skirts
- Beach Wear
- Low Cut Tops

3. **Eating in the classroom.**

In order to preserve order and cleanliness within the classrooms, the introduction of liquids (unless in sports bottles) or food of any kind is not allowed.



UNIVERSIDAD PANAMERICANA

CAMPUS GUADALAJARA

- 4. Leaving a class.**

Students leaving a class before the allotted time is up will be marked absent if they are out for more than 10 minutes.
- 5. Absences.**

Students must comply with at least 80% attendance in order to get credit for the course. However, in some cases the Schools organize activities which could require that a class or classes be cancelled. This kind of absence is justified, as are absences due to serious illness or the death of a direct relative. Absences for personal reasons or activities related to a subject or a non-serious disease may not be justified, since the student is entitled to 20% absences within the semester.
- 6. Gifts.**

Students may not give gifts to their teachers.
- 7. Right to ordinary and make up exams.**

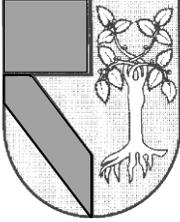
Students with less than 80% attendance lose the right to sit final exams.
- 8. Request for extemporaneous language exam.**

Only the Language coordinator can authorize a student to sit an exam on a date other than the one scheduled. Every request must be endorsed by a justifying, official document, (i.e. medical certificate).
- 9. Exam revision.**

The student is entitled to request a review of his/her partial or final exams in the event he/she does not agree with the grade he/she has earned.
- 10. Rights and obligations.**

Students have, at all times, the rights and obligations that derive from their quality as a student, inspired by the guidelines provided by the general regulations of the University and by the principles that comprise the University, therefore by way of enunciation and not of limitation, a student has the following rights:

 - a) To attend the scheduled meetings in the semester.
 - b) To sit exams at the time and manner set forth by the University.
 - c) To make inquiries or to present problems of an academic or administrative nature to the appropriate authorities.



UNIVERSIDAD PANAMERICANA

CAMPUS GUADALAJARA

- d) To make use of on-campus and off-campus facilities such as: the library, computer center, cafeteria, classrooms, chapel, sports club, etcetera; in a rational form and subject to the regulations each may have.
- e) To request and to receive academic advice from a counselor.
- f) To take part in University sports, social or academic events, courses and seminars.