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Introduction

The Universidad Anahuac is a private, higher education institution founded in 1964 by the Legionaries of Christ. It strives for the truth and the good in everything and is dedicated to the comprehensive education of people who exercise leadership and thereby contribute to the Christian transformation of the society and of the culture.

The mission of the Universidad Anahuac is:

- a).- The comprehensive education of men and women who -convinced of the Christian vision of man and society- stand out for their honesty, their professional and cultural education, and their deep responsibility towards social problems.
- b).- The systematic study, research, and development of the cultural, scientific, and technological heritage, as means to contribute to the comprehensive welfare of men.
- c).- The evangelization and Christian transformation of interpersonal relations both at the University as well as in the labor market, and in the society.

The Universidad Anáhuac is currently providing undergraduate studies in the following institutions, which are part of the Anahuac University Network (RUA):

Universidad Anáhuac México Norte
Universidad Anáhuac México Sur
Universidad Anáhuac Mayab
Universidad Anáhuac Xalapa
Universidad Anáhuac Cancún
Universidad Anáhuac Oaxaca
Universidad Anáhuac Puebla
Universidad Anáhuac Querétaro
Instituto Superior de Estudios para la Familia
Instituto de Estudios Superiores de Tamaulipas
(IEST).

The Universidad Anahuac has Recognition of Official Validity of Studies at secondary and postsecondary level for the degrees offered throughout the Mexican Republic. The University is entitled to issue transcripts, diplomas, and undergraduate and postgraduate degrees. It can also make curriculum plans and syllabuses after approval and authorization of the Secretariat of Public Education, as set out by Presidential Decree on November 22, 1982, and published in the Official Gazette of the Federation (DOF) on November 26, 1982.

TITLE I. GENERAL PROVISIONS

SOLE CHAPTER

Art. 1. This regulation provides the foundations for the academic exchange of undergraduate students at the Universidad Anahuac to higher education institutions that are not part of the Anahuac Universities Network, as well as of students from other institutions who want to study subjects in the Universidad Anahuac, to help accomplish the academic purposes of the Universidad Anahuac in a better way.

Art. 2. For the purpose of this regulation, the following terms and definitions apply:

- *Academic Exchange* (hereinafter *Exchange*). Faculty of students to study at an educational institution other than the one in which they are enrolled (Host University), with the intent of getting their studies recognized as appropriate by the university in which they are formally enrolled (Home University) in accordance with the agreement between them.
- *Anahuac Students*. Students formally enrolled in the Universidad Anahuac.
- *Visiting Students*. Students not formally enrolled in the Universidad Anahuac who are studying some subjects in the Universidad Anahuac, to be considered through equivalency or recognition of foreign studies at their Home University.
- *Study Abroad Students*. Either Anahuac Students or Visiting Students who are not backed by an exchange agreement, thus covering the respective fees at both the Home University and the Host University, as agreed between both institutions. Study Abroad Students attend some subjects' classes to be considered through equivalency or recognition of foreign studies at their Home University.
- *Exchange Students*. Either Anahuac Students or Visiting Students, who are backed by an exchange agreement, thus covering the respective fees at their Home University.
- *Home University*. Institution in which the student is formally enrolled.
- *Host University*. Institution in which the student shall study, without being formally enrolled.

Art. 3. The courses Anahuac students are willing to attend to in the Host University shall be of undergraduate level and shall have the official recognition by the appropriate authorities. In the case of Mexican institutions, the subjects must be part of a curriculum plan with Recognition of Official Validity of Studies from the state or federal authorities of our country.

Art. 4. Students taking part in the *Exchange Program* or the *Study Abroad program* are subject to this regulation, to the Academic Regulations for Undergraduate Students at the Universidad Anahuac (RALUA), to the procedures approved for their regulation in the RUA institutions, and in a complementary or subsidiary way, to the relevant specific regulations of the host institution - and do not go against the RALUA-

and to the specific *Exchange* agreements between the Home University and the Host University.

Art. 5. In the case of IEST students, their own regulation shall be applicable as long as it does not go against neither this regulation nor the RALUA.

Art. 6. If the students come from a foreign institution within the international universities network the Universidad Anahuac belongs to, their *Exchange* shall be subject to the specific agreement arranged between such institutions, to this regulation, as well as to the regulations of each university, and to the legal provisions applicable to both countries.

Art. 7. The acts and omissions, as well as the consequences resulting from such acts or omissions, of an *Anahuac Student*, a *Visiting Student*, or a *Study Abroad Student* during their *Exchange* program are the sole responsibility of the student, regardless if such acts, omissions or their consequences occur within or outside an educational institution, academic or non-academic activities, in Mexico or abroad, whether liked or not by the student. Therefore, the Universidad Anahuac, and any natural or moral person linked with the university, is not liable for any civil, administrative, criminal, fiscal or labor responsibility that may arise from the acts or omissions of the student.

TITLE II. ON ANAHUAC STUDENTS

CHAPTER I. Description of *Exchange Programs for Anahuac Students*

Art. 8. *Exchange program for Anahuac students* is the process by which a student, enrolled in an institution of the Anahuac network (Home University), studies part of the academic program in another higher education institution not being part of the Anahuac network (Host University), with the intention of returning to the Home University.

CHAPTER II. On eligibility for the *Exchange Programs for Anahuac Students*

Art. 9. The *Exchange program* is aimed at *Anahuac students* who would like to attend courses during regular or inter-semester terms in a national or foreign institution not belonging to the network.

Art. 10. The following students can take part in the *Exchange program for Anahuac students*:

- a) Students who have paid for the relevant procedure.
- b) Students who have earned a minimum of 50% of credits of their undergraduate program, for a regular term or a minimum of 25% of credits of their undergraduate program, for an inter-semester term.
- c) Students who have a minimum arithmetic GPA of 8.0 (eight).
- d) Students who have passed all enrolled subjects of the basic and professional blocks.
- e) Students who have completed the 6th level of the English language and it is recorded in the Integrated University System (SIU).
- f) Students who have international health insurance with death, transportation and repatriation of remains coverage.
- g) Students who have a valid passport and commit to obtain the student visa they need for a legal stay in the host country, should they aim at studying abroad.
- h) Students who were accepted by the Home University as *Exchange candidates*.

CHAPTER III. Content and length of *Exchange Programs for Anahuac Students*

Art. 11. The *Exchange program for Anahuac students* during inter-semester terms is subject to the times and characteristics provided by the RALUA.

Art. 12. If the *Exchange for Anahuac Students* is requested after having earned more than 85% of the credits of the academic program, students shall comply with the curriculum requirements, the social service, and the procedures for graduation at the Home University.

Art. 13. The length of the *Exchange Program* for *Anahuac Students* must not be shorter than an academic term, being it regular or inter-semester, nor longer than two regular terms and one inter-semester term of the program that the student is undertaking at the Universidad Anahuac, except for the dual degree programs.

CHAPTER IV. Authorization, modification, and withdrawal of the *Exchange Program* for Anahuac Students

Art. 14. The department responsible for the Exchange Programs shall authorize the *Exchange Program* for *Anahuac Students*, at regular and inter-semester terms, as well as the modification or withdrawal from the program, prior approval of the Academic Division Directorate, and where appropriate approval of the School Registrar's Office.

CHAPTER V. Authorization, course selection, and knowledge accreditation processes in the *Exchange Program* for Anahuac Students

Art. 15. The *Exchange Program* procedure for *Anahuac Students* should start at least in the regular term prior to the date it is expected to be done. Students must go with the Department responsible for the Exchange Program to receive guidance on this regard.

Art. 16. Undergraduate students shall submit to the Academic Division the request for a preliminary professional opinion report along with detailed information on the programs of each subject to be studied.

Schools or Faculties shall issue the preliminary professional opinion report on the academic equivalence between the subjects to study at the host university and the subjects of the curriculum plan at the Universidad Anahuac.

Once having the preliminary professional opinion report, the student shall submit to the Department responsible for the *Exchange Programs*, within the established timelines, the documents needed for the approval of the *Exchange Program*, upon presentation of the payment receipt for the formalities.

It shall not be allowed to study the following modules through *Exchange Programs*: Human Being, Values Seminar, Faith and Contemporary World, and Ethics for the relevant career.

Art. 17. The Department responsible for the *Exchange Programs* shall analyze the application and make a decision. In case of approval, this Department shall:

- a) Inform the student about the payments to be made; should there be any change in the academic load affecting the fees, the student must pay the relevant amount as per the increase in the number of credits, or he or she shall receive a credit equal to the corresponding amount as per the decrease in the number of credits recorded in the professional revalidation opinion.
- b) Provide the student with the documents required for their enrollment to the institution where the *Exchange Program* shall take place.

Art. 18. Students willing to modify their academic load must notify it in writing to the Department responsible for the *Exchange Program*, being subject to provisions of the RALUA.

Art. 19. Should the student be willing to withdraw from the *Exchange Program* in which he or she is enrolled, or withdraw from some courses already approved for the *Exchange Program* after the course has started at the Host University, it will be possible to do so only during the first two weeks of class for a regular term, or during the first week of class for an inter-semester term, in both cases at the host university, applying in everything else the RALUA provisions.

The student shall be responsible for carrying out the procedure established by the Department responsible for the *Exchange* at the Home University.

Art. 20. *Exchanges for Anahuac Students* at inter-semester terms shall be carried out through the "Study Abroad Student" modality when not specified in the relevant agreement. (Cf. Title IV of the current regulation).

Art. 21. Once the *Exchange for Anahuac Students* has been approved, the Department responsible for the *Exchange* shall enroll students in the "Academic Exchange Subject" (MIA), with the estimated number of credits that the student shall earn at the Host University, for academic and administrative purposes.

CHAPTER VI. Sanctions for infringement of regulations, and procedures for re-enrollment in the *Exchange Program* for *Anahuac Students*

Art. 22. In the event that the host university found infringements to its regulations or to the specific agreement, if any, the student shall be sanctioned in accordance with the same regulations, giving notice to the home university. If the infringement also contravenes any regulation of the Universidad Anahuac, the corresponding sanction shall be applied.

Art. 23. The re-enrollment procedures in the following term at the Universidad Anahuac shall be the sole responsibility of the student.

CHAPTER VII. Official grade record for Anahuac Students in Exchange Programs

Art. 24. The Exchange Department at the home university shall receive from the host university the original academic grade record of the student. It shall also create the document of academic correspondence, and submit it to the School Registrar's Office.

Art. 25. The School Registrar's Office shall update the academic record of the student based on the official documents, in accordance with the grading scale, and the minimum passing grades, and shall record the grades in the SIU.

CHAPTER VIII. Financial, scholarships, and funding provisions for Anahuac Students in Exchange Programs

Art. 26. All students formally starting procedures to take an *Exchange Program* must pay a processing fee that will be non-refundable in the event of cancellation, modification, approval or rejection of application.

Art. 27. Where there is an *Exchange Program* agreement with the host university and the student has gained a place, he or she will be exempt of payments at the host university. However the re-enrollment and tuition fees shall be paid at the home Universidad Anahuac as per the chosen academic load.

Art. 28. Students willing to study at a University there is no agreement with shall take full responsibility for payments to the host university in addition to the regular payments to the Universidad Anahuac, according to *Exchange* fees regulated by the Anahuac Universities Network.

Art. 29. If the student must make any payment at the host university, he or she shall cover it in addition to the payments made to the Universidad Anahuac.

Art. 30. The percentage granted by the Scholarships Department for enrollment and tuition fees at the Universidad Anahuac shall be respected for *Anahuac students*. The scholarship does not apply for payments to the host university.

Art. 31. Students are subject at all times to the General Regulations for Universidad Anahuac Scholarships, and where appropriate, to the agreements signed between the home university and the host university. The percentage of scholarship granted to *Anahuac students* shall be assigned considering the grades of the relevant term reported by the host university.

TITLE III. EXCHANGE PROGRAMS FOR VISITING STUDENTS**CHAPTER I. Description of *Exchange Programs* for *Visiting Students***

Art. 32.- *Exchange Programs* for *Visiting Students* is understood as the process by which a visiting student (a student who is enrolled in a home institution that is not part of the Anahuac Universities Network) attends courses at institutions of our network.

CHAPTER II. On eligibility for the *Exchange Programs* for *Visiting Students*

Art. 33. The *Exchange Program* for *Visiting Students* is aimed at undergraduate students, from any national or foreign institution not belonging to our Network, who would like to attend courses at any institution of the Anahuac Universities Network (host institution).

Art. 34. Students fulfilling the requirements agreed with the home institution can take part in the *Exchange Program* for *Visiting Students*, as long as they can provide proof of the following to the Universidad Anahuac:

- a) They have a minimum arithmetic GPA of 8.0 (eight) or its equivalent.
- b) They have covered in due time the relevant fees as per the agreement between home and host institutions, as per this regulation, and as per other Universidad Anahuac provisions, at the institution within the Network where they are going to study.
- c) They have health insurance with coverage in Mexico and repatriation of remains for foreigners or expatriates.
- d) Foreign students shall have valid passport, and student visa, obtained at the country of their citizenship, as valid certificates of their legal stay in Mexico. The National Register of Foreigners will also be required where appropriate, according to the legislation in force.
- e) They are expressly accepted by the host University Admissions Committee.

It is compulsory for *Visiting Students* to submit the documents required to get assistance in case of emergency. These documents shall be submitted to the *Exchange Program* office.

CHAPTER III. Content and length of *Exchange Programs* for *Visiting Students*

Art. 35. *Exchange Programs* for *Visiting Students* during inter-semester terms are subject to the times and characteristics defined in the RALUA.

Art. 36. *Visiting Students* in *Exchange Programs* must comply with the curriculum requirements and the social service in their home university, and shall not obtain their undergraduate degree at the Universidad Anahuac even if they had completed their studies during the *Exchange*.

If the students would like to complete their studies and get their undergraduate degree from the Universidad Anahuac, they must comply with the provisions of the RALUA, and the Degree-Granting Regulations at the Universidad Anahuac.

Art. 37. The length of the *Exchange Program* for *Visiting Students* shall not be neither shorter than an academic term (regular or inter-semester), nor longer than two regular or one inter-semester term of the program the student is studying at the home university.

CHAPTER IV. Authorization, modification, and withdrawal from *Exchange Programs* for *Visiting Students*

Art. 38. The *Exchange Programs* department at the home university shall approve the *Exchange Program* for regular or inter-semester terms, as well as the modification or withdrawal of *Visiting Students* at Universidad Anahuac, as per the agreement between both institutions, with prior approval of the Academic Division Directorate and the School Registrar's Office of the host institution, where appropriate.

CHAPTER V. *Exchange Programs* authorization, course selection, and knowledge accreditation processes for *Visiting Students*.

Art. 39. The home university shall approve their students' application for *Exchange Programs* for *Visiting Students*, and such approval shall be confirmed by the host Universidad Anahuac, through the Academic *Exchange Programs* Department.

Art. 40. The home university shall submit to the host Universidad Anahuac a preliminary findings report proposal on the correspondence of subjects the applicant would like to study. After reviewing the case with the relevant Division, School or Faculty, it shall submit the request to the *Exchange Programs* Department of the host Universidad Anahuac.

Art. 41. Within three weeks following the end of the course at the host university, the host Universidad Anahuac shall give to the visiting student -and send to the home university- the original documents with the grades obtained in the courses at the Universidad Anahuac.

Art. 42. During the *Exchange Programs* in inter-semester terms, the *Visiting Student* may only enroll the maximum number of subjects or credits established by the RALUA for such term.

Art. 43. Once the *Exchange Program* is approved for a given *Visiting Student*, he or she shall carry out the enrollment procedure to the courses that were previously approved. These procedure shall be done through the School Registrar's Office or the *Exchange Programs* area of the host Universidad Anahuac, in accordance with the RALUA provisions.

Art. 44. *Visiting Students* willing to change their academic load must notify in writing to the *Exchange Programs* Department, being subject to the RALUA provisions.

Art. 45. In case of withdrawal from the *Exchange Program*, the RALUA provisions and deadlines shall be applicable. The visiting student shall be accountable for carrying out the procedure established at his or her home university.

CHAPTER VI. Sanctions for infringement of regulations, and procedures for re-enrollment in *Exchange Programs* for *Visiting Students*.

Art. 46. In the event that the Universidad Anahuac found infringements to its regulations, the visiting student shall be sanctioned and shall give notice to the home university.

Art. 47. The re-enrollment procedures in the following term at the home university shall be the sole responsibility of the *Visiting student*.

CHAPTER VII. Financial, scholarships, and funding provisions for *Visiting Students* in *Exchange Programs*

Art. 48. Should there be a hosting *Exchange Program* agreement, the *Visiting Student* will be exempt of payment to the Universidad Anahuac for the payments specified in such agreement, but shall cover all the other fees and expenses applicable to his or her stay and activities at the Universidad Anahuac.

Art. 49. *Visiting Students* whose home university has no agreement with the Universidad Anahuac are accountable for the payments to be made to this university, as per the RALUA and the applicable financial provisions, such as additional services as language courses, fees for IDs, fines and surcharges, fees for social and leadership programs, personal expenses or concessionaire services within the University.

Art. 50. If *Visiting Students* in *Exchange* had a scholarship or financial aid at their home university, it shall not apply for payments to the host Universidad Anahuac.

Art. 51. Those students taking part in the University *Exchange Programs* where there is no agreement shall pay full enrollment and tuition fees to the Universidad Anahuac and any other fees applicable.

TITLE IV. STUDY ABROAD PROGRAM

SOLE CHAPTER *Study Abroad Program* description

Art. 52. The *Study Abroad Program* is the one in which either an *Anahuac student* or a *Visiting Student* covers the cost of their educational services at both home and host universities.

Art. 53. *Study Abroad Students* of the Universidad Anahuac enrolled in another institution shall pay the relevant fees to the Universidad Anahuac, according to the equivalence of credits studied at the host university, applying the corresponding discounts issued or agreed.

Art. 54. All subjects studied by the *Anahuac student* at the host university as part of the *Study Abroad Program* shall be accredited in the same way as in the *Exchange Program* process. This is in accordance with the provisions in this regulation and the applicable provisions and agreements of the Public Education Secretariat.

Art. 55. Provisions of Titles I and II of this Regulation shall apply to students in the *Study Abroad Program*.

PROVISIONAL REGULATIONS

First.- Students in either the *Exchange* or the *Study Abroad Programs* are required to know and comply with the provisions stated in this regulation, the resulting standards and procedures, and the ones from University, and from the Anahuac Universities Network, as well as the provisions provided in the *Exchange Program* agreements. Therefore, ignoring those regulations shall excuse no one from compliance therewith.

Second.- Rector's Committees from each member of the Anahuac Universities Network have the authority to solve extraordinary cases not considered in the

regulation herein, as long as it is not against its provisions, or the ones from the Anahuac Universities Network or the provisions agreed with other universities. In conflicts involving two or more institutions, the Rectors must agree on the criteria to follow by all parties.

Third.- This Regulation shall come into force from the academic term 2009-2010, revoking any provision contravening it.