

ANÁHUAC MÉXICO UNIVERSITY INSTITUTIONAL POLICY FOR THE ASSIGNMENT AND TRANSFER OF ACADEMIC CREDITS

I. LEGAL BASIS

This policy is issued based on the following provisions of Agreement Number 17/11/17 of the Ministry of Public Education (SEP) and AGREEMENT number 02/04/17 which modifies the various number 286 which establishes the guidelines that determine the general norms and criteria, to which the revalidation of studies carried out abroad and the equivalence of studies will be adjusted, as well as the procedures by means of which knowledge corresponding to educational levels or school grades acquired in a selftaught manner, through work experience or based on the certification regime referring to training for work, as well as what is stipulated in the Anáhuac Regulatory Compendium.

II. DEFINITION OF ACADEMIC CREDIT

The Anáhuac Regulatory Compendium establishes that: Credits reflect the amount of academic work required to achieve learning outcomes. The credit value of a course is determined based on the total estimated student work hours: lectures, independent study, assessments, and projects, in accordance with Article 11 of Agreement 17/11/17 of the Ministry of Public Education. Each study program details the credits assigned per subject and the total curriculum.

According to Article 11 of Agreement 17/11/17 of the SEP, for each effective hour of learning activity, whether with the guidance of a teacher or independently, a value of **0.0625 credits**. This assignment is independent of the calendar structure and is based on the actual academic workload.

Furthermore, Article 10 of the same Agreement establishes the **minimum credits required** for each educational level:

- Bachelor's degree: 300 credits.
- Specialty: 45 credits.
- Master's degree: 75 credits (or 30 if taken after a specialty).
- Doctorate: 150 credits (or 75 if taken after a master's degree).

These criteria ensure academic relevance and consistency across all higher education programs.

III. DISTRIBUTION OF CREDITS BY EDUCATIONAL LEVEL

The duration in years of each academic program depends on the level of study in question, regardless of the modality (In-person, Mixed, Distance learning).

Educational Level	Minimum of Credits	Duration Dear	Approximate Hours
Degree	300	4-5 years	4,800 hours
Specialty	45	1 year	720 hours
Master's degree (direct)	75	2 years	1,200 hours
Master's degree (after specialty)	30	1 year	480 hours
PhD (after degree)	150	3-4 years	2,400 hours
Doctorate (after master's degree)	75	2-3 years	1,200 hours

IV. CREDITS FOR TRANSFER, REVALIDATION AND MOBILITY

Anáhuac México University recognizes academic credits previously taken in other institutions, national or foreign, through processes of **equivalence and revalidation** based on solid academic criteria and current official regulations (Agreement 286 SEP).

General criteria:

- Credits from institutions with RVOE or official recognition in their country of origin are accepted.
- The courses must have a minimum similarity of the **60% in content** and a reasonable equivalence in **number of hours and credits**.
- Only subjects with a minimum grade of **8.0** out of 10 (or equivalent).
- Some of the credits of a program can be covered through equivalences or revalidations with a **Maximum of 40%**.

Institutional procedure:

- The process is supervised by the **Academic Coordination of the Program** together with the **Office of Educational Programs**, who guarantees uniformity and rigor through training and validation.
- Responsible staff must complete an internal training program on revalidation and equivalence, and sign a **letter of academic responsibility**.
- Transfers are considered to be change of program within the same university.
National or international mobility.
Participation in double degree or exchange programs.

IV. MONITORING AND UPDATING

- The General Secretariat and the School Administration Directorate will be responsible for implementing and monitoring this policy.
- This policy will be subject to review and improvement, in accordance with legislative reforms or new provisions published by the Education Authority in this regard.

North campus

46 Universidad Anáhuac Ave., Col. Lomas Anáhuac,
Huixquilucan, State of Mexico, 52786
+52 55 56 27 02 10

South campus

865 de los Tanques Ave., Col. Torres de Potrero,
Álvaro Obregón, Mexico City, 01840
+52 55 56 28 88 00